

SAN JOAQUIN VALLEY AIR POLLUTION CONTROL DISTRICT

REQUEST FOR APPLICATIONS

STATEWIDE SCHOOL BUS RETROFIT PROGRAM

The San Joaquin Valley Air Pollution Control District (District) is seeking applications for the installation of California Air Resource Board's (ARB) – verified Level 3 diesel emissions control strategies (retrofit) on California school buses with engine model year 1987 and newer. The purpose of this program is to assist school districts with the early compliance of ARB's in-use Truck and Bus Regulation.

Submittal: An application packet must be received at the address below on or before:

Monday, March 12, 2012 – 5:00PM

PROPOSALS RECEIVED AFTER THE TIME AND DATE STATED ABOVE WILL NOT BE ACCEPTED.

Address to: Ashley Burrow
Air Quality Specialist
San Joaquin Valley Air Pollution Control District
1990 East Gettysburg Avenue
Fresno, CA 93726-0244

Issuance Date: Thursday, January 26, 2012

Table of Contents

1.0	Background	1
2.0	Schedule of Events	1
3.0	Award Information	1
3.1	Eligibility	1
3.2	Available Funding.....	2
3.3	Reporting Requirements	3
3.4	Project Period.....	3
3.5	Additional Requirements	3
4.0	Response Submittal Requirements	7
4.1	Contents of Proposal.....	7
4.2	Proposal Submission	8
4.3	School Board Resolution.....	9
5.0	Proposal Evaluation	9
5.1	Air District.....	9
5.2	Engine Model Year.....	10
5.3	Mileage	10
6.0	Application	11

1.0 Background

The ARB adopted the in-use Truck and Bus Regulation in December 2008 which included requirements to retrofit diesel-fueled school buses. Many school buses have been brought into compliance with Lower-Emission School Bus Program (LESBP) grants and other monies by either replacing old school buses with new school buses or by retrofitting older school buses with an ARB-verified Level 3 retrofit. However, once all the grant funds have been expended, ARB staff estimates that approximately 3,400 non-compliant school buses will remain in California. If no funding is provided for school bus retrofits, the cost of compliance will fall upon the school districts. This Request for Applications is being issued to public school districts and private school transportation providers that contract with public school districts, to provide transportation services, throughout the state of California to assist these school bus owners with early compliance of ARB's in-use Truck and Bus Regulation.

District Contacts

Technical questions regarding this RFA should be addressed to:

Ashley Burrow, Air Quality Specialist
San Joaquin Valley Air Pollution Control District
1990 East Gettysburg Avenue
Fresno, CA 93726-0244
(559) 230-5800, FAX (559) 230-6112

2.0 Schedule of Events

January 26, 2012	Release of RFA
March 12, 2012	RFP Closes (No Later than 5:00PM)

Note: all times are in Pacific Daylight Time

3.0 Award Information

3.1 Eligibility

Any California public school district that directly provides transportation services, Joint Power Authority (JPA) that owns school buses, or private transportation agency that provides student transportation services under contract to public school districts are eligible to participate in this program. Private school districts are not eligible. The criteria for eligible retrofit projects are as follows:

- The school bus must have a 1987 or newer engine model year and have a gross vehicle weight rating of 14,001 lbs. or more

Request for Applications
Statewide School Bus Retrofit Program
January 2012

- The school bus must use diesel fuel
- The school bus must have current California Highway Patrol (CHP) safety certification (CHP form 292)
- The retrofit must be:
 - ARB-verified level 3 retrofit
 - Compliant with the engine as stated by the retrofit's executive order
 - Warrantied by retrofit manufacturer and/or authorized dealer

The ARB-verified level 3 retrofit must be available and approved by ARB for this program prior to submission of the application to the District. To view the most current list of eligible retrofits, please visit: <http://www.arb.ca.gov/diesel/verdev/verdev.htm>.

3.2 Available Funding

The District anticipates funding school bus retrofits in the amount of up to \$20,000 per school bus. The \$20,000 maximum may be used for following eligible items:

- The cost and installation of the retrofit device
- Up to \$2,500 per school bus funded may be used towards the cost of either a cleaning machine or a service contract for cleaning
- Up to \$300 per school bus funded may be used for data logging
- One (1) spare filter for up to every 20 school buses funded
- Necessary electrical infrastructure

This is a reimbursement program. Awardees will be reimbursed for eligible invoiced costs up to the grant amount. Any costs greater than the grant amount will be the responsibility of the awardee. Work performed prior to an executed agreement with the District will be ineligible for funding. This includes any electrical infrastructure and data logging started prior to the executed agreement. Projects will be funded as funding becomes available until December 2013.

