



REQUEST FOR BID 19002 AND BID SHEET on

## HVAC Filters

**Publish Date:** July 12, 2018

**Bid Closing Date:** July 19, 2018

**Bid Closing Time:** 10:30 AM

### **GENERAL INFORMATION:**

1. All inquires or clarifications to the RFB may be directed, by email only, to pgregoire@omahameca.com . No phone inquiries will be accepted.
2. Bids must be in the office of MECA, 455 North 10th Street, Omaha, NE 68102 by the closing date and time indicated above.
3. Bids must be delivered in a sealed envelope and marked: Attn: Patti Gregoire, Bid on HVAC Filters. Bid must also be submitted electronically and emailed to the email address above.
4. MECA reserves the right to accept or reject any or all bids in their entirety. MECA reserves the right to accept or reject any part of a bid unless otherwise indicated by bidder.
5. Sales tax must be included as a separate line item. If the Bidder does not have a sales tax permit in the State of Nebraska, please indicate. As a Vendor of CLCO, any sales tax collected must be reported to the State of Nebraska on a monthly basis. A Convention Center Facility Financing Assistance Act Sales and Use Tax Information Form must be completed and filed on or before the 20th day of the month following the month of sale. Forms are available by contacting MECA's Finance Department.
6. Bidder must be willing to execute a MECA Purchase Agreement. A copy of the Agreement is available upon request.
7. Delivery, shipping, and all other charges must be included as a separate line item.

**PROJECT DESCRIPTION:** MECA is seeking a provider of HVAC Filters for CenturyLink Center Omaha and TD Ameritrade Park Omaha. Bidders shall provide Unit Pricing based upon the Filter Type listed on the Bid Form. Alternates will only be considered for GEO filters. Alternate must be pleated, the case must be plastic and the efficiency rating must meet or exceed 95%. The "quantity" identified on the Bid Form is the anticipated number of filters MECA will utilize for that specific "Filter Type" over the course of a twelve-month period. This "Quantity" may be utilized by the Bidder in determining pricing, however, MECA will be under no obligation to purchase that "Quantity".

**Delivery:** Filters must be delivered within two weeks of order date.

**Term:** The initial term of this Agreement shall be for one (1) year beginning October 1, 2018, unless terminated sooner as provided for in the executed Purchase Agreement.

**Option Terms:** In addition to the initial term and at the sole discretion of MECA, the Agreement may be renewed for three, twelve (12) month renewal periods at mutually agreed upon pricing. MECA agrees to exercise its option by providing written notice to Vendor no less than thirty (30) calendar days prior to the end of the then current term.

**Price Increases:** Bidder should include a description of any proposed price increases for each possible renewal term. Any proposed price increases during the term of the Agreement will be limited to 3% annually.

Quantity	Filter Type	Filter Size	Case Size	Unit Price	Total Line Price
	<i>Pleated 30%</i>				
32		16 x 16 x 1		\$ -	\$ -
10		16 x 20 x 1		\$ -	\$ -
105		16 x 25 x 2		\$ -	\$ -
10		16 x 25 x 1		\$ -	\$ -
350		20 x 20 x 2		\$ -	\$ -
48		20 x 16 x 2		\$ -	\$ -
280		20 x 24 x 2		\$ -	\$ -
20		20 x 24 x 4		\$ -	\$ -
250		20 x 25 x 2		\$ -	\$ -
20		20 x 25 x 4		\$ -	\$ -
60		24 x 12 x 4		\$ -	\$ -
55		24 x 24 x 2		\$ -	\$ -
150		24 x 24 x 4		\$ -	\$ -
	<i>12" Cartridge 90%-95% with Double Header</i>				
100		20 x 20 x 12		\$ -	\$ -
24		24 x 12 x 12		\$ -	\$ -
65		24 x 20 x 12		\$ -	\$ -
154		24 x 24 x 12		\$ -	\$ -
	<i>95% with header/ GEO -Pleat (must be GEO or equivalent)</i>				<i>Insert Alternate Manufacturer here</i>
15		12 x 24 x 4		\$ -	\$ -
135		24 x 20 x 4		\$ -	\$ -
110		24 x 24 x 4		\$ -	\$ -
150		20 x 20 x 4		\$ -	\$ -
	<i>1" Throwaway - Pleated</i>				
48		8-7/8 x 19-1/8 x 1		\$ -	\$ -
24		32-3/4 x 9-1/2 x 1		\$ -	\$ -
24		19-3/4 x 9-1/2 x 1		\$ -	\$ -
24		12 x 24 x 1		\$ -	\$ -
12		14 x 21 x 1		\$ -	\$ -
24		14 x 26 x 1		\$ -	\$ -
12		14 x 30 x 1		\$ -	\$ -
24		14 x 35 x 1		\$ -	\$ -
168		16 x 20 x 1		\$ -	\$ -
24		16 x 25 x 1		\$ -	\$ -
72		17 x 19 x 1		\$ -	\$ -
24		20 x 20 x 1		\$ -	\$ -
36		20 x 27 x 1		\$ -	\$ -

Subtotal  
Tax  
Total

\$ -

Proposed Price Increase for Each Option Renewal Term:

0%	% 1st Renewal
0%	% 2nd Renewal
0%	% 3rd Renewal
\$ -	Trip Charge per Delivery

Insert Information on All Other Charges:

Name of Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_