JACKSON PUBLIC SCHOOL DISTRICT

Jackson, Mississippi
Date: November 18, 2025

Board of Trustees
Jackson Public School District
Jackson, Mississippi

Ladies and Gentlemen:

Presented for your review on the attached page(s) are the bid tabulations for the formal bid proposals which were received in response to the bid solicitations indicated below. Bids were publicly advertised and opened according to all legal requirements (Mississippi Code of 1972, §31-7-13). All bids were tabulated, analyzed, and based upon compliance with the specifications; the "lowest and best" bids were determined. Recommendations concerning the award of bids received for each bid category are contained on the attached page(s). Please consider recommendations for the following:

Bid Number	Opening Date	Bid Name
Bid 26-3274	10-13-25	Interior Air Filters Replacement Services

It is recommended that the following action be taken by the Board of Trustees:

A. **AN ORDER** be adopted ratifying the prior solicitation of bid proposals for the equipment, supplies, commodities and/or services in each bid category indicated above.

B. **AN ORDER** be adopted authorizing the Chief Operations Officer or his designee to issue purchase orders and/or execute contracts and all related documents on behalf of the Board of Trustees to the vendors deemed to have submitted the “lowest and best” bids as indicated on the attached pages.

C. **AN ORDER** be adopted to reject the bid of bidders who failed to comply with bid requirements, for the reason(s) indicated with each bid category, on the attached pages.

D. **AN ORDER** be adopted to authorize the informal purchase of items according to all legal requirements and to the extent allowed under the law (Mississippi Code 1972, Annotated, §31-7-13(b)) for which no formal bids were received as indicated in the detailed support documentation on file in the Business Office.

Submitted by:
Mr. Earl Burke
Chief Finance Operations Officer

Recommendation approved by:
Dr. Errick L. Greene, Superintendent
Superintendent of Schools

Information about the Content and Formatting of the Attached Bid Tabulation Sheet(s)
Pursuant to the legal requirements as outlined in the Mississippi Code 1972, Annotated, §31-7-13(d), all bid proposals received were compared to the written bid specifications and the recommendation to purchase or for rejection is indicated on the following pages, as per the manner prescribed below.

Recommendation to Purchase:
The recommendation to purchase from or award a contract to any vendor, is indicated on the attached tabulation sheet(s) by placing "Low Bid" to the right of the vendor's name/pricing and bolding the information.

Rejection of an Item or an Entire Bid:
The law requires that the District clearly state why in each instance that the lowest bid received is not the recommended "lowest and best" bid. The specific reason that an item or service, or a vendor's entire bid proposal, must be deemed "irregular" or "non-compliant" with the written bid specifications and therefore cannot be recommended for purchase, is indicated on the attached tabulation sheet(s) by drawing a line through the vendor's name/pricing and indicating the rejection reason beside the item.

Unit Price Differences Between the Lowest and the "Lowest and Best" Bid:
The unit price of all items is indicated and a difference between the bid unit price of the proposed item being rejected, and the unit price of the item being recommended for purchase as the "lowest and best" can easily be computed from the data on the following pages. For each item, please see the attached tabulation sheet(s) for the bid name and number and opening date, item description, unit of measure, quantity purchased, and the unit or total pricing submitted by all vendors offering bid proposals.

Minority Vendor Participation in the Bid Process:
At the direction of the Board, all minority and women owned and operated vendors offering bid proposals are identified on the attached tabulation sheets, for informational purposes only. The following coding has been used:

"M" Minority (Male) owned and operated business
"W" Women (Non-minority) owned and operated business
"B" Minority (Women) owned and operated business
"N" Non-Minority owned and operated business