M E M O R A N D U M

**TO: Dr. Randy Poe, Superintendent**

**Mr. Matt McIntire, Chairperson**

**Board Members**

**FROM: Jehan Ghouse, Purchasing Administrator**

**DATE: February 27, 2020**

**RE: HVAC Filters**

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**A Request For Bids was issued on January 30, 2020 for the District’s HVAC Filter requirements. The only vendor that responded was FSI Filtration.**

**FSI Filtration is the current vendor. Dan Razor, Director of the Facilities Department is satisfied with their performance and supports continuing business with them. The contract will last for one year with the option to renew for an additional two years. Pricing is quoted on Bid # FC0120020-002.**

**I recommend awarding the HVAC Filter contract to FSI Filtration, as presented.**