



# CONTRACT DATA SHEET

Monroe County Division of Purchasing  
200 County Office Building, Rochester NY 14614

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**TITLE:** AIR FILTERS, HVAC

**CONTRACT #:** 0320-07 (4700006325)

**CONTRACT DATES:** 4/20/07-4/30/12

**BUYER:** Phil DiFrancesco  
**PHONE:** 585/753-1130  
**FAX:** 585/324-4278

**VENDOR(S):** RP Fedder Corp.  
740 Driving Park Ave.  
Rochester, NY 14613

Ph: 585-288-1600  
Fax: 585-288-2481

## TERMS AND CONDITIONS

- BID ITEM:** AIR FILTERS, HVAC
- FOR:** DEPARTMENT OF ENVIRONMENTAL SERVICES, HVAC
- DEPARTMENT CONTACT:** Michael Patanella, (585) 753-7594
- DUPLICATE COPIES:** PLEASE SUBMIT YOUR BID IN DUPLICATE; THE ORIGINAL AND ONE (1) COPY.
- BID INFORMATION:** At the time of bid, the bidder shall supply detailed specifications covering the item(s) contained herein and shall clearly indicate any areas in which item or items offered do not fully comply with the specifications contained herein.
- SUBMITTAL OF FORMAL PROPOSAL:** Bid proposal must be legible and submitted in the original form, bearing an original signature. **COPIES AND FACSIMILES ARE NOT ACCEPTABLE.**
- All bidders must submit proof that they have obtained the required **Worker's Compensation** and **disability benefits** coverage or proof that they are exempt.
- SPECIFICATION ALTERATIONS:** Specifications will be construed to be complete and be considered the entire description of the goods or services upon which Monroe County is now seeking bids. **Only formal written addenda can materially alter this set of specifications.** No verbal statement made by a Monroe County employee or anyone else is binding nor shall such statement be considered an official part of this public bid proposal.
- QUANTITIES:** The quantities listed on are the estimated annual requirements and should not be construed to represent either maximum or minimum quantities to be ordered during the contract term. **Estimates are based upon actual annual usage for 2006 by County departments only.**
- BRAND REFERENCE:** References to a manufacturer's product by brand name or number are done solely to establish the minimum quality and performance characteristics required. Bidders may submit bids on alternates, but must attach two (2) copies of manufacturer specifications for any alternate at the time of the bid. Further, the bidder must demonstrate that the alternate proposed has a sufficient operating track record to show the equipment will perform per the specified brand. The acceptance of a bidder's alternate rests solely with Monroe County.
- QUALIFIED BIDDER:** Each bidder must be prepared to present satisfactory proof of his capacity and ability to perform this contract. Such proof may include, but is not limited to, an inspection of the bidder's facilities and equipment, financial statements, references and performance of similar contracts. **The Purchasing Manager reserves the right to reject any bid where the bidder cannot satisfy the County as to his ability to perform.** Monroe County reserves the right to reject any and all bids if the Monroe County Purchasing Manager deems said action to be in the best interests of Monroe County.

**METHOD OF  
AWARD:**

Monroe County intends to award the bid to the lowest responsive and responsible bidder, based on the **TOTAL**. **Bidder must bid on all items in order to be considered.** **The County reserves the right to reject any and all bids** if the Purchasing Manager deems said action to be in the best interest of the County.

**CONTRACT TERM:**

Contract will start with the date of the contract award and run through **April 30, 2008**, with the option to renew the contract up to four (4) additional twelve (12) month periods with the mutual consent of both parties.

**PRICE CHANGES:**

Price changes may be proposed by either party no later than forty-five (45) days prior to contract extension, based upon manufacturer price changes which must be supported with documentation. Should price changes not be acceptable to both parties, the contract will not be extended. Prices may change only at the time of extension.

