

**ROBSTOWN INDEPENDENT SCHOOL DISTRICT
AGENDA ACTION SHEET**

Date: January 18, 2022

Subject: **DISCUSS AND CONSIDER AWARDING OF RFP#22-0002 FOR PORTABLE HIGH-EFFICIENCY PARTICULATE AIR (HEPA) FAN / FILTRATION SYSTEMS OR OTHER SMALL ITEMS THAT MAY ALLOW FOR IMPROVED AIR CIRCULATION**

Administrator Responsible: Vanessa R. Riggs

Position: Chief Financial Officer

A. Purpose of Agenda Item:

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Information Only

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Action Needed

B. Authority for this Action:

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Local Policy _____

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Law or Rule CH Local

C. Strategic Objective, Goal, or Need Addressed:

The goal is to award the proposal to selected vendor(s).

D. Summary:

On December 21, 2021 the District issued a Request for Proposals (RFP) for portable high-efficiency particulate air (HEPA) fan / filtration systems or other small items that may allow for improved air circulation. The RFP was advertised in the Corpus Christi Caller Times on December 21, 2021 and December 28, 2021. Vendors were allowed to submit questions via email until December 28, 2021. Two questions were received and an addendum with responses were posted to the district website on the 28th of December. Bids were due to the district by 3 pm on Tuesday, January 4, 2022.

The district received a total of 8 proposals from the following vendors: A scoring committee reviewed the proposals based on price, the vendor's ability to meet district needs, quality of the vendor's goods / services, reputation of vendor and proposal packet. After careful review, administration requests to approve the following vendors:

Active Air Health and Protect Ed

E. Alternatives Considered:

F. Comments Received:

G. Administrative Recommendation:

H. Fiscal Impact and Cost: Up to \$100,321

I. Monitoring and Reporting Time-Line: FY 2021-2022