

CAROLE JONES,
CHIEF PURCHASING
AGENT

COUNTY OF HENRY, VIRGINIA
PURCHASING DEPARTMENT
<http://www.henrycountyva.gov/>

INVITATION
FOR BIDS
#16-05023-2983

APRIL 14, 2016

SEALED BIDS, SUBJECT TO THE SPECIFICATIONS AND CONDITIONS CONTAINED HEREIN AND ATTACHED HERETO, WILL BE RECEIVED AT THE ABOVE OFFICE UNTIL, BUT NOT LATER THAN, **3:00 P.M.**, LOCAL PREVAILING TIME, **MAY 2, 2016**, AND THEN PUBLICLY OPENED AND READ IN ROOM 210 (BID ROOM) OF THE SAME OFFICE, **FOR FURNISHING AND DELIVERY OF HVAC FILTERS TO HENRY COUNTY SCHOOL DIVISION.**

IF UNABLE TO BID, PLEASE SIGN AND RETURN THIS FORM, ADVISING REASON FOR NOT SUBMITTING A BID. OTHERWISE, YOUR NAME SHALL BE REMOVED FROM OUR BIDDERS LIST AFTER THREE (3) NON-RESPONSES.

BIDDERS SHALL COMPLETE THIS FORM WITHOUT DETACHING FROM REST OF BID AND RETURN BID IN ITS ENTIRETY. BIDDERS MUST SIGN COLLUSION STATEMENT OR BID MAY BE REJECTED.

ANY BID RECEIVED LATE, WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED. **IF THE COUNTY CLOSES ITS OFFICES DUE TO INCLEMENT WEATHER OR FOR OTHER REASONS, SCHEDULED BID OPENINGS WILL BE EXTENDED TO THE FIRST OPEN BUSINESS DAY AT THE SAME TIME, UNLESS AN ADDENDUM IS ISSUED THAT STATES OTHERWISE.**

NOTHING HEREIN IS INTENDED TO EXCLUDE ANY RESPONSIBLE FIRM OR IN ANY WAY RESTRAIN OR RESTRICT COMPETITION. ON THE CONTRARY, ALL RESPONSIBLE FIRMS, LOCAL, FAITH-BASED, MINORITY-OWNED AND FEMALE-OWNED ARE ENCOURAGED TO SUBMIT A BID. THE RIGHT IS RESERVED TO REJECT ANY OR ALL BIDS, TO WAIVE INFORMALITIES, AND ALSO, TO PLACE THE ORDER WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER WHERE IT APPEARS IT WILL BE TO THE BEST INTEREST OF THE COUNTY.

ALL QUOTED PRICES SHALL REMAIN FIRM FOR A PERIOD OF SIXTY (60) DAYS FROM DATE OF BID OPENING. **UNIT PRICE/VENDOR WORK WRITE-UP SHALL PREVAIL IN CASE OF VENDOR ERROR. IF YOU HAVE ANY QUESTIONS, PLEASE CALL KEITH SCOTT AT 276-666-2404**

RETURN BIDS TO CAROLE JONES, CHIEF PURCHASING AGENT, HENRY COUNTY ADMINISTRATION BUILDING; PO BOX 7 (for postal) or 3300 KINGS MOUNTAIN RD (for Ups or FedEx): COLLINSVILLE, VIRGINIA 24078-0007.

EACH BIDDER SHALL SUBMIT HIS BID IN A SEALED ENVELOPE AND MARK OUTSIDE OF ENVELOPE WITH COMPANY NAME, SUBJECT, BID #16-05023-2983 AND CLOSING DATE OF BID. THE COUNTY SHALL NOT ACCEPT ANY MONETARY MODIFICATIONS TO THE BID, WHICH ARE WRITTEN ON THE OUTSIDE OF BID ENVELOPE. FACSIMILE AND/OR ELECTRONIC BIDS/PROPOSALS WILL NOT BE ACCEPTED.

