



FACILITIES MANAGEMENT

Independent School District No. 709

Located at 101 East 3rd Street

*Mailing Address: 215 North 1st Avenue East
Duluth, Minnesota 55802*

Construction Management (218) 336-8907

Maintenance (218) 336-8906

Operations (218) 336-8905

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Memorandum

**To: Bill Hanson
School Board Members**

From: Kerry M. Leider

Date: June 30, 2010

Re: Quote #4037 – District-wide Disposable Air Filters

This quote was advertised according to statute and quote documents were sent to 11 contractors. Six quotes were received in response to the School District's request for quotes for District-wide Disposable Air Filters for the period of July 1, 2010 through June 30, 2011. Total Filtration Services, 5775 – 12th Avenue East, Shakopee, MN, submitted the lowest responsive quote with an estimated value of \$22,159.93.

It is recommended the Duluth School Board approve a contract with Total Filtration Services to provide disposable air filters, based on their lowest responsive quote submitted pursuant to Quote #4037 – District-wide Disposable Air Filters.

It is further recommended that the Duluth School Board approve the two (2) additional contract extension options through June 30, 2013, if the amount is determined acceptable by the Director of Business Services and the Property and Risk Manager.

Attached please find the Quote Sheets and Quote Tab for this project.

Attachment