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**PHYSICAL LOCATION**

Montgomery County  
Administrative Building, Annex III  
101 S. Lawrence Street  
Montgomery, AL 36104

**PURCHASING DEPARTMENT**

P.O. BOX 1667  
MONTGOMERY, ALABAMA 36102-1667

**INVITATION TO BID  
AIR FILTERS AND SERVICE**

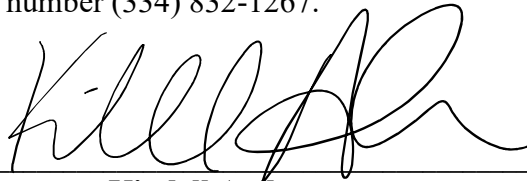
|                                              |                                                |                                                                              |
|----------------------------------------------|------------------------------------------------|------------------------------------------------------------------------------|
| <b>Bid Date:</b><br><br><b>June 30, 2026</b> | <b>Bid Number:</b><br><br><b>51901-26B-026</b> | <b>Return Quotation By:</b><br><b>July 23, 2026</b><br><b>10:00 a.m. CST</b> |
|----------------------------------------------|------------------------------------------------|------------------------------------------------------------------------------|

Please submit a sealed price quotation on the items listed herein. **(Faxed bids will not be accepted.)** The submissions will be received at the Purchasing Department Office, 101 S. Lawrence Street, Montgomery, Alabama until the date and time shown above, and publicly opened as soon thereafter as practicable. If unable to quote, write "NO BID" and return.

Award shall be made to the lowest responsible and responsive bidder(s) meeting specifications and determined to be the best interest of Montgomery County. Complete specifications on items not fully described can be obtained on request. Brand names and catalog numbers are used to indicate levels of quality. If you are unable to furnish an item as specified and desire to furnish a substitute, give full description of the item. Final determination as to equal quality of substitution will be made by the Purchasing Agent.

**The Montgomery County Commission ("Montgomery County") reserves the right to award this bid on an all or none, to refuse all bids, and to waive technicalities.**

Questions regarding this bid should be directed to Cynthia Hill, Purchasing Department, Montgomery County Administrative Building Annex III, 101 South Lawrence Street, Montgomery, Alabama, phone number (334) 832-1267.

  
**Kindell Anderson**  
County Administrator/Purchasing Agent

## GENERAL CONDITIONS AND INSTRUCTIONS

1. The bid number must appear on the outside of the bid envelope.
2. No oral, telephonic, facsimile, modifications or alternate bids will be considered. Bids from firms, individuals, or the same owners of separate companies submitting more than one bid will not be considered.
3. Late bids will not be opened.
4. Three (3) no responses to invitation to bid will be reason for deletion of bidder's name from the bid list. Once deleted from bid list, bidder's name may be returned to bid list with a written request from the bidder.
5. Bidders must submit an original and one (1) copy of bid. The attached bid form must be completed in its entirety, signed by an authorized agent of the company, and submitted with the bid response. **Bid forms that are not signed will be disqualified.**
6. Bidders must attach to bid a copy of a current City of Montgomery business license and Montgomery County business license, if required by law, and shall be current on payment of all city and county local taxes. **If bidder is not required to have a City of Montgomery business license or a Montgomery County business license, bidder must provide a signed statement on the appropriate agency's letterhead specifying why license is not required.**
7. In accordance with *Ala. Code § 41-16-50* (1975), bidders having a place of business within the legal boundaries of Montgomery County shall be given a 5% preference over bidders located outside of the legal boundaries of Montgomery County. Separately, Montgomery County reserves the right to award the contract to a local responsible bidder if the bid is no more than 10% greater than the bid of a foreign entity with the lowest bid. A foreign entity is a business entity that does not have a place of business within the State of Alabama.
8. The terms of the contract for this award ("Contract") shall be for one (1) year beginning on the date of award, unless otherwise stipulated by the parties. Upon mutual written agreement of both parties, the Contract may be renewed for (2) additional one-year terms under the same rates, terms, and conditions. Renewal shall not be automatic and must be confirmed annually in writing by authorized representatives of both parties. A price increase may be allowed upon renewal but shall not exceed five percent (5%) per year.
9. The successful bidder awarded the Contract or any purchase order thereunder ("Successful Bidder") must provide documentation evidencing required insurance coverages, its enrollment in the E-Verify program, and performance and payment bonds (if required) within ten calendar days after award notification. Failure of the Successful Bidder to provide the required documentation within the specified time period may be considered a failure to execute the Contract. In such event, Montgomery County reserves the right to:

Withdraw the award;

Declare the Successful Bidder non-responsive to the award;

Award the Contract to the next lowest responsible and responsive bidder;

Take any other action deemed in the best interest of Montgomery County.

10. Both Montgomery County and Successful Bidder reserve the right to cancel the Contract with a thirty (30) day written notice at any time during the Contract term or any renewal thereof.
11. Montgomery County reserves the right to add or remove filters, locations and change service schedules as needed during the Contract period.
12. Successful Bidder shall secure and maintain the following insurance requirements throughout the duration of the Contract:
  - Successful Bidder shall provide a Certificate of Insurance prior to commencement of work and upon insurance policy renewals, and will maintain, at least, the minimum insurance requirements throughout the term of the Contract. Montgomery County shall have the right to inspect the Successful Bidder's insurance including review of the entire policy and all attachments upon request.
  - All insurance policies shall be issued by insurance companies that have an A. M. Best rating of A- or better with non-eroding limits on Insurance Services Office ("ISO") coverage forms or equivalent.
  - Montgomery County shall receive 30 days' notice of cancellation for any reason, including non-payment of premium, and notice of substantial changes in limits and/or coverage.
  - By requiring such minimum insurance, Montgomery County shall not be deemed or construed to have assessed the risk that may be applicable to the Successful Bidder or the Contract. The Successful Bidder shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. The Successful Bidder is not relieved of any liability or other obligations assumed pursuant to the Contract or any purchase order arising from the bidding process by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types. Montgomery County's receipt of a Certificate of Insurance does not certify that the insurance is adequate or approved.
  - Policies may include a deductible and/or self-insured retention, but the Successful Bidder shall be responsible for payment of the deductible and/or self-insured retention on its own behalf and on behalf of Montgomery County as an additional insured.
  - **Business Auto liability Insurance:**

1. Montgomery County will be named as an additional insured on a

primary and non-contributory basis, with waiver of subrogation in favor of Montgomery County, where permitted by law.

2. Coverage for any auto or for a combination of owned/scheduled, hired and non-owned auto liability.
3. Minimum Limits Required: \$1,000,000 Combined Single Limit
  - a. Option: If a separate Business Auto Liability policy is not available, coverage for hired and non-owned auto liability may be on the Commercial General Liability policy.

#### **Commercial General Liability**

1. Coverage will be provided by the Insurance Services Office (ISO) Commercial General Liability Coverage form CG 20 10 11 85 on an occurrence basis for ongoing and completed operations, or an equivalent liability form that is at least as broad.
2. This insurance will cover contractual liability and the insurable obligations of indemnification and hold harmless terms.
3. Montgomery County will be named on the CGL policies as an additional insured for claims arising out of, in whole or in part, the product and/or operations of the Successful Bidder and/or its vendors and subcontractors on a primary and non-contributory basis, with waiver of subrogation in favor of Montgomery County.
4. Minimum Limits Required:
  - \$1,000,000 per occurrence/\$2,000,000 General Aggregate
  - \$2,000,000 Products-Completed Operations Aggregate Limit
  - \$1,000,000 Personal & Advertising Injury Limit
5. Coverage shall include products liability for food, beverage, and consumable

#### **Worker Compensation and Employers Liability**

1. Part 1: State Statutory Workers compensation insurance
2. Part 2: Employers' Liability-Minimum Limits Required: \$1,000,000 Each Accident/\$1,000,000 Disease-Each Employee/\$1,000,000 Policy Limit
3. Coverage will have Waiver of Subrogation in favor of Montgomery County.