WITHDRAWAL OF BID DUE TO ERROR

A BIDDER FOR A PUBLIC CONSTRUCTION CONTRACT, OTHER THAN A CONTRACT FOR CONSTRUCTION OR MAINTENANCE OF PUBLIC HIGHWAYS, MAY WITHDRAW HIS BID FROM CONSIDERATION IF THE BID PRICE WAS SUBSTANTIALLY LOWER THAN THE OTHER BIDS DUE SOLELY TO A MISTAKE THEREIN, PROVIDED THE BID WAS SUBMITTED IN GOOD FAITH, AND THE MISTAKE WAS A CLERICAL MISTAKE AS OPPOSED TO A JUDGMENT MISTAKE, AND WAS ACTUALLY DUE TO AN UNINTENTIONAL ARITHMETIC ERROR OR UNINTENTIONAL OMISSION OF A QUANTITY OF WORK, LABOR OR MATERIAL MADE DIRECTLY IN THE COMPILATION OF A BID, WHICH UNINTENTIONAL ARITHMETIC ERROR OR UNINTENTIONAL OMISSION CAN BE CLEARLY SHOWN BY OBJECTIVE EVIDENCE DRAWN FROM INSPECTION OF ORIGINAL WORK PAPERS, DOCUMENTS AND MATERIALS USED IN THE PREPARATION OF THE BID SOUGHT TO BE WITHDRAWN. THE BIDDER SHALL GIVE NOTICE IN WRITING OF HIS CLAIM OF RIGHT TO WITHDRAW HIS BID WITHIN TWO (2) BUSINESS DAYS AFTER THE CONCLUSION OF THE BID OPENING PROCEDURE, AND SHALL SUBMIT ORIGINAL WORK PAPERS WITH SUCH NOTICE.

BID #16-05023-2983

IN COMPLIANCE WITH INVITATION FOR **BIDS #16-05023-2983**, AND SUBJECT TO ALL CONDITIONS THEREOF, THE UNDERSIGNED OFFERS AND AGREES TO FURNISH ANY OR ALL OF THE ITEMS UPON WHICH PRICES ARE QUOTED, AT THE PRICE QUOTED FOR EACH ITEM AND DELIVERED AS SPECIFIED.

MY SIGNATURE CERTIFIES THAT THE ACCOMPANYING BID IS NOT THE RESULT OF OR AFFECTED BY, ANY ACT OF COLLUSION WITH ANOTHER PERSON OR COMPANY ENGAGED IN THE SAME LINE OF BUSINESS OR COMMERCE, OR ANY ACT OF FRAUD PUNISHABLE UNDER TITLE 18.2, CHAPTER 12, ARTICLE 1.1 of THE CODE OF VIRGINIA, 1950, AS AMENDED. FURTHERMORE, I UNDERSTAND THAT FRAUDULENT AND COLLUSIVE BIDDING IS A CRIME UNDER THE VIRGINIA GOVERNMENTAL FRAUDS ACT, THE VIRGINIA GOVERNMENT BID RIGGING ACT, THE VIRGINIA ANTITRUST ACT AND FEDERAL LAW AND CAN RESULT IN FINES, PRISON SENTENCES AND CIVIL DAMAGE AWARDS.

I AGREE TO ABIDE BY ALL CONDITIONS OF THIS BID AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS BID FOR THE BIDDER.

COMPANY NAME _____

ADDRESS _____

SIGNATURE _____

NAME (TYPE OR PRINT) _____

OFFICIAL TITLE _____

DATE _____

TELEPHONE NUMBER _____

FAX NUMBER _____

BIDDERS SHALL REFERENCE THE CONTRACTOR LICENSE REQUIREMENTS OF TITLE 54, CHAPTER 11, OF THE CODE OF VIRGINIA 1950, AS AMENDED AND PROVIDE THE APPROPRIATE VIRGINIA CONTRACTOR NO., IF APPLICABLE BELOW.

