

Proposal Form
RFP # 1919 HVAC Filters Delivery Services for MDUSD
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Return original Response to RFP to:

Mt. Diablo Unified School District
Purchasing Department
2326 Bisso Lane, Concord, California 94520

- Unit prices shall be F.O.B. Destination or for the service rendered.
- Vendor shall honor RFP prices for ninety (90) days or for the stated contract period, whichever is longer.
- **Proposals due on Tuesday, August 23, 2022 at 10:00 a.m.**

Documents to be submitted with RFP Proposal Form:

- Proposal Form
- Renewal Option
- Non-Collusion Affidavit
- Bidder's Statement Regarding Insurance Coverage
- Worker's Compensation Insurance Certificate
- Tobacco-Free Environment Certification
- Drug Free Work Place
- Criminal Background Investigation/fingerprinting Certification
- Equal Employment Opportunity Compliance Certification

Bidder hereby acknowledges receipt of Addenda Number(s) ONE, AUGUST 12, 2022, TWO, AUGUST 18, 2022 and _____.

Company: APPLIED AIR FILTERS

Address 38424 CEDAR BLVD

City, State, Zip NEWARK, CA 94560

Company Phone No. 510-742-1101

Company Fax No. 510-742-1118

Email: MAIL@APPLIEDAIRFILTERS, CA 94560

Name (print): NICASIO GUTIERREZ

Signature: 

Title of person signing RFP: PRESIDENT

Date: AUGUST 22, 2022

Terms of Payment: NET 30

% Percent Discount (Net Days): 0

PRICING: Due to market fluctuations and budget uncertainties, vendor must give fixed year-round pricing for items noted "year round (YR)" availability. Items marked with monthly availability should be RFP for prices during those months.

MT. DIABLO UNIFIED SCHOOL DISTRICT
RFP #1919 - HVAC FILTERS FOR
MAINTENANCE & OPERATIONS DEPARTMENT
****REVISED 8-18-2022** HVAC FILTERS - PRICE SHEET**

| Row Labels | Sum of Quantity | Price / item | Sum of Total |
|---|-----------------|-----------------|------------------|
| Shipping/Delivery Locations (49 Sites) | 49 | \$ - | \$ - |
| 10 x 18 x 2 | 2 | \$ 9.33 | \$ 18.66 |
| 10 x 20 x 1 | 19 | \$ 4.68 | \$ 88.92 |
| 10 x 20 x 2 | 8 | \$ 5.40 | \$ 43.20 |
| 10 x 24 x 1 | 3 | \$ 6.16 | \$ 18.48 |
| 10 x 24 x 2 | 2 | \$ 7.65 | \$ 15.30 |
| 10 x 25 x 1 | 9 | \$ 6.16 | \$ 55.44 |
| 10 x 30 x 1 | 3 | \$ 10.32 | \$ 30.96 |
| 10 x 34 x 1 | 2 | \$ 10.32 | \$ 20.64 |
| 10 x 39 x 1 | 2 | \$ 10.32 | \$ 20.64 |
| 11 1/2 x 26 x 2 | 12 | \$ 11.14 | \$ 133.68 |
| 11 1/2 x 30 x 2 | 12 | \$ 11.10 | \$ 133.20 |
| 12 1/2 x 24 x 1 | 1 | \$ 11.14 | \$ 11.14 |
| 12 x 20 x 1 | 17 | \$ 4.84 | \$ 82.28 |
| 12 x 24 x 1 | 6 | \$ 5.17 | \$ 31.02 |
| 12 x 24 x 15 (Bags) | 6 | \$ 21.20 | \$ 127.20 |
| 12 x 24 x 15 (Bags) | 6 | \$ 21.20 | \$ 127.20 |
| 12 x 24 x 2 | 270 | \$ 5.73 | \$ 1,547.10 |
| 12 x 24 x 4 | 24 | \$ 9.35 | \$ 224.40 |
| 12 x 25 x 1 | 1 | \$ 5.20 | \$ 5.20 |
| 13 3/4 x 21 3/4 x 1 | 2 | \$ 9.48 | \$ 18.96 |
| 14 1/2 x 44 1/2 x 1 | 8 | \$ 12.78 | \$ 102.24 |
| 14 1/2 x 52 3/4 x 1 | 3 | \$ 12.78 | \$ 38.34 |
| 14 1/2 x 54 x 1 | 1 | \$ 12.78 | \$ 12.78 |
| 14 3/4 x 43 1/2 x 1 | 1 | \$ 12.78 | \$ 12.78 |
| 14 3/4 x 51 1/2 x 1 | 3 | \$ 12.78 | \$ 38.34 |
| 14 3/4 x 51 3/4 x 1 | 3 | \$ 12.78 | \$ 38.34 |
| 14 x 15 1/2 x 1 | 3 | \$ 12.78 | \$ 38.34 |
| 14 x 20 x 1 | 1 | \$ 5.37 | \$ 5.37 |
| 14 x 20 x 2 | 6 | \$ 6.23 | \$ 37.38 |
| 14 x 22 x 1 | 3 | \$ 10.32 | \$ 30.96 |
| 14 x 25 x 1 | 8 | \$ 6.16 | \$ 49.28 |
| 14 x 25 x 2 | 4 | \$ 6.89 | \$ 27.56 |
| 14 x 30 x 1 | 2 | \$ 11.45 | \$ 22.90 |
| 14 x 30 x 2 | 4 | \$ 12.53 | \$ 50.12 |
| 15 x 30 x 1 | 1 | \$ 11.45 | \$ 11.45 |
| 15 x 51 1/2 x 1 | 3 | \$ 13.42 | \$ 40.26 |
| 15 x 51 3/4 x 1 | 3 | \$ 13.42 | \$ 40.26 |
| 15 x 52 x 1 | 8 | \$ 13.42 | \$ 107.36 |