**MINIMUM ORDER:**

No minimum order is specified for this contract. Agencies must be able to order as needed. **Political subdivisions and others authorized by law may participate in this contract.**

**DELIVERY:**

All deliveries to be F.O.B. Monroe County to agency as specified by a Purchase Order. Delivery costs must be built into the unit prices bid. **Deliveries must be made within three (3) days after receipt of purchase order number for standard sizes. Deliveries for custom/special sizes must be made within two (2) weeks after receipt of purchase order number and must be ordered in full case quantities.** The County reserves the right to terminate the contract in the event the specified delivery time is not met.

**PURCHASE ORDER  
ISSUANCE:**

Delivery of services may be directed by the receipt of a Purchase Order only. **Items that are not part of this bid will not be paid for by Monroe County.** As to all purchase orders issued by Monroe County, exceptions may only be authorized, in writing, by the Purchasing Manager or his authorized agent prior to delivery.

**BILLING  
PROCEDURE:**

All invoices for items sold any authorized agency as a result of this contract must be billed in the following manner: Purchase Order #, Quantity, Description of Item Purchased, BP#, Item #, Extension and Total. **ALL INVOICES MUST BE MARKED WITH THE PURCHASE ORDER NUMBER. INVOICES WITHOUT THIS INFORMATION WILL NOT BE PROCESSED FOR PAYMENT.**

**WARRANTY/  
GUARANTEE:**

All warranties by manufacturer shall apply. Bidder shall, as part of its proposal, furnish its warranty/guarantee for all goods/services to be furnished hereunder. As a minimum, Bidder shall warrant all goods for a period of one (1) year from date of acceptance. Bidder shall be obligated to repair or replace all defects in material or workmanship, which are discovered or exist during said period. All labor, parts and transportation shall be at Bidder's expense.

**UNCONTEMPLATED  
PURCHASES:**

Monroe County reserves the right to request separate bids for such quantities of items on this contract that may be best procured via separate public bid offering and to otherwise act in furthering its own best interests.

**SUBCONTRACT:**

The Contractor shall not subcontract any work without first obtaining the written consent of the Monroe County Purchasing Manager.

**RELATED ITEMS:**

The County reserves the right to add miscellaneous related items to this contract during the contract term upon agreement by both parties as to the price. Approval must be given in writing by the Purchasing Manager or his Designee.

**REPORT OF  
PURCHASE:**

The Contractor must, upon request, provide the County Purchasing Manager with detailed information showing how much of each item was delivered, to any and all agencies under this contract. This includes deliveries to not only the County but any other municipality or agency which orders from this contract.

**OTHER AGENCIES:**

The Contractor(s) **must** honor the prices, terms and conditions of this contract with political subdivisions or districts located in whole or in part within Monroe County. In addition, the contractor **may**, but is not required to, extend the prices, terms and conditions of this contract to any political subdivision or district located in New York State. Usage of this contract by any of these other political subdivisions or districts will have to be coordinated between that subdivision or district and the contractor. Orders placed against this contract between any subdivision or district will be contracts solely between the Contractor(s) and those entities. Monroe County will not be responsible for, nor will it have any liability or other obligation for, such contract between the Contractor(s) and any third party.

**INDEMNIFICATION:**

The Contractor agrees to defend, indemnify and save harmless the County, its officers, agents, servants and employees from and against any and all liability, damages, costs or expenses, causes of action, suits, judgments, losses and claims of every name not described, including attorneys' fees and disbursements, brought against the County which may arise, be sustained, or occasioned directly or indirectly by any person, firm or corporation arising out of or resulting from the performance of the services by the Contractor, arising from any act, omission or negligence of the Contractor, its agents and employees, or arising from any breach or default by the Contractor under this Agreement. Nothing herein is intended to relieve the County from its own negligence or misfeasance, or to assume any such liability for the County by the Contractor.

