



October 28, 2021

**TO:** THE DISTRICT BOARD OF TRUSTEES  
OF VALENCIA COLLEGE

**FROM:** KATHLEEN PLINSKE  
President

**RE:** AWARD OF ITB 2022-02, MINIMUM EFFICIENCY REPORTING VALUE (MERV) AIR  
FILTERS

On August 20, 2021, Valencia College issued Invitation to Bid (ITB) 2022-02, Minimum Efficiency Reporting Value (MERV) Air Filters. As a result of COVID-19 and the focus on increasing air quality, the College transitioned to filters with MERV ratings to indicate how effectively the filters stop dust and other contaminants from passing through the filters and into the air. The award of the ITB will establish a contractual relationship between the College and the selected vendor enabling the College to purchase MERV filters (on an as-needed basis) at a discount off published catalog, price lists, or retail pricing. The College will award a nonexclusive contract for a one (1) year initial term with the option to renew for four (4) additional one (1) year periods up to a cumulative total of five (5) years, at a cost that may range up to \$200,000 per year.

Bids submitted in response to the ITB were received and opened on September 24, 2021. The following firms submitted bids in response to the solicitation: Andrews Filter & Supply Corp., Carrier Enterprise LLC, Climate Control Mechanical Services, Inc., and Harrington Industrial Plastics. The Procurement Department, along with the Director of Maintenance, reviewed the bids for compliance with qualifications, completion of all required documents, adherence to scope of work, and pricing. A bid tabulation sheet was completed, and all responsive and qualified firms were ranked by overall price. The review determined Andrews Filter & Supply Corp. to be the top ranked firm.

If approved as presented, costs for the first year will be covered by Higher Education Emergency Relief Funds (HEERF III)/American Rescue Plan, and expenses incurred after the first year will be covered by the College's operational budget.

**RECOMMENDATION:**

The President recommends that the District Board of Trustees of Valencia College authorize the College to award ITB 2022-02, Minimum Efficiency Reporting Value (MERV) Air Filters, to Andrews Filter & Supply Corp. (Andrews), as presented. Should the College not be able to negotiate a mutually agreeable contract with Andrews, negotiations will cease, and negotiations may commence with the second-ranked bidder and so on until a fair, competitive, and reasonable agreement is reached.

A handwritten signature in black ink that reads "Kathleen Plinske". The signature is written in a cursive, flowing style.

---

President