#### **Commercial Umbrella/Excess**

1. Coverage should apply as a following form excess over the coverage provided Commercial General Liability and Employers' Liability coverage
2. Minimum Limits Required: \$1,000,000 per occurrence/\$1,000,000 General Aggregate/\$1,000,000 Products-Completed Operations Aggregate

#### **Performance Bond**

1. The Successful Bidder shall furnish and maintain, at its own expense, a Performance Bond in the amount of Twenty-Five Thousand Dollars (\$25,000.00) for the faithful performance of all terms, conditions, and obligations of the Contract.

The Performance Bond shall be issued by a surety company authorized to do business in the State of Alabama and acceptable to Montgomery County.

2. The Performance Bond shall remain in full force and effect for the duration of the Contract, including any renewal terms, and shall guarantee Successful Bidder's performance under the Contract, including but not limited to installation, operation, servicing, maintenance, removal of equipment, payment of commissions, and compliance with all contractual requirements
13. If a dispute arises out of or relates to the Contract or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution, any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama, governed by the laws of the State of Alabama.
14. If a bidder desires to protest a bid, a formal written protest shall be submitted to the Administrator/Purchasing Agent within five (5) working days before the bid opening or proposal due date or within five (5) working days after award. The formal written protest may be hand delivered to the Administrator or Administrator's Office of the Montgomery County Commission and/or mailed to the Administrator/Purchasing Agent by registered certified mail. The bidder and/or his authorized agent or legal representative must sign the formal written protest, or it will not be accepted.

Failure to file the notice of protest within the time limit prescribed herein shall constitute a waiver of any protest to the bid and/or request for proposal process.

The formal written protest shall state with particularity the facts and law upon which the protest is based. Within 30 calendar days of receipt of the timely filed, formal written protest, the Administrator/Purchasing Agent shall issue a written decision with respect to the protest.

15. The Successful Bidder agrees to protect, defend, indemnify and hold harmless Montgomery County and its employees, agents, officers, servants, and representatives from and against any and all losses, penalties, damages, settlements, claims, costs, charges, or other expenses, or liabilities of every and any kind, including attorney fees, in connection with or rising directly or indirectly out of the work or performance by Successful Bidder and/or its employees, agents, and representatives pursuant to the Contract or any agreement that may arise as a result of the bidding process with Montgomery County on this matter. Without limiting the foregoing, all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged, and violations of any applicable statute, ordinance, administrative order, rule or regulation,

or decree of any court, shall be included in this indemnification obligation. Successful Bidder agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suits at its sole expense. Successful Bidder also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false or fraudulent.

16. Successful Bidder affirms that it will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama for the duration of the Contract. Furthermore, a party found to be in violation of this provision shall be deemed in breach of the Contract and shall be responsible for all damages resulting therefrom.
17. Montgomery County is committed to increased participation by Minority and Women-Owned Businesses (M/WBs) in the procurement process in Montgomery County; equal opportunity for M/WBs to participate in the procurement process; the prohibition of discrimination on the basis of race, color, religion, national origin, sex, age, disability, or veteran status in the procurement process; and the achievement of 30% participation by M/WBs in the contracting and bidding process in Montgomery County.
18. Montgomery County may review bidder's qualifications and references as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to Montgomery County all such information and data for this purpose as the Montgomery County may request.
19. Montgomery County reserves the right to reject any bid if the information submitted by the bidder, or an investigation of the bidder, fails to satisfy Montgomery County that the bidder is properly qualified to fulfill the terms of the Contract and complete the work contemplated therein.
20. While the bid award may be made to the lowest responsible and responsive bidder(s) meeting all specifications, Montgomery County will not award the bid on the basis of the lowest bid only. Factors to be considered also include quality of work or commodities to be supplied, conformity with specifications, purposes for which required, transportation charges, and dates of delivery.
21. Montgomery County reserves the right to award the bid in any manner that is in the best interest of Montgomery County.