AIR FILTERS, HVAC

TECHNICAL SPECIFICATIONS

**CATEGORIES:**

- I. PLEATED EXTENDED SURFACE AREA, DISPOSABLE AIR FILTERS
- II. HIGH CAPACITY EXTENDED SURFACE MINI-PLEAT AIR FILTERS
- III. RING PANEL TYPE, POLYESTER, INTERNAL WIRE, DISPOSABLE AIR FILTERS
- IV. AUTOMATIC ROLL TYPE, FIBERGLASS WITH CORE, DISPOSABLE AIR FILTERS

**CATEGORY 1: PLEATED EXTENDED SURFACE AREA, DISPOSABLE AIR FILTERS**

**SCOPE:**

This specification covers pleated panel filters that are a component of heating, ventilation and air-conditioning systems.

**CONSTRUCTION:**

The filters shall consist of a pleated media pack contained in a die cut beverage board frame.

**MEDIA:**

The media shall be made of 100% synthetic fibers electro statically charged.

**MEDIA PACK:**

The media shall be formed into uniformly shaped pleats with equal height measured from pleat apex to apex.

The media shall have an extended metal grid with 95% open area bonded to the air leaving side to shape the pleats and prevent fluttering in operation. The expanded metal grid shall be made of electroplate galvanized steel to inhibit rust.

The media shall be a minimum of ¼" larger than the inside dimension of the die cut frame to completely seal the pack inside the filter.

The filters shall contain no less than the number of pleats per lineal foot as specified in the following schedule:

Filter Thickness	Pleats per Foot
2"	14
4"	10

**FILTER FRAME:**

The pleated media pack shall be contained in a frame made from two pieces of die cut beverage board with high wet strength characteristics. The two mating pieces of the die cut frame shall be fully overlapped around the entire perimeter of the filter. Diagonal support members shall be an integral part of both die cut pieces providing support for the media pack on both sides.

**PLEATED SUPPORT FINGERS (4" SIZES ONLY)**

Two (2) sets of pleat stabilizes (fingers) shall be inserted into the filters to maintain proper pleat separation and reduce fluttering in operation.

**MEDIA PACK ADHESIVE:**

The entire inside surface of both die cut frame pieces shall be coated with a water repellent adhesive to bond the pack inside frame on all four edges. The pleat tips shall be bonded to the diagonal support members at all points of contact.

The adhesive shall be water repellent and maintain its bonding characteristics when wet. The adhesive shall not soften or dissolve when the filter is wet.

**PERFORMANCE:**

The filters shall meet the following minimum performance requirements based on the ASHRAE 52.1 and 52.2 test standards. Tests conducted on 24 x 24 size filters shall be representative of the performance of all sizes purchased.

Nominal Size	24 x 24 x 2	24 x 24 x 4
Rated Air Flow Capacity (CFM)	2000	2000
Initial Resistance @ Rated Air Flow (In. W.G.)	.35"	.30"
Final Resistance (In. W.G.)	1.0"	1.0"
Initial Dust Spot Efficiency	20%	20%
Average Dust Spot Efficiency	32%	32%
Dust Holding Capacity (Grams) @ 1.0" W.G.	150g	180g
MERV Rating	8	8

**UNDERWRITERS LABORATORIES CLASSIFICATION**

The filters shall be classified Class 2 per U.L. Standard 900.

**BID ATTACHMENTS**

ONE (1) ASHRAE 52.1 and 52.2 test reports for each filter thickness from a commercially operated test laboratory or a private test facility with an ISO 9001 Registration.

**CATEGORY II: HIGH CAPACITY EXTENDED SURFACE MINI-PLEAT FILTERS**

**SCOPE:**

This specification covers extended surface, mini-pleat filters that are a component of heating, ventilating and air conditioning systems.

**CONSTRUCTION:**

The filters shall consist of a series of eight (8) mini-pleat media packs assembled in a V-bank arrangement and sealed in a combination steel and plastic support structure.

**MEDIA:**

The media shall be made of a continuous sheet of ultra fine micro glass paper pleated to form an extended surface, mini-pleat media pack.

The media shall be water resistant. Humidity or intermittent exposure to sensible moisture shall have no affect on the performance of the filter other than a temporary rise in resistance.

**SEPARATORS:**

The separators shall be continuous beads of adhesive to maintain proper pleat spacing over the life of the filter.

