

Purchase Request #2
Regular Board Meeting June 25, 2019
Consideration of Approval to
Contract for Replacement Air Filters

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

Filter Systems has provided replacement air filters for the District for the last eleven (11) years while consistently providing great customer service and quality products.

Invitation to bid (ITB) Number 4238 was issued to procure replacement air filters. Two (2) responses were received and evaluated by a team consisting of District Facility Plant Operations Managers and the Director of Facilities who determined the bid submitted by Glasfloss Industries dba Filter Systems would provide the best value to the District. The bid submitted by Glasfloss Industries dba Filter Systems was determined to be both responsible and responsive to all solicitation requirements.

IMPACT OF THIS ACTION

The HVAC systems are used to regulate and maintain conditioned air 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.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization not to exceed \$100,000.00 for three (3) years, which is budgeted in the District Facility Plant Operations departments' FY19 operating budget and subsequent year's budgets subject to Board approval for the products and services described and in accordance with Board Policy CF (Local) and Texas Education Code Section 44.031.

MONITORING AND REPORTING TIMELINE

The term of contract will be three (3) years beginning July 25, 2019 through July 31, 2022.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

Julie Bradley

Interim Chief Financial Officer

972-758-3831