Montgomery County is accepting bids from professional and experienced air filter service companies to provide disposable pleated air filters and service at the locations listed.

### **VENDOR REQUIREMENTS**

1. The item price must include the cost of material, labor, fuel, delivery and installation of each filter.
2. Successful Bidder must provide technicians that are trained in air filter replacement.
3. Successful Bidder must have adequate staff to complete required services in a timely manner.
4. Successful Bidder personnel may be required to access roof areas and/or confined spaces to complete filter replacement services.
5. Successful Bidder must comply with all applicable Occupational Safety and Health Administration (OSHA) regulations.
6. Successful Bidder must supply a copy of MSDS sheets of all chemicals/products that are routinely used for the completion of services.
7. Successful Bidder shall take all reasonable safety precautions and shall provide all reasonable protection to prevent damage, injury, or loss.
8. Successful Bidder is responsible for replacing, at no cost to Montgomery County, any property or items damaged during or as a result of performed services.
9. Successful Bidder shall not have the right to sell, assign, or transfer, any rights or duties under the Contract without the prior written consent of Montgomery County.
10. Any questions concerning this invitation to bid should be emailed to Cynthia Hill at [cynthiahill@montgomerycountyal.gov](mailto:cynthiahill@montgomerycountyal.gov) no later than 4:00 pm CST on July 7, 2026. Questions will be answered and emailed back to all bidders no later than 4:00 pm CST on July 14, 2026.

### **SPECIFICATIONS**

1. All air filters must be new and free from defects.
2. Air filters are pleated, disposable, 40% efficiency. Exception: Final filters for AHU #9 are 85% efficiency.
3. Air filters will be changed in accordance with filter specifications, noting quantity and

number of changes per year.

4. All used filters, packaging, and debris shall be removed from the premises and disposed of off-site by Successful Bidder in an appropriate manner.

## BID FORM

| Item No.                       | Quantity | Location/Size Filter                                       | Item Price | Annual Price |
|--------------------------------|----------|------------------------------------------------------------|------------|--------------|
| <b>Every Six (6) Months:</b>   |          |                                                            |            |              |
| 1.                             | 5 Each   | <b>AHU # 9/Penthouse- Final Filters 85%</b><br>12 x 24 x 4 | \$ _____   | \$ _____     |
|                                | 30 Each  | 24 x 24 x 4                                                | \$ _____   | \$ _____     |
| 2.                             | 8 Each   | <b>Mechanical Room (MCDF)</b><br>20 x 20 x 2               | \$ _____   | \$ _____     |
|                                | 16 Each  | 20 x 25 x 2                                                | \$ _____   | \$ _____     |
| 3.                             | 8 Each   | <b>Annex III FCU'S</b><br>10 x 32 x 1                      | \$ _____   | \$ _____     |
| 4.                             | 8 Each   | <b>New Jail PIU'S</b><br>18 x 18 x 1                       | \$ _____   | \$ _____     |
|                                | 6 Each   | 15 x 20 x 1                                                | \$ _____   | \$ _____     |
|                                | 6 Each   | 20 x 20 x 1                                                | \$ _____   | \$ _____     |
|                                | 3 Each   | 20 x 24 x 1                                                | \$ _____   | \$ _____     |
| <b>Every Three (3) Months:</b> |          |                                                            |            |              |
| 5.                             | 8 Each   | <b>Probate East</b><br>16 x 20 x 2                         | \$ _____   | \$ _____     |
|                                | 4 Each   | 16 x 25 x 2                                                | \$ _____   | \$ _____     |
|                                | 4 Each   | 20 x 25 x 2                                                | \$ _____   | \$ _____     |
|                                | 2 Each   | 20 x 30 x 2                                                | \$ _____   | \$ _____     |
| 6.                             | 1 Each   | <b>Sheriff's Warehouse</b><br>14 x 20 x 1                  | \$ _____   | \$ _____     |
|                                | 3 Each   | 16 x 20 x 1                                                | \$ _____   | \$ _____     |
|                                | 1 Each   | 16 x 24 x 1                                                | \$ _____   | \$ _____     |