3.2.1 Funding Type

The funding for selected projects will be in the form of a grant agreement. The grant agreement may include substantial involvement between the District and the awardee in the performance of the work supported. The District and applicant selected for funding shall negotiate precise terms and conditions of the grant agreement.

3.2.2 Partial Funding

In appropriate circumstances, the District reserves the right to partially fund applications. Based upon ranking criteria as stated in Section 5.0 of this RFA, some school buses proposed on a project may not be selected until a later date or not funded at all.

Request for Applications
Statewide School Bus Retrofit Program
January 2012

3.3 Reporting Requirements

Annual reports will be required for the first five (5) years of the project. These reports will be provided by the District and mailed to the awardee based upon the installation or invoice date of the retrofit. Awardees will be required to report fuel usage and annual mileage. Awardees will also need to report any maintenance performed over the reporting period and any issues regarding the retrofit.

3.4 Project Period

The estimated project period for grants resulting from this solicitation will begin on March 30, 2012. Retrofits will be required to be installed and inspected by the CHP within ninety (90) calendar days of an executed agreement with the District. Awardees will then have thirty (30) days to submit a completed claim for payment packet for reimbursement. A Payment Procedures packet will be sent to awardees with a copy of the final executed agreement. Awardees will be required to own and operate the retrofitted school bus for a period of five (5) years within the state of California.

No projects will be funded after January 1, 2014, the final compliance deadline of the in-use Truck and Bus Regulation.

3.5 Additional Requirements

By signing the application, the awardee agrees to comply with the following if selected for funding.

3.5.1 Procurement Policies and Procedures

When procuring services, equipment, and/or supplies under this agreement, the awardee shall follow the same policies and procedures it uses for procurements from non-Federal funds provided that the policies and procedures conform with EPA regulations 40 CFR Part 31.36 or 30.44 (as applicable) which state that all procurement transactions will be conducted in a manner providing full and open competition.

3.5.2 Disadvantaged Business Enterprise (DBE) utilization

The awardee shall not discriminate on the basis of race, color, national origin or sex in the performance of any projects selected for funding under this RFA. Awardees shall carry out applicable requirements of 40 CFR Part 33 in the award and administration of contracts awarded as a result of any grant agreement resulting from this RFA. In addition, awardees must also agree to make good faith efforts whenever procuring construction, equipment, services and supplies under a federally funded grant agreement, and to ensure that prime contractors also comply with 40 CFR Section 33.301. Records documenting compliance with the six faith good efforts shall be retained.

Request for Applications
Statewide School Bus Retrofit Program
January 2012

Some retrofit devices require supplemental energy to oxidize collected soot (regeneration), which may necessitate the installation of an electrical outlet. If an awardee has an existing contract with an electrician, the awardee does not need to solicit for the services of an electrician – the awardee may use, for the installation of such an electrical outlet, an electrician with which the awardee has an existing contract. The awardee will be required to provide a written statement verifying that a contract with an electrician exists and that the actual contract is available for inspection upon request.

If the awardee does not have an existing contract with an electrician, then the awardee must solicit for the services of an electrician, and while doing so comply with 40 CFR Section 33.301 and retain records documenting compliance with the six good faith efforts.

Awardees may be required to complete EPA Form 6100-4—DBE Program Subcontractor Utilization Form, and EPA Form 6100-3—DBE Program Subcontractor Performance Forms from each subcontractor. EPA forms and information on the DBE Rule, forms, and fact sheets can be downloaded from http://www.epa.gov/osbp/dbe_forms.htm.

3.5.3 Payment to Consultants

Per 40 CFR Part 31.36(j), EPA's participation in the salary rate (excluding overhead and travel) paid to individual consultants retained by the awardee or by the awardee's contractors or subcontractors shall be limited to the maximum daily rate for a Level IV of the Executive Schedule, to be adjusted annually. The Federal Executive Schedule (i.e., Salary Table) is located at: <http://www.opm.gov/oca>. This limit applies to consultation services of designated individuals with specialized skills and if the terms of the contract provide the awardee with the responsibility for the selection, direction, and control of the individuals who will be providing services under the contract at an hourly or daily rate of compensation. This rate does not include overhead or travel costs and the awardee may pay these in accordance with its normal travel practices.

