



NORTHSHORE SCHOOL DISTRICT No. 417
3330 MONTE VILLA PARKWAY, BOTHELL, WA 98021

REQUEST FOR QUOTES
RFQ# 2026-08-28 HVAC FILTERS

Issue Date: August 13, 2026

Quotes Due: August 28, 2026 by 10 AM

Delivery Location: Support Services

Submit Quotes To Email: <https://mailfile.nsd.org/filedrop/bids>

Subject Line Must Say: RFQ# 2026-08-28 HVAC Filters bid response

Estimated value of contract: \$100,000

I. INTRODUCTION

Northshore School District No. 417 (District/NSD) was founded in 1959 and is located in Bothell, Washington. The District serves more than 22,000 students across 36 schools and multiple support facilities.

District is soliciting quotes from qualified suppliers to provide and deliver “just-in-time or will-call” HVAC air filters for District facilities.

Suppliers shall submit quotes in accordance with the requirements outlined in this Request for Quotes (RFQ). The District reserves the right to reject any or all quotes and to waive informalities or irregularities in the solicitation process.

Email bid submissions by the due date indicated, be sure to include the following subject line: **RFQ# 2026-08-28 HVAC Air Filters bid response**

II. BRAND NAME or EQUAL:

Any reference to a specific manufacturer, brand, model, or catalog number is intended solely to establish a standard of quality and performance. Equivalent products will be considered provided sufficient documentation is submitted demonstrating equivalency. The District reserves the right to determine acceptability of proposed alternatives.

III. SPECIFICATIONS and REQUIREMENTS

The Supplier shall furnish and deliver new HVAC air filters meeting the specifications identified in **Attachment A Cost Proposal**.

Products supplied shall:

- Be new and unused.
- Meet or exceed specified performance requirements.
- Be clearly labeled with manufacturer information and part numbers.
- Comply with applicable ASHRAE standards.
- Be free from defects in materials and workmanship
- Shipped FOB to destination from Supplier

IV. INSTRUCTIONS FOR BID SUBMITTAL

Proposals must be emailed and received by the due date and time indicated within this solicitation and include all requested information indicated below.

Certifications and Supplemental Information required with bid proposals shall bear signature of authorized proposer:

- ATTACHMENT A: Cost Proposal
- ATTACHMENT B: Bid Certification
- ATTACHMENT C: Supplier must indicate if it will allow public agencies in addition to Northshore School District to purchase from this contract according to Interlocal Cooperation Act RCW 39.34
- Email proposals to: <https://mailfile.nsd.org/filedrop/bids> and include RFQ# 2026-08-28 HVAC Filters bid response in the subject line.

V. AWARD

The District reserves the right to award a contract to the Supplier whose quote is determined to be the lowest responsive and responsible Supplier.

Evaluation factors may include:

- Compliance with specifications
- Total cost
- Delivery schedule
- Product quality
- Supplier responsibility and performance history

The District reserves the right to reject any or all quotes and to waive minor informalities.

VI. GENERAL TERMS AND CONDITIONS

- a. Quotes constitute acceptance of the RFQ terms unless exceptions are stated and accepted.
- b. Buyer reserves the right to reject any or all quotes and award in whole or part.
- c. Discounts from catalogue pricing shall remain firm for life of contract.
- d. Annual Price escalations may only be accepted if reviewed and approved by District, dependent on cost analysis and justification.

- e. Delivery lead times quoted shall be binding upon award.
- f. Products shall be new, unused, and free from defects.
- g. Supplier shall comply with all applicable federal, state, and local laws.
- h. Any substitutions must be identified and approved by the Buyer.
- i. Payment terms shall be Net 30 following receipt and acceptance of invoiced goods.
- j. Order of precedence: Purchase Order, RFQ, Supplier Quote.
- k. Buyer reserves the right to audit supporting compliance documentation.