LICENSED CLASS A VA CONTRACTOR NO. _____

LICENSED CLASS B VA CONTRACTOR NO. _____

LICENSED CLASS C VA CONTRACTOR NO. _____

**IMPORTANT - READ CAREFULLY BEFORE SUBMITTING BID
COUNTY OF HENRY, VIRGINIA PURCHASING DEPARTMENT
GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS**

1. SUBMISSION AND RECEIPT OF BIDS:

- (a) BIDS, TO RECEIVE CONSIDERATION, MUST BE RECEIVED PRIOR TO THE SPECIFIED TIME AND DATE OF OPENING AS DESIGNATED IN THE INVITATION.
- (b) UNLESS OTHERWISE SPECIFIED, BIDDERS MUST USE THE BID FORM FURNISHED BY THE COUNTY. FAILURE TO DO SO MAY CAUSE BID TO BE REJECTED. REMOVAL OF ANY PART OF THE BID FORM MAY INVALIDATE THE BID.
- (c) ALL BIDS SHALL BE EITHER TYPEWRITEN OR FILLED IN WITH INK IN ORDER TO BE CONSIDERED. ALSO, ALL BIDS MUST BE SIGNED IN INK IN ORDER TO BE CONSIDERED. BIDS FILLED IN WITH PENCIL WILL BE REJECTED.
- (d) BIDS CONCERNING SEPARATE BID INVITATIONS, MUST NOT BE COMBINED ON THE SAME FORM OR PLACED IN THE SAME ENVELOPE. BIDS SUBMITTED IN VIOLATION OF THIS PROVISION MAY NOT BE CONSIDERED.

2. DELIVERY POINT:

ALL ITEMS SHALL BE DELIVERED F.O.B. DESTINATION, AND DELIVERY COSTS AND CHARGES INCLUDED IN THE BID PRICE.

3. BRAND NAMES:

UNLESS OTHERWISE PROVIDED IN THE INVITATION FOR BID, THE NAME OF A CERTAIN BRAND, MAKE OR MANUFACTURER DOES NOT RESTRICT BIDDERS TO THE SPECIFIC BRAND, MAKE OR MANUFACTURER NAMED; IT CONVEYS THE GENERAL STYLE, TYPE, CHARACTER, AND QUALITY OF THE ARTICLE DESIRED, AND ANY ARTICLE WHICH THE COUNTY IN ITS SOLE DISCRETION DETERMINES TO BE THE EQUAL OF THAT SPECIFIED, CONSIDERING QUALITY, WORKMANSHIP, ECONOMY OF OPERATION, AND SUITABILITY FOR THE PURPOSE INTENDED, SHALL BE ACCEPTED.

4. QUALITY:

ALL MATERIALS USED FOR THE MANUFACTURE OR CONSTRUCTION OF ANY SUPPLIES, MATERIALS, OR EQUIPMENT COVERED BY THIS BID SHALL BE NEW. THE ITEMS BID MUST BE NEW, THE LATEST MODEL, THE BEST QUALITY, AND THE HIGHEST GRADE WORKMANSHIP.

5. § 2.2-4311: EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED; REQUIRED CONTRACT PROVISIONS. SEE VA CODE FOR DETAIL INFORMATION.

GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS

6. BASIS FOR REJECTIONS AND AWARD:

THE COUNTY OF HENRY RESERVES THE RIGHT TO ACCEPT OR REJECT ALL BIDS OR PARTS OF BIDS, TO WAIVE INFORMALITIES AND TECHNICALITIES, AND TO REQUEST REBIDS. THE COUNTY ALSO RESERVES THE RIGHT TO AWARD THE CONTRACT ON SUCH MATERIAL THE COUNTY DEEMS WILL BEST SERVE ITS INTEREST. THE AWARD WILL BE MADE AND POSTED BY THE COUNTY TO THE LOWEST RESPONSIBLE BIDDER WITH THE LOWEST RESPONSIVE BID WHICH IS IN ACCORDANCE WITH THE TERMS, CONDITIONS, AND SPECIFICATIONS OF THE BID AND IS IN CONFORMANCE WITH THE CODE OF THE COUNTY OF HENRY AND THE CODE OF VIRGINIA.