**END PANELS:**

The ends of the mini-pleat packs shall be contained in preformed plastic panels that properly position the packs and allow them to be completely sealed. Each end panel shall have a notch designed to attach a 12” spring clip when the filters are installed in a reverse flow system.

**SUPPORT STRUTS:**

The pleat packs shall be supported by galvanized steel struts. The packs shall be bonded along their entire length to the support struts. The struts shall also be mechanically fastened to the end panels with locking tabs.

**HEADER:**

The end panels and support struts shall be formed with a header on the air entering side for proper latching or installation into side access systems.

**MEDIA AREA:**

The filters shall contain a minimum amount of media per the following schedule:

24 x 24 x 12	190 sq. ft.
20 x 24 x 12	160 sq. ft.
12 x 24 x 12	95 sq. ft.

**PERFORMANCE:**

The filters shall meet the following minimum performance requirements based on the ASHRAE 52.1 and 52.2 test standards. Tests conducted on 24 x 24 x 12 size filters shall be representative of the performance of all sizes purchased.

Performance Requirements	Rated Efficiency
	90-95%
Rated Air Flow Capacity (CFM)	2000
Initial Resistance @ 500 FPM (in. W.G.)	.40"
Final Resistance (In W.G.)	1.50"
Initial Dust Spot Efficiency	75%
Average Dust Spot Efficiency	90%
MERV Rating	14
Dust Holding Capacity (Grams)	460g

**OPERATING TEMPERATURE LIMITS:**

The filter shall operate at temperatures up to 180 degrees F without materially affecting filter integrity or performance.

**UNDERWRITERS LABORATORIES CLASSIFICATION**

The filters shall be classified Class 2 per U.L. Standard 900.

**BID ATTACHMENTS**

ONE (1) ASHRAE 52.1 and 52.2 test reports for each filter thickness from a commercially operated test laboratory or a private test facility with an ISO 9001 Registration.

**CATEGORY III: RING PANEL TYPE, POLYESTER, INTERNAL WIRE, DISPOSABLE AIR FILTERS**

**SCOPE:**

Air filters should be ring panel type, constructed of 100% polyester, for high humidity or wet applications. The self-gasketing frame shall prevent air bypass in distorted or problem framing systems.

**CONSTRUCTION:**

**MEDIA:**

Filters shall be 100% non-woven polyester media. Three distinctly different layers of media shall be utilized, each stage being more dense than the one preceding it. The air leaving side shall be treated with a non-toxic, non-migratory adhesive which is a component of the raw material.

**FRAME:**

A galvanized wire shall be thermally sealed (not sewn) within the filter for integrity. A continuous thermal seal (not sewn) shall run around the outside edge of the wire and on both sides of any center wire. There shall be sufficient media overlap to ensure a positive seal between the filter and the holding frame.

**PERFORMANCE:**

The filters shall meet the following minimum performance requirements based on the ASHRAE 52.1 and 52.2 test standards. Tests conducted on 24 x 24 size filters shall be representative of the performance of all sizes purchased.

Performance Requirements	
Initial Resistance (In. W.G.)	.32
Final Resistance (In. W.G.)	1.0
MERV Rating	6

**UNDERWRITERS LABORATORIES CLASSIFICATION**

The filters shall be classified Class 2 per U.L. Standard 900.

**BID ATTACHMENTS**

ONE (1) ASHRAE 52.1 and 52.2 test reports for each filter thickness from a commercially operated test laboratory or a private test facility with an ISO 9001 Registration.

**CATEGORY IV: AUTOMATIC ROLL TYPE, FIBERGLASS WITH CORE, DISPOSABLE AIR FILTERS**

**SCOPE:**

This category covers replacement media for roll type air filter mechanisms, which are components of air conditioning, heating and ventilating systems. Unless otherwise specified, the words “roll media” refer to an assembly consisting of a primary element (i.e. filtering media) a device on which the primary element is wound (spool, tube or core), end plates and ancillary devices necessary to meet agency needs specified.