ATTACHMENT A
COST PROPOSAL RFQ# 2026-08-28 HVAC FILTERS

I. PRICE PER ITEM

FILTER SIZE	DESCRIPTION	UNIT of MEASURE	UNIT PRICE	MFG	LEAD TIME
10X36-3/8X1	HI-CAP PLEAT MERV 8				
10X60-3/8X1	HI-CAP PLEAT MERV 8				
10X72X1	HI-CAP PLEAT MERV 8				
11-1/2X15-1/2X1	HI-CAP PLEAT MERV 8				
11-3/8X26-7/8X4	HI-CAP PLEAT MERV 8				
12X16X2	HI-CAP PLEAT MERV 10/8A				
12X18X2	HI-CAP PLEAT MERV 8				
12X20X1	HI-CAP PLEAT MERV 10/8A				
12X20X2	HI-CAP PLEAT MERV 8				
12X24X1	HI-CAP PLEAT MERV 10/8A				
12X24X2	HI-CAP PLEAT MERV 8				
12X24X2	HEAVY DUTY PLEAT MERV 9				
12X24X4	HI-CAP PLEAT MERV 8				
12X24X4	HI-CAP PLEAT MERV 13				
12X48X2	HI-CAP PLEAT MERV 10/8A				
13-3/8X54X1	HI-CAP PLEAT MERV 10/8A				
14X14X1	HI-CAP PLEAT MERV 8				
14X20X1	HI-CAP MERV 10/8A				
14X25X1	HI-CAP PLEAT MERV 8				
14X25X2	HI-CAP PLEAT MERV 8				
15-1/2X17-1/2X2	HI-CAP PLEAT MERV 8				
15X17X2	HI-CAP PLEAT MERV 10/8A				
15X20X1	HI-CAP PLEAT MERV 8				
15X20X2	HI-CAP PLEAT MERV 10/8A				
16X16X2	HI-CAP PLEAT MERV 13				
16X20X1	HI-CAP PLEAT MERV 8				
16X20X2	HI-CAP PLEAT MERV 8				
16X24X1	HI-CAP PLEAT MERV 8				
16X24X2	HI-CAP PLEAT MERV 8				
16X25X1	HI-CAP PLEAT MERV 8				
16X25X2	HI-CAP PLEAT MERV 8				
16X25X4	HI-CAP PLEAT MERV 13				
16X27X2	HI-CAP PLEAT MERV 8				
16X28X1	HI-CAP PLEAT MERV 10/8A				
16X28X2	HI-CAP PLEAT MERV 10/8A				
16X30X1	HI-CAP PLEAT MERV 10/8A				
16X30X2	HI-CAP PLEAT MERV 8				
16X35X2	HI-CAP PLEAT MERV 8				
17-1/2X17-1/2X1	HI-CAP PLEAT MERV 10/8A				
17X18X1	HI-CAP PLEAT MERV 8				
17X19X1	HI-CAP PLEAT MERV 8				
18X18X1	HI-CAP PLEAT MERV 10/8A				
18X20X2	HI-CAP PLEAT MERV 8				
18X24X1	HI-CAP PLEAT MERV 10/8A				
18X24X2	HI-CAP PLEAT MERV 10/8A				
18X24X4	HI-CAP PLEAT MERV 8				
18X25X2	HI-CAP PLEAT MERV 10/8A				
19X20X1	HI-CAP PLEAT MERV 8				

19X21X2	HI-CAP PLEAT MER8					
20X20X1	HI-CAP PLEAT MERV 8					
20X20X2	HI-CAP PLEAT MERV 8					
20X22X1/4X1	HI-CAP PLEAT MERV 10/8A					
20X22X1	HI-CAP PLEAT MERV 10/8A					
20X22X2	HI-CAP PLEAT MERV 8					
20X24X2	HI-CAP PLEAT MERV 8					
20X24X4	HI-CAP PLEAT MERV 8					
20X25X1	HI-CAP PLEAT MERV 8/8A					
20X25X2	HI-CAP PLEAT MERV 8					
20X25X4	HI-CAP MERV 8					
20X27X1	HI-CAP PLEAT MERV 8					
20X30X2	HI-CAP PLEAT MERV 10/8A					
22X1/2X22-1/2X2	HI-CAP PLEAT MERV 8					
23X27X2	HI-CAP MERV 8					
24X24X2	HI-CAP PLEAT MERV 8					
24X24X2	HI-CAP PLEAT MERV 10/8A					
24x24x2	HEAVY DUTY PLEAT MERV 9					
24X24X4	HI-CAP PLEAT MERV 8					
24X27X2	HI-CAP PLEAT MERV 8					
7-1/2X19X1	HI-CAP MERV 8					
7X15X1	HI-CAP PLEAT MERV 8					
8-3/4X32-1/4X1	HI-CAP PLEAT MERV 8					
8-7/8X19X1	HI-CAP-PLEAT MERV 8					
8-7/8X24-1/8X1	HI-CAP PLEAT MERV 8					
8-7/8X24-1/2X1	HI-CAP PLEAT MERV 10/8A					
8-7/8X25X1	HI-CAP PLEAT MERV 8					
8-7/8X33-5/8X1	HI-CAP PLEAT MERV 10/8A					
9-1/2X60X1	HI-CAP PLEAT MERV 8					
9-1/2X72X1	HI-CAP PLEAT MERV 8					
9-1/4X44-3/4X1	HI-CAP PLEAT MERV 8					
9-3/4X15-1/2X1	HI-CAP PLEAT MERV 10/8A					
9X3/4X30-3/4X1	HI-CAP PLEAT MERV 10/8A					
9X33-1/2X1	HI-CAP PLEAT MERV 8					