| | | | |
|----------------------------|-----------|-----------------|---------------------|
| 16 x 16 x 2 | 34 | \$ 6.84 | \$ 232.56 |
| 16 x 16x 2 | 8 | \$ 6.84 | \$ 54.72 |
| 16 x 20 x 1 | 63 | \$ 5.32 | \$ 335.16 |
| 16 x 20 x 2 | 649 | \$ 6.69 | \$ 4,341.81 |
| 16 x 25 x 1 | 256 | \$ 5.51 | \$ 1,410.56 |
| 16 x 25 x 2 | 234 | \$ 7.72 | \$ 1,806.48 |
| 16 x 25 x1 | 4 | \$ 5.51 | \$ 22.04 |
| 16 x 30 x 1 | 4 | \$ 11.35 | \$ 45.40 |
| 16 x 30 x 2 | 11 | \$ 11.35 | \$ 124.85 |
| 17 x 25 x 1 | 8 | \$ 11.45 | \$ 91.60 |
| 18 x 20 x 1 | 173 | \$ 6.25 | \$ 1,081.25 |
| 18 x 20 x 2 | 190 | \$ 9.60 | \$ 1,824.00 |
| 18 x 24 x 1 | 30 | \$ 6.21 | \$ 186.30 |
| 18 x 24 x 2 | 2 | \$ 8.49 | \$ 16.98 |
| 18 x 25 x 1 | 31 | \$ 6.46 | \$ 200.26 |
| 18 x 25 x 2 | 1 | \$ 8.92 | \$ 8.92 |
| 18 x 30 x 1 | 1 | \$ 10.08 | \$ 10.08 |
| 20 x 20 x 1 | 86 | \$ 5.69 | \$ 489.34 |
| 20 x 20 x 2 | 180 | \$ 7.72 | \$ 1,389.60 |
| 20 x 20 x 4 | 8 | \$ 9.82 | \$ 78.56 |
| 20 x 24 1/2 x 2 | 2 | \$ 13.19 | \$ 26.38 |
| 20 x 24 x 1 | 17 | \$ 6.54 | \$ 111.18 |
| 20 x 24 x 2 | 21 | \$ 9.45 | \$ 198.45 |
| 20 x 25 x 1 | 932 | \$ 6.79 | \$ 6,328.28 |
| 20 x 25 x 2 | 613 | \$ 7.37 | \$ 4,517.81 |
| 20 x 25 x 4 | 4 | \$ 10.41 | \$ 41.64 |
| 20 x 25 x1 | 4 | \$ 6.79 | \$ 27.16 |
| 20 x 30 x 1 | 10 | \$ 7.37 | \$ 73.70 |
| 20 x 30 x 2 | 53 | \$ 10.41 | \$ 551.73 |
| 20x 20 x 2 | 4 | \$ 7.72 | \$ 30.88 |
| 21 x 21 x 1 | 1 | \$ 9.48 | \$ 9.48 |
| 22 1/2 x 26 x 2 | 5 | \$ 9.48 | \$ 47.40 |
| 23 x 26 x 1 | 1 | \$ 10.29 | \$ 10.29 |
| 24 x 24 x 1 | 35 | \$ 4.68 | \$ 163.80 |
| 24 x 24 x 15 (Bags) | 9 | \$ 28.96 | \$ 260.64 |
| 24 x 24 x 15 (Bags) | 12 | \$ 28.96 | \$ 347.52 |
| 24 x 24 x 2 | 89 | \$ 6.49 | \$ 577.61 |
| 24 x 24 x 4 | 24 | \$ 13.05 | \$ 313.20 |
| 24 x 25 x 1 | 27 | \$ 4.79 | \$ 129.33 |
| 25 x 25 x 1 | 6 | \$ 5.93 | \$ 35.58 |
| 27 1/4 x 32 1/2 x 2 | 1 | \$ 14.23 | \$ 14.23 |
| 9 1/2 x 18 x 2 | 22 | \$ 9.33 | \$ 205.26 |
| 9 1/2 x 24 x 2 | 22 | \$ 9.33 | \$ 205.26 |
| Grand Total | | | \$ 31,434.96 |