7. INTERPRETATION OF BID AND ADDENDUM:

IF ANY PARTY CONTEMPLATING THE SUBMISSION OF A BID ON THIS INVITATION IS IN DOUBT AS THE TRUE MEANING OF ANY PART OF THE BID, HE SHOULD CONTACT **KEITH SCOTT AT 276-666-2404.** ANY RESULTING CHANGE TO THE BID INVITATION DOCUMENT WILL BE MADE ONLY BY WRITTEN ADDENDUM DULY ISSUED TO EACH PARTY RECEIVING A BID INVITATION. THE COUNTY WILL NOT BE RESPONSIBLE FOR ANY CHANGES EXCEPT AS NOTED THROUGH A WRITTEN ADDENDUM OR SO STATED BY CHIEF PURCHASING AGENT FOR HENRY COUNTY. ALL ADDENDUMS MUST BE SIGNED AND RETURNED WITH YOUR BID AND ANY ADDENDUM THAT AFFECTS PRICE, QUALITY, QUANTITY OR DELIVERY SCHEDULE, THAT IS NOT RETURNED, WILL BE REJECTED.

8. RIGHT TO NEGOTIATION:

IF A BID FROM THE LOWEST RESPONSIBLE BIDDER EXCEEDS THE FUNDS AVAILABLE FOR SERVICES AND/OR MATERIALS REQUESTED, THE COUNTY OF HENRY RESERVES THE RIGHT TO NEGOTIATE. SUCH NEGOTIATIONS WITH THE LOWEST RESPONSIBLE BIDDER MAY INVOLVE DISCUSSION OF REDUCTION OF QUALITY, QUANTITY OR OTHER COST SAVING MECHANISMS.

9. REGISTERED SEX OFFENDER:

THE CONTRACTOR SHALL NOT SEND ANY EMPLOYEE OR AGENT WHO IS A REGISTERED SEX OFFENDER TO ANY SCHOOL BUILDING OR SCHOOL PROPERTY. QUARTERLY, THE CONTRACTOR SHALL CHECK THE REGISTRY TO DETERMINE IF THE EMPLOYEE IS REGISTERED.

10. PIGGY BACK CLAUSE: ACCORDING TO THE STATE OF VA PUBLIC PROCUREMENT ACT ANY OTHER STATE, LOCAL OR GOVERNMENT AGENCY MAY USE THIS BID AS A BASIS FOR PROCURING SUCH ITEMS.

11. ADDITIONAL PRODUCTS/SERVICES: THE COUNTY/PSA RESERVES THE RIGHT TO BUY/HIRE FOR ADDITIONAL PRODUCTS/SERVICES OF SIMILARITY FROM AWARDED VENDOR OF THIS CONTRACT WITHOUT GOING THROUGH THE BIDDING PROCESS FOR ONE (1) CALENDAR YEAR FROM THE DATE OF THE NOTICE OF AWARD FROM THIS CONTRACT, UNLESS STATED OTHERWISE WITHIN THIS BID.

12. **BONDS:**

A. **BID BOND- (BID GUARANTEE):**

THIS PROJECT **SHALL NOT** REQUIRE A BID BOND TO ACCOMPANY THE BID.

WHEN SUBMITTING A BID BOND TO THE COUNTY/PSA, THE VENDOR SHALL DO SO BY SUBMITTING A BOND UNDERWRITTEN BY A SURETY COMPANY WHICH IS LEGALLY AUTHORIZED TO DO BUSINESS IN VIRGINIA **OR** A CASHIERS/CERTIFIED CHECK. BOTH TYPES OF BID GUARANTEES SHALL BE WORTH 5% OF THE VENDORS OVERALL BID.

B. **PERFORMANCE BOND AND PAYMENT BOND:**

AFTER AWARD OF CONTRACT, FOR ALL PROJECTS VALUED AT \$100,000 OR MORE, VENDOR SHALL EXECUTE AND SUBMIT BOTH A PERFORMANCE BOND AND A PAYMENT BOND PRIOR TO START OF WORK. EACH BOND SHALL BE CONDITIONED UPON FULL AND COMPLETE PERFORMANCE OF THE CONTRACT, UNDERWRITTEN BY A SURETY COMPANY WHICH IS LEGALLY AUTHORIZED TO DO BUSINESS IN VIRGINIA AND IN THE AMOUNT OF 100% OF THE CONTRACT.

13. **LIQUATED DAMAGES:**

LIQUATED DAMAGES SHALL NOT APPLY TO THIS BID.

