

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends that the Board of Trustees approves a contract for the purchase of 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 16 years and has consistently provided excellent customer service and quality products. It was initially anticipated that the annual contract spend would not exceed \$100,000, but with the growth of the District, the annual spend will exceed \$100,000.

Invitation to Bid Number 4504 was issued to procure replacement air filters for Facilities Operations. Two responses were received and evaluated by a Facilities Operations staff member. The proposal submitted by Glasfloss Industries dba Filter Systems is recommended as the best value to the District based on evaluation scores.

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization of \$325,000 for three years, which is budgeted in the Facilities Operations' FY25 operating budget. Current contract spend is \$201,286.

MONITORING AND REPORTING TIMELINE

The contract term is August 1, 2022 through July 31, 2025.

RESOURCE PERSONNEL

Dr. Bill King, Executive Vice President
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