**RENEWAL OPTION
(To be submitted with proposal)**

If mutually agreeable, the Mt. Diablo Unified School District reserves the right to consider the extension of this contract for four – one year periods for a total contract of 5 years as permitted by law. In the award of this RFP renewal, the District will consider the amount of the price increase stated by the Bidder as a factor and will compute accordingly. A price increase, if exercised, shall be fully justified by the vendor and proved by a test of the marked and/or submission of documents.

Bidder to indicate in space provided if it would accept an option to renew for the following periods and at what percentage.

| Dates: | Yes | No | Percentage |
|----------------------|-------------------------------------|--------------------------|-------------|
| 07/01/23 to 06/30/24 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>3.5%</u> |
| 07/01/24 to 06/30/25 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>3.5%</u> |
| 07/01/25 to 06/30/26 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>3.5%</u> |
| 07/01/26 to 06/30/27 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>3.5%</u> |

The undersigned hereby proposes and agrees to furnish, and deliver the goods and services in accordance with the terms, conditions, specifications and prices herein quoted.

Corporate Seal (If a corporation)

APPLIED AIR FILTERS

Proper Name of Individual, Company or Corporation



Authorized Signature

NICASIO GUTIERREZ

Type or Print Signer's Name

PRESIDENT

Title

38424 CEDAR BLVD, NEWARK, CA 94560

Address, City, State and Zip Code

570-742-1101

Telephone Number

570-742-1118

Fax Number

MAIL@APPLIEDAIRFILTERS.COM

Email Address

08-17-2022

Date

Service Level Agreement

RFP # 1919

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PURPOSE

The Mt. Diablo Unified School District is seeking competitive quotes to provide district-wide HVAC Filters delivery service.

OBJECTIVE

The Mt. Diablo Unified School District desires to enter into a twelve month contract for District Wide HVAC Filters Delivery services. The vendor shall provide all labor, materials, and necessary appurtenances to perform delivery at the various MDUSD sites listed herein for the period of July 1, 2022 to June 30, 2023, with the option of two (1) year extensions.

BACKGROUND

The Mt. Diablo Unified School District is a K-12 public school district located in Concord, California serving the educational needs of over 29,000 K-12 students. The District covers over 150 square miles, including the cities of Concord, Pleasant Hill, Clayton; portions of Walnut Creek, Martinez, and unincorporated areas including Lafayette, Pacheco, Pittsburg, and Bay Point. Mt. Diablo Unified School District is one of the largest school districts in the State of California, with over 50 school sites and programs.

The District has:

High schools – 5,
Continuation High School - 1
Middle Schools – 9
Elementary Schools – 28
Special Education Schools – 2
Adult Education Centers - 2
Central Kitchen – 1
Central Food Warehouse - 1

Scope of Work

The vendor will deliver to identified sites HVAC Filters as identified in this document. The HVAC Filters must be delivered in a clean and sanitary truck. A lift gate and pallets may be needed for large loads.

Agreement: Below are the details of the service expectations from the successful Bidder upon receiving the award for this RFP. Successful Bidder must understand and agree to the following levels of service if they are to enter into an agreement with Mt. Diablo Unified School District. It is very important that the Bidder understands that the District's HVAC Filters RFP not only includes the purchase of products, but

includes service/delivery expectations that must be agreed to prior to entering into this agreement.

