



Francis Howell School District
801 Corporate Centre Drive
O'Fallon, MO 63368

April 18, 2025

To Whom It May Concern:

Francis Howell School District is accepting bids from qualified vendors for the purchase of HVAC filters for District-wide use with the specifications identified below for three (3) years beginning with the 2025-2026 school year. **Bids must be received by 1:30pm CST on Wednesday April 30, 2025** in order to be considered for selection. Bids must be mailed to the Francis Howell School District Facilities and Operations Office, 828 O'Fallon Road, St. Charles, MO 63304, or hand-carried to this office at the above address. Only bids typed or written in ink will be considered. The bids must be signed and sealed in an envelope, marked clearly with the respondent's name, address, and "Francis Howell School District HVAC Filters".

Bid Requirements:

Bids must include the following:

1. Filter specifications for each type being submitted.
2. Confirmation of free delivery (with \$300 minimum order) to each individual site.
3. Guarantee of delivery within two (2) weeks of order.
4. Filters must be labeled with site name, filter type, and size at time of delivery.

Minimum Specifications for Filters – Pleated

1. Efficiency: MERV 8
2. Synthetic – no cotton blends
3. Pleats per inch
 - 1" - 14 pleats per foot
 - 2" - 10 pleats per foot
 - 4" - 9 pleats per foot
4. Must be made of "beverage board" (water resistant)

Minimum Specifications for Filters – Fiberglass

1. Thermally bonded frame
2. Fibers must be bonded together with a thermo-setting agent and also be treated with dust holding adhesive
3. Filter pack must be supported by rigid metal retainer grill
4. UL900 Class 2

This inquiry implies no obligation on the part of the Francis Howell School District.

The Francis Howell School District reserves the right to reject any or all bids and to accept the bids that appear to be in the best interest of the school district. The district reserves the right to waive any informalities or reject any or all bids or any part of any bids. Any bids received after the specified time and date will not be considered.

Respondents are cautioned that the quoted goods and/or services must be provided at the price submitted. No price increase will be permitted pending acceptance or rejection of the bid. All bids shall be deemed final, and no bid shall be subject to correction or amendment for error or miscalculation.

Purchases made by the Francis Howell School District are exempt from state, local, and federal excise taxes. The official state tax exemption letter shall be furnished upon request.

The anticipated timeline for the project is as follows:

- Friday, April 18, 2025 - RFP released for bids
- Friday, April 30, 2025 - Proposals due by 1:30pm CST and reviewed thereafter
- Monday, May 5, 2025 - Purchase recommendation prepared for Board of Education
- Thursday, May 15, 2025 - Purchase Approval by Board of Education

Questions may be asked via email to matthew.bollwerk@fhdschools.org until noon on Wednesday April 23, 2025. It is the responsibility of the respondent to check the district website, www.fhdschools.org, or contact the Purchasing Department at matthew.bollwerk@fhdschools.org for any addendums or updates before the closing date.

FRANCIS HOWELL SCHOOL DISTRICT HVAC FILTER PRICING 2025-2026, 2026-2027,, and 2027-2028 School Years

2" Pleated		1" Pleated		1" Fiberglass		Price Increase	
2" Pleated	Price per Filter (when purchased in quantities of 12)	1" Pleated	Price per Filter (when purchased in quantities of 12)	1" Fiberglass	Price per Filter (when purchased in quantities of 12)	% Price Increase 2nd Year	% Price Increase 3rd Year
20 x 25		16 x 25		10 x 36			
20 x 20		16 x 20		10 x 60			
18 x 24		20 x 25		7 3/4 x 21 3/4			
18 x 25		20 x 20		7 3/4 x 25 3/4			
16 x 30		18 x 24		7 3/4 x 31 3/4			
17 1/4 x 27		16 x 30		7 3/4 x 41 3/4			
18 7/8 x 27 7/8		20 x 24		7 1/2 x 33 1/2			
19 1/4 x 23		25 x 25		7 1/2 x 57 1/2			
20 x 24				7 1/8 x 30 1/2			
23 1/2 x 27 1/2							
9 7/8 x 24							
14 7/8 x 23							
17 1/4 x 35							
17 1/4 x 23							
19 5/8 x 29							
19 5/8 x 22							
25 x 25							
14 7/8 x 33							
15 3/8 x 18							
24 x 24							
16 x 20							
16 x 25							

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

EMAIL: _____

PRINTED NAME: _____

SIGNATURE: _____
Signature verifies that bid is good for at least 90 days

DATE: _____