

Proposal to Designate Russell Sigler, Inc. as Sole Source Vendor for Carrier HVAC Systems

To: Minidoka School District Board of Trustees

From: Daryl Kent, Business Manager

Date: 10/13/2025

Subject: Sole Source Vendor Designation under Idaho Code § 67-2808(2) – HVAC Systems

1. Purpose

This proposal requests that the Minidoka School District formally designate Russell Sigler, Inc. as the sole source vendor for Carrier-brand HVAC systems and associated equipment, pursuant to Idaho Code § 67-2808(2). This designation will ensure consistency, efficiency, and compatibility across district facilities for both current and future HVAC system needs.

2. Background

The Minidoka School District currently utilizes Carrier HVAC units in multiple facilities throughout the district. These systems were selected for their performance, reliability, and energy efficiency. Russell Sigler, Inc. is the exclusive authorized distributor for Carrier HVAC systems in the Northwest region, which includes Idaho. This exclusivity means that Carrier equipment, parts, and manufacturer warranty support can only be procured through Sigler or its approved channels.

3. Legal Basis

Idaho Code § 67-2808(2) provides an exception to competitive bidding when there is only one vendor capable of providing the required good or service. The statute allows agencies or districts to make a written determination that there is only one source reasonably available. This proposal satisfies those requirements by establishing that Carrier HVAC systems are the standardized equipment in district facilities, Russell Sigler, Inc. is the exclusive regional distributor authorized by Carrier Corporation, and compatibility, warranty coverage, and maintenance requirements necessitate procurement through the authorized distributor.

4. Justification for Sole Source Designation

- Exclusive Distribution Rights: Russell Sigler, Inc. holds exclusive rights to distribute Carrier HVAC systems in Idaho and the Northwest region. No other vendor can legally supply Carrier equipment with factory warranty and manufacturer support.
- System Compatibility: Standardizing Carrier units across the district ensures interoperability, reduces training and maintenance costs, and allows for consistent spare parts inventory.

- **Warranty and Support:** Carrier's manufacturer warranties and service agreements are valid only when equipment is purchased through authorized distributors, such as Russell Sigler, Inc.
- **Cost Efficiency:** Procuring directly from the sole authorized distributor avoids markup costs from third parties and streamlines purchasing and servicing processes.
- **Continuity of Operations:** Consistent use of Carrier systems across all district buildings allows to maintain uniform control systems and spare parts, reducing downtime and repair costs.

5. Recommendation

It is recommended that the Board of Trustees adopt a resolution declaring Russell Sigler, Inc. as the sole source vendor for Carrier HVAC systems and associated components, under the authority granted by Idaho Code § 67-2808(2).

6. Proposed Motion

Motion: I move that the Minidoka School District Board of Trustees declare Russell Sigler, Inc. as the sole source vendor for Carrier-brand HVAC equipment and associated components, in accordance with Idaho Code § 67-2808(2), based on their exclusive distributorship for the Northwest region and the district's standardized use of Carrier HVAC systems.