|     |         |                                                                        |         |         |
|-----|---------|------------------------------------------------------------------------|---------|---------|
| 7.  | 2 Each  | <b>Greil Building</b><br>20 x 25 x 1                                   | \$_____ | \$_____ |
|     | 2 Each  | 20 x 30 x 1                                                            | \$_____ | \$_____ |
| 8.  | 4 Each  | <b>Annex II</b><br>16 x 25 x 2                                         | \$_____ | \$_____ |
|     | 2 Each  | 16 x 25 x 4                                                            | \$_____ | \$_____ |
|     | 1 Each  | 18 x 22 x 1                                                            | \$_____ | \$_____ |
|     | 1 Each  | 20 x 20 x 1                                                            | \$_____ | \$_____ |
|     | 8 Each  | 20 x 20 x 4                                                            | \$_____ | \$_____ |
|     | 4 Each  | 20 x 25 x 4                                                            | \$_____ | \$_____ |
| 9.  | 1 Each  | <b>Sheriff/Training Facility (6559 Janet Warner Rd)</b><br>20 x 20 x 1 | \$_____ | \$_____ |
|     | 2 Each  | 20 x 25 x 1                                                            | \$_____ | \$_____ |
| 10. | 1 Each  | <b>Sheriff/Firing Range (6559 Janet Warner Rd)</b><br>16 x 25 x 1      | \$_____ | \$_____ |
|     | 2 Each  | 20 x 25 x 1                                                            | \$_____ | \$_____ |
|     | 1 Each  | 25 x 30 x 1                                                            | \$_____ | \$_____ |
| 11. | 4 Each  | <b>Probate South</b><br>16 x 20 x 2                                    | \$_____ | \$_____ |
|     | 4 Each  | 16 X 25 x 2                                                            | \$_____ | \$_____ |
|     | 8 Each  | 20 x 20 x 2                                                            | \$_____ | \$_____ |
|     | 4 Each  | 20 X 25 X 2                                                            | \$_____ | \$_____ |
| 12. | 27 Each | <b>Annex IV</b><br>20 x 20 x1                                          | \$_____ | \$_____ |

|     |         |                                                                |          |          |
|-----|---------|----------------------------------------------------------------|----------|----------|
| 13. | 5 Each  | <b>Annex I- Roof Top Units- Pleated Filters</b><br>12 x 24 x 2 | \$ _____ | \$ _____ |
|     | 4 Each  | 16 x 16 x 2                                                    | \$ _____ | \$ _____ |
|     | 28 Each | 16 x 20 x 2                                                    | \$ _____ | \$ _____ |
|     | 4 Each  | 16 x 20 x 4                                                    | \$ _____ | \$ _____ |
|     | 16 Each | 16 x 25 x 2                                                    | \$ _____ | \$ _____ |
|     | 8 Each  | 16 x 25 x 4                                                    | \$ _____ | \$ _____ |
|     | 2 Each  | 20 x 20 x 1                                                    | \$ _____ | \$ _____ |
|     | 3 Each  | 20 x 20 x 2                                                    | \$ _____ | \$ _____ |
|     | 4 Each  | 20 x 20 x 4                                                    | \$ _____ | \$ _____ |
|     | 1 Each  | 20 x 22 x 1                                                    | \$ _____ | \$ _____ |
|     | 3 Each  | 20 x 24 x 2                                                    | \$ _____ | \$ _____ |
|     | 1 Each  | 20 x 25 x 2                                                    | \$ _____ | \$ _____ |
|     | 8 Each  | 20 x 25 x 4                                                    | \$ _____ | \$ _____ |
| 14. | 4 Each  | <b>Probate West</b><br>16 x 20 x 2                             | \$ _____ | \$ _____ |
|     | 4 Each  | 16 x 25 x 2                                                    | \$ _____ | \$ _____ |
|     | 8 Each  | 20 x 20 x 2                                                    | \$ _____ | \$ _____ |
|     | 4 Each  | 20 x 25 x 2                                                    | \$ _____ | \$ _____ |

