

**Purchase Request #2
Regular Board Meeting June 28, 2016
Consideration of Approval to Purchase
Replacement Air Filters for the District**

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve a contract to purchase replacement air filters from Glasfloss Industries dba Filter Systems for the District.

BACKGROUND

The HVAC systems are used to regulate and maintain a comfortable environment in buildings throughout the District. Routine replacement of air filters will allow the District's HVAC units to operate in a more efficient manner while maintaining a comfortable environment.

An invitation to bid (ITB) Number 3971, was issued to procure replacement air filters for the District. Five (5) responses were received and evaluated by a team consisting of District Facility Plant Operations Managers who determined the bid submitted by Filter Systems would provide the best value to the College. The bid submitted by Filter Systems was the low bid and determined to be both responsible and responsive to all solicitation requirements.

IMPACT OF THIS ACTION

Filter Systems has provided replacement air filters for the District for the last eight (8) years while consistently providing great customer service and quality products.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The three (3) year estimated expenditure is \$222,000.00. This expenditure is funded by the District's Facility Plant Operations 2016-2017 operating budgets and subsequent year's budgets, subject to Board approval.

MONITORING AND REPORTING TIMELINE

The term of contract will be three (3) years beginning July 25, 2016 through July 24, 2019.

RESOURCE PERSONNEL

Ken Lynn

Acting VP of Administrative Services/CFO

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