



## COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER \_\_\_\_\_

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DATE: 07/11/2023

**SUBJECT: BID NO. 2023-142 - ANNUAL CONTRACT FOR HVAC AIR FILTERS  
AND FILTER REPLACEMENT SERVICES - FACILITIES  
MANAGEMENT - VARIOUS VENDORS - PER UNIT PRICE**

### **COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court award Bid No. 2023-142, Annual Contract for HVAC Air Filters and Filter Replacement Services, for Facilities Management, to the following vendors at the per unit price:

Primary	Air Relief Technologies, Inc., d/b/a Tex-Air Filters
Secondary	Kleen-Air Filter Service and Sales

### **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. One hundred ninety-three (193) 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 May 17, 2023, was attended by two (2) vendors as well as representatives from Facilities Management and Purchasing. Two (2) 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, 2023, 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. 2023-142, Annual Contract for HVAC Air Filters and Filter Replacement Services, be awarded to the vendors listed above at the per unit price.

### **FISCAL IMPACT**

Annual expenses are estimated to be approximately \$200,000.00. Funding is available in account 532025/10000-2023/Various Cost Centers. The department has included funding in the FY24 budget requests.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Sarah VanTassel Chris Lax, CPSM, CPSD, CPCP
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