II. OTHER SIZES AND SPECIAL DIMENSIONS:

For HVAC air filters not listed in the Bid Schedule, including custom or special-order sizes, the District will pay the manufacturer's current published price less the percentage discount offered by the Supplier. The Supplier shall provide current manufacturer pricing documentation upon request to substantiate pricing for these items.

FILTER TYPE	MERV RATING	DISCOUNT from MFG/LIST PRICE	LEAD TIME	
Standard pleated filter	MERV 8		%	
High-Capacity pleated filter	MERV 8A/10		%	
Heavy-Duty pleated filter	MERV 9		%	
High-Capacity pleated filter	MERV 13		%	

III. QUANTITY BREAK PRICING

Provide any additional discounts available for larger orders

Quantity Increase	Additional Discount	Revised Unit Price (Optional)
Base Bid Pricing	Included	\$_____
25% Increase	_____ %	\$_____
50% Increase	_____ %	\$_____
100% Increase	_____ %	\$_____

IV. ANNUAL VOLUME DISCOUNTS

Annual District Spend	Additional Discount
\$10,000 - \$24,999	_____ %
\$25,000 - \$49,999	_____ %
\$50,000+	_____ %

SUPPLIER PROPOSAL CERTIFICATION

Supplier Name: _____

Authorized Representative: _____

Signature: _____

Date: _____

ATTACHMENT B

BID CERTIFICATION

RE: RFQ# 2026-08-28 HVAC FILTERS

Pursuant to and in compliance with this Request for Proposal/Quotes and all documents relating thereto, the undersigned hereby offers to furnish and deliver any or all of the articles enumerated at the prices quoted herein.

The Undersigned further declares that this Proposal is, in all respects, fair and without fraud, that it is made without collusion with any representative of the District, and that the Bid is made without any connection or collusion with any person submitting another Bid on this Project.

DEBARMENT: By submitting a quotation, the Vendor certifies that neither the Vendor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal, state, or local government contracting.

Authorized Signature: _____ **Date:** _____

Printed Name & Title: _____

Legal Company Name: _____

Telephone: _____

Email Address: _____

UBI Number: _____

DUNS Number: _____

Acknowledge receipt of addendum # _____ through _____.

ATTACHMENT C

COOPERATIVE PURCHASING INFORMATION

In the event another area school district or public entity has the need for the same services, they may wish to utilize another executed bid in the area. RCW 39.34 allows cooperative purchasing between public agencies in the State of Washington. Public agencies that have, or in the future file an Interlocal Cooperative Purchasing Agreement with the District may purchase from the District's contracts, provided that the Bidder has agreed to such participation.

If the cooperative purchasing process is allowed, then each district will take responsibility for its own purchase orders, payment procedures, evaluations, and scheduling of Bidder's services. Each district will take responsibility for performance of any purchasing contract with the Bidder.

Each Bidder shall indicate on this bid form whether it will honor the pricing and terms and conditions to other public agencies in accordance with this Agreement's terms and conditions. Award of the contract(s) will not be affected by the Bidder's agreement to allow cooperative purchasing. The District will not have any responsibility or liability for orders issued by other public agencies utilizing the District's contract through an Interlocal Agreement.

As per the terms and conditions of this contract, will the Bidder allow public agencies in addition to Northshore School District to purchase from this contract?

Yes: _____ No: _____ (check one)

If yes, Bidder will have the opportunity to review ability to perform/deliver to requesting agencies prior to commencement of services.

Authorized Signature: _____ Date: _____

Printed Name

Company