

# BOARD AGENDA ITEM

**TO:** Dr. Michelle Hubbard, Superintendent

**FROM:** Tyler Clubb, Director of Facilities

**SUBJECT:** BOE Agenda Item – October 10, 2022  
Authorization to Purchase HVAC Air Filters from Filterbuy

**DATE:** September 27, 2022

## Overview

Staff recommend purchasing MERV 11 and MERV 13 HVAC air filters from vendor Filterbuy at an estimated annual amount of \$84,570, which includes a 5% contingency for unforeseen circumstances.

The District orders approximately 6,600 air filters biannually (twice a year) of various sizes and MERV ratings. MERV (Minimum Efficiency Reporting Values) numbers designate an air filter’s ability to capture particles; MERV 11, MERV 13, and MERV 14 air filters remove a higher percentage of contaminants in the air, and assist in preventing the spread of COVID-19 while enhancing air quality.

In August 2022, the District publicly issued an Invitation to Bid (“ITB”) for its HVAC air filters and received bids from five vendors. Filterbuy had the lowest bid, although the vendor does not supply MERV 14 air filters and did not bid on those filters. The District intends to purchase the MERV 14 air filters separately, from the vendor that submitted the lowest bid for these MERV 14 filters, Florence Filter Corporation, for approximately \$2,098 each year.

Vendor Name	Annual Bid Total
Filterbuy	\$80,542.84*
Florence Filter Corporation	\$144,668.04
Kansas City Air Filter	\$121,478.00
Midwest Supply	\$101,156.44
Ramair	\$132,727.80

\*NOTE: Filterbuy’s bid did not include MERV 14 air filters

Vendor Name	Annual MERV 14 Bid
Filterbuy	Non-applicable
Florence Filter Corporation	\$2,097.72
Kansas City Air Filter	\$2,366.82
Midwest Supply	\$2,736.00
Ramair	\$2,716.56

Founded in 2013 and based in Talladega, Alabama, Filterbuy supplies HVAC air filters to homes, businesses, and government entities across the country; examples of Filterbuy's other school district clients include Beaverton School District (Oregon), Arlington Heights School District (Illinois), and DeKalb County School District (Georgia). Filterbuy is offering its filters to the District at wholesale prices.

Initial orders will be made in the District's current fiscal year (July 1, 2022 through June 30, 2023) and quoted pricing shall remain firm during this period. The District shall have the right to renew annual service with Filterbuy for up to four (4) renewals of annual service under the following conditions:

- Any annual price increases shall not exceed the annual Consumer Price Index rate as of June of the preceding fiscal year;
- Services and products remain satisfactory;
- Both parties agree to the renewal in writing (email, acceptance of purchase order, etc.)

This item is budgeted to be paid with general operating funds.