14. **ILLEGAL ALIENS:**

VENDOR PROMISES THEY WILL NOT HIRE ILLEGAL ALIENS. BY SIGNING THIS BID DOCUMENT THE VENDOR CONFIRMS THIS PROMISE.

15. **PERMITS/LICENSES:**

VENDORS SHALL BE RESPONSIBLE FOR ACQUIRING ALL THE PROPER PERMITS/LICENSES REQUIRED BY LOCAL AND STATE AUTHORITIES IN CONJUNCTION WITH THIS BID. BID PRICES SHALL INCLUDE THESE FEES AND NO ADDITIONAL COST ARE TO BE ACCESSED TO THE COUNTY/PSA. BIDDER'S ATTENTION IS DIRECTED TO THE REQUIREMENTS OF TITLE 54, CHAPTER 11, OF THE CODE OF VIRGINIA PERTAINING TO REGISTRATION OF CONTRACTORS.

BID #16-05023-2983

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346

PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

_____ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

_____ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

AUTHORIZED VENDOR SIGNATURE

DATE

COMPANY NAME

PRINTED NAME AND TITLE

Subcontractor Information

Must fill form out completely even if no subcontractors are being used.

You must check appropriate box below and list any subcontractors that will be used for this **BID# 16-05023-2983 for FURNISHING AND DELIVERY OF HVAC FILTERS TO HENRY COUNTY SCHOOL DIVISION.**

_____ I will be using subcontractors. (See list below)

_____ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

_____ I will not be using subcontractors.

1.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

2.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

3.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

4.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

5.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

6.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

Bidders Company Name _____

Bidders Authorized Signature _____ **Date:** _____

Bidders Telephone # _____ **Federal ID #** _____

***Note- Add a separate sheet if you need additional space for subcontractors**

HVAC FILTERS CONTRACT

1.00 GENERAL REQUIREMENTS

A. Henry County Public Schools (owner) seeks to establish a one year contract, with the option through mutual agreement to renew the contract annually for up to four additional one year terms, with a single Contractor to furnish and deliver HVAC filters to the following schools and support facilities:

No.	Facility (Abbreviation)	Address
1	Axton Elementary School (AES)	1500 Axton School Road, Axton, VA 24054
2	Bassett High School (BHS)	85 Riverside Drive, Bassett, VA 24055
3	Campbell Court Elementary School CCE	220 Campbell Court, Bassett, VA 24055
4	Collinsville Primary School (CPS)	15 Primary School Drive, Collinsville, VA 24078
5	Drewry Mason Elementary School (DME)	45 Drewry Mason Drive, Ridgeway, VA 24148
6	Fieldale-Collinsville Middle School (FCMS)	645 Miles Road, Collinsville, VA 24078
7	Figsboro Center for Community Learning (CCL)	340 Ridgedale Drive, Martinsville, VA 24112
8	G. W. Carver Elementary (CE)	220 Trott Circle, Martinsville, VA 24112
9	John Redd Smith Elementary School (JRE)	40 School Drive, Collinsville, VA 24078
10	Laurel Park Middle School (LPMS)	280 Laurel Park Avenue, Martinsville, VA 24112
11	Magna Vista High School (MVHS)	701 Magna Vista School Road, Ridgeway, VA 24148
12	Mt. Olivet Elementary School (MOE)	255 Lance Lane, Martinsville, VA 24112
13	Rich Acres Elementary School (RAE)	40 Rich Acres School Road, Martinsville, VA 24112
14	Sanville Elementary School (SE)	19 Sanville School Road, Bassett, VA 24055
15	Stanleytown Elementary School (STE)	74 Edgewood Drive, Stanleytown, VA 24168
16	Facilities Maintenance Department (FMD)	Henry County Service Center, 2285A Fairystone Park Highway, Bassett, VA 24055
17	School Bus Garage (SBG)	110 Coffman Avenue, Collinsville, VA 24078

B. Bid price shall include cost of packaging, transport, unloading and inside delivery of filters to each facility.

C. Filters for indoor and rooftop HVAC shall be distinctly labeled and packaged separately.

D. The Contractor shall base prices on information provided in this bid, but will be required to verify quantities and sizes by visiting each site prior to placing the initial order. Adjustments in cost will be made at that time, based on unit prices established in this bid, where available. Where unit prices are not established, the price of filters shall be determined by the Contractor using the same price discounting as applied to the bid.