This is a one (1) year RFP with the possibility of four (4), one (1) year extensions. This RFP will be from July 1, 2022 thru June 30, 2023.

1. All HVAC Filters specified will be purchased from the successful Bidder select. The District reserves the right to add or remove products as necessary due to school demand.
2. This proposal is for four (4) deliveries per year.
3. District will provide necessary filters per site that are to be included in each delivery. Awarded bidder will individually package and deliver to each school site at each delivery period (4 times a year).
4. District will contact Bidder if additional product is needed.
5. All HVAC Filters shall meet specific standards set by the Department.
6. Advanced approval by Maintenance and Operations Department must be obtained prior to substitutions being made. Items substituted must be priced as the same as the item the District would normally receive.
7. All invoices and statements shall be sent to: Mount Diablo Unified School District, 1936 Carlotta Drive, Concord, CA 94519 Attention: Maintenance and Operations Department.
8. The District reserves the right to add or delete product; increase or decrease amounts; add or delete site locations (at the district's expense).
9. Failure to meet these specifications shall entitle the District to cancel the contract with 30 day notice.

DELIVERIES

Purchasing and Warehouse Delivery

1. All HVAC Filters which are damaged, crushed or questionable will be refused or shall be replaced immediately upon notification.
2. Bidder shall arrange a predetermined time for deliveries to the warehouse by contacting Purchasing and Warehouse, Lead Warehouse Worker at 925-825-7440, ext. 3751
3. Bidder All HVAC Filters pallets are to be picked up at the time of the next delivery.
4. All delivery tickets must be signed for by the authorized Purchasing and Warehouse (PW) Lead Worker on site. If the site PW Lead Worker is unavailable, a signature must be obtained from the PW office staff. Missed deliveries and/or shortages of delivery are unacceptable.

School Site Delivery

1. All HVAC Filters which are damaged, crushed or questionable will be refused or shall be replaced immediately upon notification.
2. Delivery shall not be made so close to service time as to create concern by the school site and necessitate emergency deliveries by the Maintenance & Operations Department.
3. The vendor will deliver to identified sites HVAC Filters as identified in this document. The HVAC Filters must be delivered in a clean and sanitary truck. A lift gate and pallets may be needed for large loads.
4. Deliveries will be accepted during operational hours only (7a.m. to 2:00 p.m.)

5. This proposal is for (4) four deliveries per year.
6. A duplicate of the signed invoice ticket shall be left at each location at the time of the delivery. An itemized monthly statement showing each delivery location must be sent to the District's Maintenance and Operations Department. Quantities, item descriptions, unit prices and extended amounts must be shown on each invoice; this shall apply to all credits (credits must reference original invoice number and date received). The person receiving shall sign invoices and credits.
7. Products to be delivered to the site custodian.. Special deliveries may be needed under special circumstances (i.e. equipment failure, theft, etc.) Maintenance and Operations Department, 925-825-7440 # 3815, will call the vendor; identify the site and problem, amount of product needed, and time needed for delivery. If a product is not available through the company awarded the contract, HVAC Filters may be purchased elsewhere.
8. The vendor will be required to maintain a log or report for all products of quantities delivered to the District, (velocity report). Vendor will provide these reports upon request by the District.
9. Delivery hours are 7:00 a.m. through 2:00 p.m. for Purchasing and Warehouse and 7 a.m. through 3:00 p.m. for school sites. Delivery days will be Monday through Friday. Same day deliveries per each route are preferred. The delivery driver will report to the designated area at each site as directed by Maintenance and Operations Department and will provide the vendor with a list of names for a point of contact at each delivery site. Both the delivery driver and each site's point of contact will verify quantities of products delivered. The site point of contact will sign for the delivered quantity only. If a shortage occurs, the site point of contact will line out the printed quantity and write in the correct quantity on the receipt document. Shortages, if needed, will be filled within a 24 hour period.
10. All delivery tickets must be signed for by the authorized point of contact Missed deliveries and/or shortages of delivery are unacceptable.
11. The successful vendor shall take all necessary precautions as to not damage District premises or property when delivering food items. In case of damage, vendor shall make proper restitutions.
12. **Submission of Written Questions.** All questions about the RFP shall be submitted by e-mail by 4:00 p.m. Pacific Standard Time on or before August 16, 2022 to Diana Engel-Holmes, Ed.D. at engelholmesd@mdusd.org. The district will provide written responses to questions from prospective Proposers no later than August 19, 2022.