Subagreements with firms or individuals for services which are awarded using the procurement requirements in 40 CFR Part 31, are not affected by this limitation unless the terms of the contract provide the awardee with responsibility for the selection, direction, and control of the individuals who will be providing services under the contract at an hourly or daily rate of compensation. See 40 CFR Part 31.36(j)(2).

3.5.4 Cost Principles

The cost principles of 2 CFR 225, 230, or 220 (formerly OMB Circular A-87, A-122, or A-21) are applicable to this award.

3.5.5 Restrictions Regarding Lobbying

Awardees will be required to comply with Title 40 CFR Part 34, *New Restrictions on Lobbying*.

3.5.6 Lobbying and Litigation

Awardees will be required to certify that no funds awarded will be used to engage in lobbying of the Federal Government, ARB or in litigation against the United States unless authorized under existing law. Awardees will be required to abide by their respective 2 CFR 220, 225 or 230 (formerly OMB Circular A-21, A-87, or A-122) which prohibits the use of federal grant funds for litigation against the United States or for lobbying or other political activities.

3.5.7 Use of Specified Products Containing Recycled Materials

As applicable, any agency of a political subdivision of a State shall comply with the requirements set forth in Section 6002 of the Resource Conservation and Recovery Act (RCRA) (42 U.S.C. 6962), which requires that preference be given in procurement programs to the purchase of specific products containing recycled materials identified in the guidelines developed by EPA. These guidelines are listed in 40 CFR 247. Regulations issued under RCRA Section 6002 apply to any acquisition of an item where the purchase price exceeds \$10,000 or where the quantity of such items acquired in the course of the preceding fiscal year was \$10,000 or more.

3.5.8 Hotel and Motel Safety

The awardee agrees to ensure that all conference, meeting, convention, or training space funded in whole or in part with Federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (PL 101-391, as amended). The awardee may search the Hotel-Motel National Master List at <http://www.usfa.dhs.gov/applications/hotel/> to see if property is in compliance (FEMA ID is currently not required), or to find other information about the Act.

3.5.9 Drug-Free Workplace

Awardees must make an ongoing, good faith effort to maintain a drug-free workplace pursuant to the specific requirements as set forth in Title 40 CFR 36.200 – 36.230. Additionally, in accordance with these regulations, the awardees must identify all known workplaces and keep this information on file.

3.5.10 Debarment and Suspension

In order to be eligible for participation in this RFA, awardees must not presently be debarred, suspended, proposed for debarment, declared ineligible, voluntarily

excluded from participation, or otherwise excluded from or ineligible for participation under federal assistance programs. Awardees must ensure that all subcontractors employed for conduct of this project certify to the applicant compliance with this provision of law.

3.5.11 Trafficking Victims Protection Act

Awardees will be required to abide by the following Prohibition Statement and contact the District regarding a violation of a prohibition in the Prohibition Statement below:

Prohibition Statement: You as the recipient, your employees, sub-recipients under this award, and sub-recipients' employees may not engage in severe forms of trafficking in persons during the period of time that the award is in effect; procure a commercial sex act during the period of time that the award is in effect; or use forced labor in the performance of the award or sub-awards under the award.

3.5.12 Use of Funds Restriction

Mandated Measures: Awardee agrees that funds under this award cannot be used for emissions reductions that are mandated under Federal, State or local law. This refers to specific compliance dates within the mandate, not when the mandate is passed. Voluntary or elective emissions reduction measures shall not be considered "mandated," regardless of whether the reductions are included in the State Implementation Plan of a State.

3.5.13 Uniform Administrative Requirements

Awardees agree to comply with 40 CFR Part 31, Uniform Administrative Requirements for Grants and Cooperative Agreements to States and Local Governments.

3.5.14 Delays or Favorable Developments

Awardees are to promptly notify District of any problems, delays, or adverse conditions which may materially impair their ability to deliver on the outputs/outcomes specified in the grant agreement. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation. The applicant agrees that it will also notify District of any favorable developments which may enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more beneficial results than stated in the grant agreement.

3.5.15 Equipment Use, Management, and Disposition

The awardee agrees the equipment acquired with funding from this grant will be subject to the use and management and disposition regulations at 40 CFR 30.34 and 31.32, as applicable. Equipment is defined as tangible non-expendable personal property having a useful life of more than one year and an acquisition cost and/or current market value of \$5,000 or more per unit. Certified or verified technologies, vehicles, engines and nonroad equipment are considered to be equipment to the extent they fall within this definition.