E. The Contractor shall provide the Owner a list of all filters and sizes by school denoting whether the filter is for an indoor rooftop HVAC unit. When equipment is replaced or added, the Contractor shall amend and provide an updated list to the Owner. Orders shall be modified to incorporate changes in equipment.

F. The Contractor shall inventory all filters on-hand at each facility and adjust the initial order quantity to use up all on-hand filters. Thereafter, the total quantity of filters shall be ordered for each location.

G. Filters shall be delivered quarterly by the 15th day of December, March, June and September. The first delivery shall be made in September 2016.

H. Deliveries shall be made on days when schools are open, i.e. weekdays, excluding holidays. Due to an alternate work schedule for the months of June and July, schools will not be open on Fridays during those months.

I. Filters for the School Board Office and School Bus Garage shall be delivered to the Facilities Maintenance Department in Bassett. Filters shall be labeled to identify the facility.

J. Invoices will be paid quarterly after receipt of filters for that quarter. Invoices shall be sent to Henry County Public Schools, 2285A Fairystone Park Highway, Bassett, Virginia 20455.

K. The Contractor shall provide a copy of the delivery tickets itemizing filters for each facility, signed by the Principal or Assistant Principal, with each invoice.

L. A list of HVAC filters by size and location is provided in Appendix A.

M. Prices provided in the Bid Sheets shall be fixed for each twelve month period, with the exception of the addition or deletion of facilities or the use of additional services. If during the term of this contract, the Owner adds or deletes facilities or elects to utilize additional services of the selected firm, an adjustment shall be made in the amount of the contract by adding or deduction such cost.

Price Escalation/De-Escalation: At time of contract renewal, price adjustments may be permitted for changes in the firm's cost of materials not to exceed the lesser of five percent or the increase in the U. S. Department of Labor, Bureau of Labor Statistics Consumer Price Index (<http://www.bls.gov/cpi/home.htm#overview>) for Urban Consumers (CPI-U) in the South Region, for all items, over the preceding twelve month period. No price increases will be authorized for 365 calendar days after the effective date of the contract. Price escalation may be permitted only at the end of this period and each 365 days thereafter and only where verified to the satisfaction of the Owner.

N. Through mutual agreement, this contract may be utilized by other school divisions or local governments.

O. This contract may be terminated by the Owner at any time after providing 30 days written notice to the Contractor.

2.00 HVAC FILTER SPECIFICATIONS

A. HVAC filters shall be disposable, pleated flat panel filters, constructed of a fire retardant fiber board frame and self-supporting 100% ultrafine synthetic media sealed in the frame with a fire retardant adhesive. Filters shall have no less than a Maximum Efficiency Reporting Value (MERV) rating of 8 based on ASHRAE 52.2 test method, an arrestance rating of 95% and a dust spot efficiency rating of 30% based on ASHRAE 52.1-1992 test method. Filters shall be Underwriters Laboratories Class 1.