|     |         |                                                          |          |          |
|-----|---------|----------------------------------------------------------|----------|----------|
| 15. | 15 Each | <b>Courthouse</b><br>12 x 24 x 4                         | \$ _____ | \$ _____ |
|     | 21 Each | 20 x 20 x 4                                              | \$ _____ | \$ _____ |
|     | 1 Each  | 20 x 23 x 1                                              | \$ _____ | \$ _____ |
|     | 33 Each | 20 x 24 x 4                                              | \$ _____ | \$ _____ |
|     | 12 Each | 24 x 24 x 4                                              | \$ _____ | \$ _____ |
| 16. | 2 Each  | <b>Annex III (Water Source Heat Pumps)</b><br>6 x 18 x 1 | \$ _____ | \$ _____ |
|     | 8 Each  | 10 x 32 x 1                                              | \$ _____ | \$ _____ |
|     | 13 Each | 12 x 12 x 1                                              | \$ _____ | \$ _____ |
|     | 1 Each  | 14 x 25 x 1                                              | \$ _____ | \$ _____ |
|     | 4 Each  | 14 x 30 x 1                                              | \$ _____ | \$ _____ |
|     | 6 Each  | 15 x 20 x 1                                              | \$ _____ | \$ _____ |
|     | 6 Each  | 16 x 20 x 1                                              | \$ _____ | \$ _____ |
|     | 3 Each  | 16 x 25 x 1                                              | \$ _____ | \$ _____ |
|     | 16 Each | 16 x 25 x 2                                              | \$ _____ | \$ _____ |
|     | 2 Each  | 18 x 25 x 1                                              | \$ _____ | \$ _____ |
|     | 5 Each  | 19 x 27 x 1                                              | \$ _____ | \$ _____ |
|     | 21 Each | 20 x 20 x 1                                              | \$ _____ | \$ _____ |
|     | 2 Each  | 20 x 20 x 2                                              | \$ _____ | \$ _____ |
|     | 14 Each | 20 x 25 x 1                                              | \$ _____ | \$ _____ |
|     | 1 Each  | 20 x 32 x 1                                              | \$ _____ | \$ _____ |
|     | 2 Each  | 24 x 24 x 1                                              | \$ _____ | \$ _____ |
|     | 1 Each  | 24 x 24 x 2                                              | \$ _____ | \$ _____ |

|                             |          |                                                                      |          |          |
|-----------------------------|----------|----------------------------------------------------------------------|----------|----------|
| 17.                         | 20 Each  | <b>Annex III (Roof Top Units)</b><br>16 x 25 x 2                     | \$ _____ | \$ _____ |
|                             | 4 Each   | 20 x 20 x 2                                                          | \$ _____ | \$ _____ |
|                             | 6 Each   | 20 x 25 x 1                                                          | \$ _____ | \$ _____ |
|                             | 8 Each   | 20 x 25 x 2                                                          | \$ _____ | \$ _____ |
|                             | 6 Each   | 20 x 30 x 1                                                          | \$ _____ | \$ _____ |
|                             | 1 Each   | 24 x 24 x 2                                                          | \$ _____ | \$ _____ |
| 18.                         | 1 Each   | <b>Carnegie Building</b><br>20 x 20 x 1                              | \$ _____ | \$ _____ |
|                             | 3 Each   | 20 x 25 x 1                                                          | \$ _____ | \$ _____ |
|                             | 2 Each   | 24 x 24 x 2                                                          | \$ _____ | \$ _____ |
| 19.                         | 4 Each   | <b>Pardon/ Paroles Rooftop Units- Pleated Filters</b><br>16 x 25 x 2 | \$ _____ | \$ _____ |
|                             | 4 Each   | 20 x 25 x 2                                                          | \$ _____ | \$ _____ |
| <b>Every Two (2) Months</b> |          |                                                                      |          |          |
| 20.                         | 211 Each | <b>New Jail Roof Top Units</b><br>16 x 20 x 2                        | \$ _____ | \$ _____ |
|                             | 1 Each   | 24 x 24 x 2                                                          | \$ _____ | \$ _____ |