3.5.16 Environmentally Preferable Products/Services/Meetings

Consistent with local, state, and federal grant procurement rules, awardees shall, when feasible, purchase environmentally preferable products/services and hold conferences/meetings using environmentally preferable measures. Environmentally preferable products/services and environmentally preferable measures include those that have a lesser or reduced effect on the environment when compared with competing products, services, or measures that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service. In addition, environmentally preferable measures for conferences/meetings apply to large gatherings of ten or more persons.

3.5.17 Prevailing Wages and Professionals

If applicable, the selected awardees shall follow all provisions of State Labor Code Section 1771 regarding prevailing wages. If projects involve installation or construction, the selected awardees agree that only licensed professionals will be used.

3.5.18 Data Universal Numbering System Number

All program awardees must have and include in their proposal (see section 4.1.1) a Data Universal Numbering System (DUNS) number. A DUNS number is the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).

4.0 Response Submittal Requirements

4.1 Contents of Proposal

Submitted proposals must follow the format outlined below and all requested information must be supplied. Failure to submit all requested information may

Request for Applications
Statewide School Bus Retrofit Program
January 2012

result in the proposal being deemed unresponsive and disqualified from consideration.

4.1.1 Application

See Appendix A for application. All boxes must be filled out. The responsible party must sign in blue ink to confirm original signature. Copy pages 12 and 13 as needed for each school bus being applied for.

4.1.2 IRS form W-9.

4.1.3 Photographs of the engine and school bus data plate.

The photographs can be in hard or electronic format. The photographs must be legible to confirm the following:

- Gross Vehicle Weight Rating (GVWR)
- Vehicle Identification Number (VIN)
- Engine serial number
- Engine model year
- Engine Family Name

If the engine data plate is missing or illegible, please submit documentation confirming the serial number and engine family name.

4.1.4 Copy of the current CHP Safety Certification (CHP form 292) for each school bus on the application.

4.1.5 Copy of the current Department of Motor Vehicles registration for each school bus on the application.

4.1.7 Copy of the ARB Executive Order(s), including all attachments, for the proposed retrofit(s).

4.2 Proposal Submission

4.2.1 Due Date

Proposals must be received at the address below (post marks are not accepted), no later than 5:00PM Pacific Daylight Time on March 12, 2012, and shall be directed to:

Ashley Burrow
Air Quality Specialist
San Joaquin Valley Air Pollution Control District
1990 E. Gettysburg Ave.
Fresno, CA 93726-0244

Request for Applications
Statewide School Bus Retrofit Program
January 2012

Late proposals will not be accepted. Any correction or resubmission by the proponent will not extend the submittal due date.

4.2.2 Late and Incomplete Applications

A proposal may be immediately rejected if it is received at any time after the exact due date and time set for receipt of proposals.

Incomplete applications received prior to the due date will receive an incomplete letter stating required missing information and/or documents. The applicant will have fourteen (14) calendar days from the date of the letter to respond with the necessary information and/or documents. If no response is received, the application will be rejected.

4.2.3 Disposition of Proposals

All applications become the property of the District. Any application selected for funding will be considered public information once entered into a fully executed agreement with the District.

4.3 School Board Resolution.

A resolution from the school board authorizing the submittal of the application and identify the individual authorized to implement the school bus retrofit project will be required prior to funding. The resolution is not required at time of application; however, one will be required prior to agreement execution. A letter from a duly authorized official with authority to make financial decisions may also be accepted in place of a resolution.

5.0 Proposal Evaluation

All school buses will be ranked individually based upon the air district they are located in, engine model year, and mileage.

5.1 Air District

Priority will first be given to those school buses located within small air districts, then medium, and then large, as defined by the California Air Pollution Control Officers Association. To determine the air district you are located in, please visit <http://www.arb.ca.gov/app/dislookup/dislookup.php>. The following are lists of small, medium, and large air districts.

Request for Applications
 Statewide School Bus Retrofit Program
 January 2012

Small	Medium	Large
Amador County APCD Antelope Valley AQMD Butte County APCD Calaveras County APCD Colusa County APCD El Dorado County APCD Feather River AQMD Great Basin Unified APCD Glenn County APCD Imperial County APCD Lake County AQMD Lassen County APCD Mariposa County APCD Mendocino County APCD Modoc County APCD North Coast Unified APCD Northern Sierra Unified AQMD Northern Sonoma County APCD Shasta County AQMD Tehama County APCD Tuolumne County APCD Siskiyou County APCD	Monterey Bay Unified APCD Placer County APCD Mojave Desert AQMD Santa Barbara County APCD Ventura County APCD Yolo-Solano APCD Eastern Kern County APCD San Luis Obispo County APCD	Bay Area AQMD Sacramento Metro AQMD San Joaquin Valley APCD San Diego County AQMD South Coast AQMD

5.2 Engine Model Year

After the school buses are ranked by air district, they will be ranked based upon engine model year. Newer engine model year school buses will be given priority and ranked higher as they are expected to have a longer project life.