B. Provide HVAC filter manufacturer's literature with bid to substantiate conformance to the above specification.

C. Provide a sample 20" x 20" x 2" HVAC filter with bid.

Bid Sheet – Sheet 1 of 2

No.	Size, Inches	Unit Cost	Quantity	Total Cost
1.	6 x 34 x 1		1	
2.	7 x 10 x 1		1	
3.	8 7/8 x 12 1/8 x 1		2	
4.	8 7/8 x 16 1/8 x 1		2	
5.	8 7/8 x 19 1/8 x 1		5	
6.	8 7/8 x 19 7/8 x 1		2	
7.	8 7/8 x 33 5/8 x 1		14	
8.	8 7/8 x 42 1/8 x 1		2	
9.	8 7/8 x 61 1/8 x 1		2	
10.	8 7/8 x 61 1/2 x 1		4	
11.	9 x 20 x 1		1	
12.	9 x 30 x 1		1	
13.	13 3/8 x 41 1/2 x 1		11	
14.	13 3/8 x 53 1/2 x 1		28	
15.	13 3/8 x 65 1/2 x 1		2	
16.	13 3/8 x 77 1/2 x 1		58	
17.	13 7/8 x 41 1/2 x 1		7	
18.	13 7/8 x 77 x 1		17	
19.	14 x 25 x 1		1	
20.	14 3/8 x 41 1/2 x 1		2	
21.	15 x 16 x 1		7	
22.	15 1/4 x 41 1/2 x 1		3	
23.	16 x 25 x 1		8	
24.	16 x 30 x 1		8	
25.	20 x 20 x 1		14	
26.	20 x 25 x 1		10	
27.	20 x 30 x 1		2	
28.	22 x 22 x 1		1	
29.	12 x 12 x 2		2	
30.	12 x 16 x 2		6	
31.	12 x 24 x 2		4	
32.	14 x 25 x 2		4	
33.	15 x 20 x 2		24	
34.	16 x 16 x 2		129	
35.	16 x 20 x 2		366	
36.	20 x 20 x 2		350	
37.	16 x 25 x 2		240	
38.	20 x 25 x 2		202	
39.	20 x 30 x 2		4	
40.	24 x 24 x 2		20	
41.	25 x 25 x 2		16	
42.	Total (Sum of Items 1 through 41)	NA	NA	

Total Base Bid

\$ _____ x 4 Times Per Year = \$ _____

Line 42

Notes:

1. Henry County Public Schools shall award bid to serve its best interest, and may consider factors other than pricing.
2. Bids shall be binding for 60 days.

Bid Sheet – Sheet 2 of 2

Name and Address of Bidder:

_____ Zip: _____

FEIN/SSN# _____

Date: _____

By _____
(Signature)

Typed Name: _____

Title: _____

Telephone No: (_____) _____

Appendix A: Henry County Public Schools List of HVAC Filters

Size, Inches	AES	BHS	CCE	CCL	CE	CPS	DME	FCM	JRE	LPM	MVH	MOE	RAE	SE	STE	FMD	SBG	SBO	TOTAL
6 x 34 x 1					1														1
7 x 10 x 1					1														1
8 7/8 x 12 1/8 x 1													2						2
8 7/8 x 16 1/8 x 1													2						2
8 7/8 x 19 1/8 x 1								5											5
8 7/8 x 19 7/8 x 1															2				2
8 7/8 x 33 5/8 x 1								12							2				14
8 7/8 x 42 1/8 x 1													2						2
8 7/8 x 61 1/8 x 1													2						2
8 7/8 x 61 1/2 x 1													4						4
9 x 20 x 1					1														1
9 x 30 x 1					1														1
13 3/8 x 41 1/2 x 1													3		8				11
13 3/8 x 53 1/2 x 1								28											28
13 3/8 x 65 1/2 x 1								2											2
13 3/8 x 77 1/2 x 1								13					21		24				58
13 7/8 x 41 1/2 x 1								7											7
13 7/8 x 77 x 1														17					17
14 x 25 x 1																	1		1
14 3/8 x 41 1/2 x 1														2					2
15 x 16 x 1	7																		7
15 1/4 x 41 1/2 x 1													3						3
16 x 25 x 1					8														8
16 x 30 x 1						1							2	5					8
20 x 20 x 1		3			8						1					1		1	14
20 x 25 x 1		2											2		6				10
20 x 30 x 1						1								1					2
22 x 22 x 1					1														1
12 x 12 x 2			2																2
12 x 16 x 2			6																6
12 x 24 x 2			4																4
14 x 25 x 2			4																4
15 x 20 x 2									24										24
16 x 16 x 2			6		61	19	24					19							129
16 x 20 x 2		12	28	6	34		36	23		35	172	19		1					366
20 x 20 x 2	12	56	16		8		4	34		144	38	16	6	4	12				350
16 x 25 x 2	28	65	4		33	23	14	8		24	8	4	9	8	12				240
20 x 25 x 2	12	68	2		14	14	8	16		4	10	20	12	10	12				202
20 x 30 x 2											4								4
24 x 24 x 2			8	8		4													20
25 x 25 x 2										16									16