PURCHASING

Questions & Answers for

27-001 Commercial HVAC Filters

Q1. Do the filters have a standard wire back pleat capacity or do the need to be a high capacity pleat?

A1. **High Capacity**

Q2. Any time the last number of filter is 4 this a many pleated or single filtered, 5 inch has to be a (4-28 - bt-58gx - line 185) 20 by 25 by 5, should be residential, cannot be pleated filter. Do you want bag filters?"

A2. **No, Bag filters are not included in this bid**

Q3. How many pockets for group 5 bag filters and what is the Merv rating?

A3. **Bag filters are not included in this bid**

Q4. The example PO's show delivery to the Warehouse Distribution Center. This bid requires delivery to individual schools, correct?

A4. **Yes.**

Q5. Do custom size filters need to meet the MERV-10 requirement?

A5. **Yes**

Q6. Are there other high efficiency filters or other air filter supplies that will be purchased from the winning vendor?

A6. **Yes, if changes to the current HVAC systems are made, these changes will be reviewed with the awarded supplier.**

Q7. Are filters required to be MERV-10A, as determined by ASHRAE 52.2 Appendix J? Many MERV-10 filters are mechanical MERV-8 after the Appendix J treatment

A7. **Bid requires MERV 10**

Q8. A MERV 10 filter once entered into use may drop to a lower Merv rating. A MERV-10A will be a Merv 10 through the use of the filter.

A8. **Bid requires MERV 10**

Q9. Camfil's Dual 9 filters are designed for replacement intervals of 9–12 months under normal operating conditions. Would OPS consider an extended-life filtration program that could reduce filter changeouts, maintenance labor, and disposal costs while maintaining consistent filtration performance?

A9. **For the purpose of this bid we are only looking at Merv 10.**

Q10. Section 4.2 of the bid documents provides for consideration of alternative products of equal or better quality, with supporting product information. Given this provision, would OPS allow Camfil to submit a bid

exclusively for its Dual 9 MERV 9/9A filters as an exception to the MERV 10 specification, without requiring a separate MERV 10 base bid?

A10. No.

Q11. Camfil is an approved supplier through the TIPS cooperative purchasing program. Would OPS consider utilizing this existing purchasing agreement as an alternative procurement option for its HVAC filtration needs?

A11. The cooperative would have to meet the Merv 10 bid specifications.

Q12. Does the pleated media need to have expanded metal on the air exit side for additional support?

A12. Yes

Q13. Please define "high capacity."

A13. For this application, the definition aligns with ASHRAE Standard 52 classification for a High-Capacity MERV 10 Filter.

Q14. The bid PDF and Excel worksheets list total yearly filter quantities of 13,067, which appear to represent quarterly quantities. Please confirm whether the annual filter quantity should be 52,268 (13,067 × 4) and whether the monetary totals entered at the top of "Bid Sheet 1 – Filter Cost" and on page 20, Section A, of the Bid Form should reflect the full annual amount (i.e., quarterly totals multiplied by four).

A14. See amended spreadsheets. Annual unit need, cost and shipping cost will be calculated.

Q15. Regarding Section B on page 20 of the Bid Form, the instructions request the "sum total of the per facility lump sum amounts shown on bidder's Bid Sheet [#]." If the amounts entered on the referenced Bid Sheet represent quarterly delivery costs, should the sum reported in Section B be multiplied by four to reflect the total annual delivery cost?

A15. The amended spreadsheets will calculate the annual freight cost.

Q16. Excel Tab 1 "Bid Sheet 1 - Filter Cost" lists 20 for the total for size 8 1/2 x 19 x 1, but only 4 of the 20 filters are accounted for in the delivery sheets. How should this discrepancy be addressed when calculating totals?

A16. See Addendum

Q17. We noticed that the mandatory virtual pre-bid meeting was held on October 27. Could you please confirm whether vendors who did not attend are still eligible to submit a bid, or if any alternative participation arrangements are available?

A17. The prebid meeting was mandatory. Submissions from bidders who did not attend the Mandatoy Prebid Meeting will be consider non-compliant.

Q18. Does OPS require a minimum initial MERV 10 rating, a conditioned MERV-A rating or both?

A18. Bid requires Merv 10.

Q19. Would OPS consider a filter rated MERV 9 / MERV 9A as an acceptable alternative, particularly when it demonstrates more consistent filtration efficiency after conditioning?

A19. **No.**

Q20. Can you provide a list of all attendee companies of the mandatory pre-bid meeting who are eligible to submit a bid.

A20. **This information will be available following the board approval date.**

Q21. Will OPS allow price adjustments during the initial contract term or extension years due to increases in raw material costs, manufacturing expenses, or tariffs? If so, what is the process?

A21. **No.**

Q22. Since the quantities listed are estimates and not guaranteed, will OPS establish minimum order quantities or purchase commitments for each scheduled delivery?

A22. **No. OPS standard practice is to replace all filters quarterly. OPS does not anticipate changes to the current HVAC systems or the need to change filter sizes and units.**

Q23. How much advance notice will OPS provide between issuance of a purchase order and the required delivery date? Will the delivery schedule accommodate the manufacturing lead time provided by the supplier?

A23. **The units and location are fixed needs. The supplier can forecast the quarterly needs based on the Amended 27-001 Active Bid Sheet.**

Q24. If OPS changes delivery locations, quantities, or delivery dates after issuing a purchase order, will the supplier be allowed to adjust pricing to cover additional costs?

A24. **These are fixed needs, therefore pricing should not need to be reevaluated. If new sizes should be required, the supplier will be able to quote the cost of the added filter size.**

Q25. Can OPS clarify the filter construction requirements, including acceptable frame materials, filter media, nominal versus actual dimensions, and required performance standards?

A25. **See section 3.2 in the bid documents.**

Q26. Are the prices submitted for Option Years 2 and 3 binding, or will the supplier have an opportunity to review and negotiate pricing before an extension is exercised?

A26. **Pricing will be fixed.**

Q27. The bid requests separate delivery pricing but also indicates that product prices must include delivery costs. Can OPS clarify whether delivery charges should be included in the individual filter prices?

A27. **No, shipping cost is a separate cost and should not be included in the filter cost**

Q28. Section 3.3.3 identifies December 2026 as the first delivery month for Group 3, although Board approval is not anticipated until December 14, 2026. Can OPS confirm when the first deliveries will be required and whether sufficient manufacturing lead time will be provided?

A28. **OPS understands the potential lead time requirement, but it is OPS goal to begin deliveries 30 days from the board approval date.**