5.3 Mileage

School buses within the same air district category and model year will then be ranked by annual mileage. Using information from the CHP form 292, school buses will be ranked by annual mileage with priority given to those with more annual miles traveled.

6.0 Application

The following application must be completed and submitted with all other required documents as stated in Section 4.1 by the due date. Photocopy section B and C of the application for additional school buses being applied for. Section D is to be signed by the signing authority with blue ink. Section E of the application is to be completed only if a third party fills out any part of the application.

A.	APPLICANT INFORMATION	
Applicant Type: <input type="checkbox"/> School District <input type="checkbox"/> JPA <input type="checkbox"/> Private Transportation Agency		
Applicant Name:		
Street/Mailing Address:		
City:	State:	Zip Code:
Contact Name:	Contact Title:	
Contact Phone: ()	Contact Fax: ()	
Contact E-mail:		
Person with Contract Signing Authority and Title:		
Data Universal Numbering System (DUNS) Number:		
Air District Served by School District:		
If JPA or Private Transportation Agency, please list associated school districts:		
Number of School Buses in Fleet:	Number of School Buses to be Retrofitted:	

**** COMPLETE A SEPARATE SHEET FOR EACH VEHICLE ****

Vehicle ___ of ___

Please provide the requested information on this page for the school bus proposed to be retrofitted.

B.	GENERAL INFORMATION ABOUT EXISTING SCHOOL BUS	
1.	School District School Bus Identification Number:	
2.	School Bus Storage Address:	
3.	City:	4. Zip Code:
5.	School Bus Make/Manufacturer:	
6.	School Bus Model:	7. School Bus Model Year:
8.	School Bus Type: <input type="checkbox"/> Type C (Conventional) <input type="checkbox"/> Type D (Transit) <input type="checkbox"/> Special Ed <input type="checkbox"/> Other:	
9.	Type of Fuel: <input type="checkbox"/> Diesel <input type="checkbox"/> Gasoline <input type="checkbox"/> Other:	
10.	Estimated Annual Fuel Usage (in gallons) for this School Bus:	
11.	Cumulative Mileage:	12. Average Annual Mileage:
13.	Vehicle License Number:	14. Average Annual Idle Hours:
15.	Vehicle Identification Number (VIN):	
16.	Gross Vehicle Weight Rating (GVWR):	

**** COMPLETE A SEPARATE SHEET FOR EACH VEHICLE ****

Vehicle ___ of ___

B. GENERAL INFORMATION ABOUT EXISTING SCHOOL BUS (CONTINUED)	
16. Engine Make:	17. Engine Model:
18. Engine Model Year:	19. Engine Displacement:
20. Manufacturer's Maximum Brake Horsepower Rating:	
21. Engine Serial Number:	
22. Engine Family Name (e.g., XCEXH0123MAH):	

C. PROPOSED LEVEL 3 RETROFIT TECHNOLOGY INFORMATION	
1. Retrofit Manufacturer:	
2. Retrofit Model:	
3. Retrofit Family Name (e.g., CA/DON/2009/PM3+N00/ON/DPF02):	

D.	SCHOOL DISTRICT/ORGANIZATION CERTIFICATION SECTION
-----------	---

I hereby certify that all information provided in this application and any attachments is true and correct to the best of my knowledge, and that I have read, understand, and will comply with the requirement of the entire RFA.

Printed Name of Signing Authority:	Title:
Signature of Signing Authority: (Must sign in BLUE INK ONLY)	Date:

E.	THIRD PARTY INFORMATION
-----------	--------------------------------

This section **must be completed** if any part or all of the application was filled out on your behalf, by a third party.

1.	Contact Name and Title of Third Party:
2.	Business Name:
3.	Phone Number:
4.	Cost of Services (not eligible for funding reimbursement):
5.	Source of Funds:

I hereby certify that all information provided in this application and any attachments is true and correct to the best of my knowledge, and that District funds may not be utilized to compensate third party services.

Printed Name of Signing Authority:	Title:
Signature of Signing Authority: (Must sign in BLUE INK ONLY)	Date: