

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Greater FY20-138 – Air Conditioning Filters

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to award Invitation to Bid (ITB) FY20-138 – Air Conditioning Filters for a period of three (3) years from February 1, 2020 through January 31, 2023, with an option to renew for two (2) additional one (1) year periods. ITB FY20-138 – Air Conditioning Filters was issued to replace the previous ITB 16-046R – High Capacity Air Conditioning Filters.

The requested spending authority for this ITB is \$1,130,000.

Goods/Services Description

Responsible: Physical Plant Operations (PPO)

Physical Plant Operations (PPO) utilizes this Bid to purchase Air Conditioning Filters for schools and sites throughout the District. PPO and school custodial staff regularly replace air conditioner filters throughout the District. Filters are replaced monthly to semi-annually, depending on the size and thickness of the filter, and equipment manufacturer recommendations. Timely filter replacements are essential in order to maintain healthy indoor air quality, maximize the life expectancy of equipment, reduce repair costs and downtime of equipment, and reduce energy costs.

Procurement Method

Responsible: PWS

ITB FY20-138 is to replace 16-046R – High Capacity Air Conditioning Filters, which expires on January 31, 2020. The solicitation for this ITB ran from September 5, 2019 through October 15, 2019. There were three hundred and fifty-four (354) vendors notified, and twenty-four (24) vendors downloaded the ITB. Procurement & Warehousing Services received five (5) bids, which are recommended for award to the two (2) lowest responsive and responsible bidders per group, meeting all specifications, terms, and conditions. For this solicitation, the Affirmative Procurement Initiative (API) implemented in this solicitation is Voluntary M/WBE Distributorship Development Program.

The bid is awarded by group. Each group has a primary and an alternate vendor who met all specifications, terms, and conditions of the ITB. Including alternate awardees allows for continuity of services if the primary vendor cannot comply with delivery requirements, specifications, or in emergency cases.

Financial Impact

Responsible: PWS and PPO

The total spending authority requested is \$1,130,000, as demonstrated in the breakdown below:

Projected spending per month	\$	31,364
Number of months		36
Projected spending total as per Bid 16-044R (A)	\$	1,129,104
Total spend authority (rounded)	\$	1,130,000

Funding for this Bid will come from PPO's operating budget. The amount requested was determined based on the Department's requirements to satisfy the needs of the District. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.