



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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DATE: 10/06/2020

SUBJECT: **BID NO. 2020-209 - ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES - FACILITIES MANAGEMENT - VARIOUS VENDORS - PER UNIT PRICE AND DISCOUNT OFF LIST**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award Bid No. 2020-209, Annual Contract for HVAC Air Filters and Filter Replacement Services, for Facilities Management, to the following vendors at the per unit price and discount off list:

Primary	Allison Enterprises, Inc., d/b/a Kleen-Air Filter Service & Sales
Secondary	Air Relief Technologies, Inc., d/b/a Tex-Air Filters
Alternate	Bonded Filter Co., LLC, d/b/a BFC Solutions

BACKGROUND:

Notice of the County’s intent to bid was advertised in local newspapers, as required by State statute, and posted on the Internet, the Arlington Black Chamber of Commerce, the Fort Worth Hispanic Chamber of Commerce, the Fort Worth Metropolitan Black Chamber of Commerce, and the Tarrant County Asian American Chamber of Commerce. Four hundred seventy-three (473) vendors were contacted and requested to participate in this bid process. All documents pertaining to this bid were posted on the Tarrant County website and were downloaded by interested bidders. A pre-bid conference held on August 26, 2020 was attended by five (5) vendors as well as representatives from Facilities Management and Purchasing. Four (4) bids were received.

Bids were evaluated by Facilities Management and Purchasing representatives. Award recommendations are to the low bids meeting specifications.

The term of the contract is twelve (12) months, effective October 14, 2020, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of Facilities Management and Purchasing that Bid No. 2020-209, Annual Contract for HVAC Air Filters and Filter Replacement Services, be awarded to the vendors listed above at the per unit price and discount off list.

FISCAL IMPACT:

Expenses for last year were approximately \$147,450.58. Orders are placed on an as-needed basis.

SUBMITTED BY:	Purchasing	PREPARED BY:	James Bocks, CPPB
		APPROVED BY:	