**CONSTRUCTION:**

**MEDIA:**

The media shall be of continuous bonded fiberglass material, which when clean, shall not compress more than one-fourth inch when subjected to air flow of 500 FPM. The media shall have varying density increasing from front to rear to insure full depth loading, with scrim backing. Media shall be embedded with an odorless and flameproof adhesive, which will not flow in storage when subjected to temperatures up to 175 degrees F. Media shall be a non-allergic and non-toxic type, without detectable odor. Media shall meet UL 900 class 2. Media shall be 2” nominal thickness and 65’ in length.

**FRAME:**

Filter media shall be in continuous uniform roll and shall fit all manufacturer’s automatic roll filter equipment with no modifications. A heavy duty kraft paper leader and trailer must be sewn to media (not stapled) and must be a minimum of 4’ long. Each roll must be packaged in a sealed plastic bag to prevent adhesive migration. Each roll of media shall be comprised of a suitable disposable spool or core and any other accessories necessary for installation.

**PERFORMANCE:**

The filters shall meet the following minimum performance requirements based on the ASHRAE 52.1 and 52.2 test standards.

Performance Requirements:

Initial Resistance @500 FPM (In. W.G.)	.20
Final Resistance (In. W.G.)	.50

**UNDERWRITERS LABORATORIES CLASSIFICATION**

The filters shall be classified Class 2 per U.L. Standard 900.

**BID ATTACHMENTS**

ONE (1) ASHRAE 52.1 and 52.2 test reports for each filter thickness from a commercially operated test laboratory or a private test facility with an ISO 9001 Registration.

**BP#320-07**  
**AIR FILTERS, HVAC**  
**UNIT PRICE SHEET**

**FILTRATION GROUP, PLEATED FILTERS**

<b>CATEGORY I FILTER SIZE</b>	<b>UNIT PRICE</b>
12 x 24 x 2	\$2.32
24 x 24 x 2	\$3.13
16 x 25 x 2	\$2.53
16 x 20 x 2	\$2.32
20 x 25 x 2	\$2.82
20 x 20 x 2	\$2.53
20 x 24 x 2	\$2.82
20 x 22.5 x 1	\$6.96
14.875 x 27 x 1	\$4.62
List price, less 40% (x.60) for items not listed above	

**FILTRATION GROUP,  
FP MINI PLEAT  
FILTERS**

<b>CATEGORY II FILTER SIZE</b>	
24 x 24 x 12	\$86.54
12 x 24 x 12	\$65.63
List price, less 33% (x.67) for items not listed above	

**FILTRATION GROUP,  
POLY PANELS WITH  
LINKS**

<b>CATEGORY III FILTER SIZE</b>	
20 x 20	\$2.58
20 x 25	\$3.17
List price, less 30% (x.70) for items not listed above	

**FILTRATION GROUP,  
AUTO ROLLS  
CATEGORY IV  
FILTER SIZE**

4' x 65' roll	\$59.58
5' x 65' roll	\$70.56
List price less 17% (x.43) for items not listed above	

**MONROE COUNTY PURCHASING**  
**Vendor Performance Survey**

**Contract Title:**

**Contract Number:**

**Vendor:**

Please rank the vendor performing the contract specified on a scale from "1" to "10" with "1" being poor, "5" average and "10" excellent. Please include any additional comments or suggestions in the space provided below. Monroe County Purchasing appreciates your input.

	Poor				Average					Excellent
	1	2	3	4	5	6	7	8	9	10
Item(s) supplied met specifications										
Product provided value (taking into account price, quality, etc.)										
Timeliness of delivery										
Completeness and accuracy of order										
Ability to contact representatives of vendor when needed? (If unavailable was call back prompt?)										
Invoices received promptly and accurately										
Recommendations received from the vendor (ie. product information, cost saving strategies, ideas for better use of resources, etc.)										

**Survey Completed by:**

**Name:**

**Title:**

**Agency:**

**Telephone:** \_\_\_\_\_ **Fax:**

**E-mail:**

Please submit this survey to Monroe County Purchasing.