

March 21, 2002

02-078

BID AWARD - AIR FILTERS (HVAC)

PREPARED BY:

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FINANCIAL
RESPONSIBILITY:

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APPROVED BY:

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REPORT:

The college desires to contract with a qualified company to furnish, deliver, install and maintain high performance, efficient, durable HVAC air filters for the Sylvania Campus.

An Invitation to Bid (ITB) was issued for Air Filters (HVAC) for an initial contract period of one (1) year and three (3) months with an option to renew on an annual basis for three additional years. The contract provides for the cost of each filter type per unit, shipping, cleanup, storage, testing, installation and disposal. The estimated annual amount of this contract is \$23,000.

The Invitation to Bid was advertised in the Daily Journal of Commerce and was posted on the State Vendor Information Program on February 8, 2002. ITB documents were sent to seven (7) vendors, as well as one (1) plan center. Only one (1) bid response was received.

Note: No M/W/ESB firms are available for this contract.

RECOMMENDATION:

That the Board of Directors award a contract to Air Filters Northwest, Inc. for an initial contract period not to exceed one (1) year and three (3) months with an option to renew on an annual basis through June 30, 2006 for an annual estimated expenditure of \$23,000 for each year of this contract. Funds for this project will come from the general fund.