

**Shawnee Mission School District
Bid 22-026 – HVAC Air Filters
September 8, 2022**

Addendum No. 5

The following response addresses question(s) submitted by a vendor(s) on September 7, 2022 and September 8, 2022; responses to the question(s) are indicated in bold. If you feel that a question has not been addressed, please contact Reed Beebe at purchasing@smsd.org as soon as possible.

1. Who is the current incumbent?

Currently, vendor Ramair, Inc. provides HVAC air filters to the District.

2. When was the current incumbent awarded the contract? Can you please provide us with a copy of the current contract?

The District selected Ramair to provide its HVAC air filters in 2019. There is no current contract with Ramair; the District's practice is to issue an annual blanket purchase order each fiscal year for the total estimated annual expenditure.

3. Is this an all-or-none bid?

Please see the District's response to Question # 3 in Bid 22-026 Addendum 3.

4. How many shipments were received within a 12-month period?

As noted in the ITB, the District receives shipments at approximately 50 locations biannually (that is, twice a year, generally before the District's winter break and summer break). A review of the ITB's Attachment D provides precise information regarding the quantities to be shipped twice a year, to specific locations.

5. How many invoices did you have for last year?

For the 2021-2022 fiscal year (July 1, 2021 through June 30, 2022), the District shows that 108 invoices were received from the current vendor.

6. What was the contract amount spent last year?

While there is no current contract with the current vendor (see Question #2 above), for the 2021-2022 fiscal year (July 1, 2021 through June 30, 2022), the District shows that it spent \$121,354.46.

7. How many different “ship to” locations are required? If multiple “ship to” locations are required, please provide a list of each “ship to” location before bid submission ends.

Please see Attachment D in the ITB document.

8. Can freight terms be pre-paid and added to invoice?

As noted on page 7 of the ITB, Item #3: “Any applicable freight/shipping costs must be noted in the bid response.” Also, on page 7 of the ITB, see Item #6: “Deliveries shall be F.O.B SMSD, stated location, freight prepaid. Title does not transfer to the District until received at same.”

9. Will a liftgate or forklift be needed for delivery?

The following locations (see Attachment D for address information) have elevated docks and will not need liftgates; all other locations will need liftgates:

- Shawnee Mission East High School
- Shawnee Mission North High School
- Shawnee Mission Northwest High School
- Shawnee Mission South High School
- Shawnee Mission West High School

10. Can we bid for supply of items only?

The District’s ITB is seeking bids for the desired filters listed in the ITB, and delivery to the respective locations in the ITB. There are no installation service requirement for the selected vendor(s).

11. Are the samples required at the time of bid? If yes, where and when are samples needed?

Samples are not required at the time of bid. After the bids are unsealed and reviewed by the District, if a vendor’s proposed brands and models, or proposed alternative specifications, are unfamiliar to the District, or if the District desires to see product samples for any reason prior to making an award decision, select vendors that submitted bids may be asked to submit product samples for the District’s review.

12. Do you accept the full case?

The District desires that air filters be shipped to District sites in the quantities and specifications outlined in Attachment D, and packaging and delivery options should meet those needs. To clarify, the District will not be opening cases of filters of the same size, shipped to a central location, and then distributed to the sites listed.

13. At what frequency would these filters be purchased? Total quantity in a one-time purchase, quarterly purchases, or monthly purchases?

As outlined in the ITB (see Attachment A, Page 5): “The District orders filters twice a year (over winter break, and summer break) for its locations; the quantities listed below in this attachment are meant to represent one biannual order (for example, the winter break order; another order would be placed in the summer).”

14. Does this District have central warehousing where it can accept a full trailer of pleats at one time?

The District will not be accepting deliveries to a central warehouse. Please see the District’s response to Question #1 in Bid 22-026 Addendum 1.

15. Would we drop ship relatively small amounts of filters to each individual school/location?

Please see Attachment D for a detailed outline of locations and desired filter quantities to be shipped to those locations.

16. What was the total final bid for the previous winning bidder?

In 2019, current vendor Ramair’s bid for an annual supply of HVAC filters totaled \$77,539.29; however, due to COVID-19 concerns, the District’s air filter supplies were later reconsidered and revised to meet those concerns. The annual expenditure amounts outlined in Question #6 above provides a more accurate indication of the District’s current annual HVAC air filter expenditures.

17. Is there a desired page limit for the proposal submission?

There is no required or desired page limit; at minimum, a completed copy of Attachment B, along with cost information in the format of Attachment E, must be submitted.

18. Is a bid bond, performance bond or payment bond required? If yes, how much?

No bid, performance, or payment bonds are required.

19. Does the ITB require a more thorough written narrative or proposal outside of the forms provided?

No.

20. What kind of filters 16X25X4(85514 8025 MERV 14 OPTIPAC BEVERAGE BOARD)?

The District desires MERV 14 fiberglass filters in the dimensions of 16X25X4, in the quantities listed in the ITB.

21. Could you please clarify the District's expectations on lead time? It is expressed that you would like to receive orders no later than 14 days after purchase orders are submitted? Is that 14 total days including weekends or is that 14 business days?

On page 4 of the ITB ("Special Conditions"), it is stated that "The District desires that the selected Bidder(s) be able to ship all ordered air filters no later than fourteen (14) days after receiving a purchase order from the District." This language is meant to convey that the District would like to receive its air filter orders in an approximate two-week timeframe, or 14 calendar days. The District understands that some vendors may have different shipping/delivery timeframes, and Attachment B ("Bid Response Form") asks vendors to provide an "Estimated Time for Products to Be Delivered", and notes that "delivery timeframes may be considered in awarding a contract." While the District has some flexibility in awarding a bid to a vendor that exceeds the desired 14 calendar day delivery schedule, it may be wary of selecting a vendor(s) that has a lengthy delivery schedule.