| <b>Every Month</b> |         |                                                           |          |          |
|--------------------|---------|-----------------------------------------------------------|----------|----------|
| 21.                | 2 Each  | <b>Detention Facility</b><br>12 x 24 x 2                  | \$ _____ | \$ _____ |
|                    | 38 Each | 16 x 20 x 2                                               | \$ _____ | \$ _____ |
|                    | 29 Each | 16 x 25 x 2                                               | \$ _____ | \$ _____ |
|                    | 7 Each  | 20 x 20 x 2                                               | \$ _____ | \$ _____ |
|                    | 10 Each | 20 x 25 x 2                                               | \$ _____ | \$ _____ |
|                    | 6 Each  | 24 x 24 x 2                                               | \$ _____ | \$ _____ |
| 22.                | 4 Each  | <b>AHU #9 – Pre-Filters – 30%</b><br>12 x 24 x 2          | \$ _____ | \$ _____ |
|                    | 24 Each | 24 x 24 x 2                                               | \$ _____ | \$ _____ |
| 23.                | 20 Each | <b>Annex III (Water Source Heat Pumps)</b><br>10 x 10 x 1 | \$ _____ | \$ _____ |

| <b>Once A Year</b> |        |                                                                            |          |          |
|--------------------|--------|----------------------------------------------------------------------------|----------|----------|
| 24.                | 5 Each | <b>Annex I- Roof Top Units- Box Filters</b><br>12 x 24 x 4<br>#335-010-100 | \$ _____ | \$ _____ |
|                    | 3 Each | 20 x 20 x 4<br>#335-050-100                                                | \$ _____ | \$ _____ |
|                    | 3 Each | 20 x 24 x 4<br>#335-060-100                                                | \$ _____ | \$ _____ |
|                    |        | <b>Brand: AAF MERV 14 VARICEL II MH</b>                                    |          |          |
| 25.                | 1 Each | <b>Annex III – Roof Top Unit</b><br>24 x 24 x 11 3/8 – HEPA                | \$ _____ | \$ _____ |
| 26.                | 1 Each | <b>New Jail Roof Top Unit</b><br>24 x 24 x 11 3/8 - HEPA                   | \$ _____ | \$ _____ |

**Total (Items 1 through 26)**      \$ \_\_\_\_\_

**Complete this form and return it with your bid proposal. Should you choose not to bid at this time, please complete this form and forward back to our office as soon as possible. It is necessary that you check all categories that apply to your company.**

Vendor Name: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Is the Company Minority Owned: \_\_\_\_\_ Yes \_\_\_\_\_ No

Is the Company Owned By: \_\_\_\_\_ Female \_\_\_\_\_ Male \_\_\_\_\_ Both

Is the Company Incorporated: \_\_\_\_\_ Yes \_\_\_\_\_ No

Ethnicity of Ownership:

\_\_\_\_\_ African American

\_\_\_\_\_ American Indian

\_\_\_\_\_ Asian American

\_\_\_\_\_ Caucasian

\_\_\_\_\_ Disabled

\_\_\_\_\_ Hispanic

\_\_\_\_\_ Other (Please Specify) \_\_\_\_\_

\_\_\_\_\_  
Official Signature

\_\_\_\_\_  
Printed Name and Title

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

**RESPONSE FORM TO BE ATTACHED TO BID**

Company Name \_\_\_\_\_

Federal I.D. # \_\_\_\_\_

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

\_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Quote F.O.B. \_\_\_\_\_

Terms of Payment \_\_\_\_\_

Delivery Date \_\_\_\_\_

\_\_\_\_\_  
Official Signature

\_\_\_\_\_  
Printed Name and Title