



**Boulder County Purchasing**  
**1325 Pearl Street**  
**Boulder, CO 80302**  
[purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org)

**INVITATION TO BID**  
**COVER PAGE**

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**BID Number:** **7268-21**

**BID Title:** **Air Filters**

**BID Questions Due:** September 28, 2021 - 2:00 p.m. MDT

**Submittal Due Date:** October 7, 2021 - 2:00 p.m. MDT

**Email Address:** [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org)

**Documents included in this package:**

- Bid Instructions
- Terms and Conditions
- Specifications
- Submittal Checklist
- Bid Tab Section
- Signature Page



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## INSTRUCTIONS

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### 1. Purpose/Background

The Boulder County Public Works Department, Building Services Division, is accepting bids from qualified vendors for air filters.

### 2. Written Inquiries

All inquiries regarding this BID will be submitted via email to the Boulder County Purchasing Office at [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org) on or before **2:00 p.m. September 28, 2021**. A response from the county to all inquiries will be posted and sent via email no later than **September 30, 2021**.

**Do not contact any other county department or personnel with questions or for information regarding this solicitation.**

### 3. Submittal Instructions

BIDs are due at the email box only, listed below, for time and date recording on or before **2:00 p.m. Mountain Time on October 7, 2021**. A bid opening will be conducted at 3:00 p.m. via email by sending a copy of the bid tab to all who have submitted a bid.

**Please note that email responses to this solicitation are limited to a maximum of 50MB capacity.**

**NO ZIP FILES OR LINKS TO EXTERNAL SITES WILL BE ACCEPTED. THIS INCLUDES GOOGLE DOCS AND SIMILAR SITES. ALL SUBMITTALS MUST BE RECEIVED AS AN ATTACHMENT (E.G. PDF, WORD, EXCEL).**

**Electronic Submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.**

**Email** [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org); identified as **BID # 7268-21** in the subject line.

All BIDs must be received and time and date recorded by authorized county staff by the above due date and time. Sole responsibility rests with the bidder to see that their BID response is received on time at the stated location(s). Any BIDs received after due date and time will be returned to the bidder.

The Board of County Commissioners reserves the right to reject any and all BIDs, to waive any informalities or irregularities therein, and to accept the proposal that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.

Contractors and their employees, subcontractors, and agents must comply with all federal, state, and local laws, regulations, ordinances, orders, and codes, as well as Boulder County policies, guidelines, and protocols.

**Americans with Disabilities Act (ADA):** If you need special services provided for under the Americans with Disabilities Act, contact the ADA Coordinator or the Human Resources office at (303) 441-3525 at least 48 hours before the scheduled event.



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## **TERMS AND CONDITIONS**

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1. Bidders are expected to examine the drawing, specifications, schedule of delivery, and all instructions. Failure to do so will be at the bidder's risk.
  2. Each bidder will furnish the information required in the Invitation to Bid.
  3. The Contract/Purchase Order will be awarded to that responsible bidder whose submittal, conforming to the Invitation to Bid, will be most advantageous to the County of Boulder, based on best value not only price.
  4. The County of Boulder reserves the right to reject any or all bids and to waive informalities and minor irregularities in bids received, and to accept any portion of or all items proposed if deemed in the best interest of the County of Boulder to do so.
  5. No submittal will be withdrawn for a period of thirty (30) days subsequent to the opening of bids without the consent of the County Purchasing Agent or delegated representative.
  6. A signed purchase order or contract furnished to the successful bidder results in a binding contract without further action by either party.
  7. Late or unsigned bids will not be accepted or considered. It is the responsibility of bidders to ensure that the bid arrives at the Purchasing email address prior to the time indicated in the "Invitation to Bid."
  8. The proposed price will be exclusive of any Federal or State taxes from which the County of Boulder is exempt by law.
  9. Any interpretation, correction or change of the bid documents will be made by Addendum. Interpretations, corrections and changes of the bid documents made in any other manner will not be binding, and bidder will not rely upon such interpretations, corrections and changes. The County's Representative will not be responsible for oral clarification.
  10. Confidential/Proprietary Information: Bids submitted in response to this "Invitation to Bid" and any resulting contract are subject to the provisions of the Colorado Open Records Act, 24-72-201 et seq., C.R.S., as amended. Any restrictions on the use or inspection of material contained within the bid or resulting contract will be clearly stated in the bid and contract

itself. Confidential/proprietary information must be readily identified, marked and separated/packaged from the rest of the bid. Co-mingling of confidential/proprietary and other information is NOT acceptable. Bids that do not properly identify confidential/proprietary information may be released in their entirety. Pricing totals contained in a bid are not considered confidential.

**The Boulder County Attorney's Office retains sole authority for determining whether the Colorado Open Records Act requires or permits Boulder County to disclose proposal or bid documents, or any information contained therein, pursuant to an open records request.**

11. Boulder County promotes the purchase/leasing of energy efficient materials and products with low toxicity levels when availability, quality and budget constraints allow. Proposers are expected whenever possible to provide products that earn the ENERGY STAR and meet the ENERGY STAR specifications for energy efficiency with power management features enabled. Proposers are encouraged to offer products and equipment with post-consumer recycled-content materials. Products should be packaged and delivered with a minimum amount of recycled packaging that adequately protects the product but is not excessive.
12. Pursuant to Colorado law (House Bill 1292), in any bidding process for public works in which a bid is received from a non-resident bidder who is from a state that provides a percentage bidding preference, a comparable percentage disadvantage will be applied to the bid of that bidder. Bidders may obtain additional information from the Department of Personnel's website: <http://www.colorado.gov/dpa/>.



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## **SPECIFICATIONS**

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### **Specifications - Pleated panel filters**

#### Type I MERV8, MERV8-A, high capacity/mechanical filtration

The filter media shall be bonded to a sturdy water-resistant coated beverage board filter frame to fit industry standard size filter racks. The media surface shall be bonded to the frame to prevent any slumping or collapse of media.

Pleated filter media shall be provided with integral support to assure against structural failure with resulting loss in filter effectiveness and uniform spacing of pleats. Filter loading to the final air pressure resistance shall not reduce structural stability of the media to the filter frame or equipment rack resulting in bypass air or blow out of the filter. Filters shall have an expanded galvanized steel support bonded to the downstream side of the filter to maintain pleat uniformity.

The filter shall be listed or classified as for compliance with Underwriters' Laboratories UL900 as to flammability.

The filter shall carry a MERV 8 and MERV 8-A performance rating in accordance with ASHRAE Test Standard 52.2.

#### Type II MERV13, MERV13-A, electrostatically charged media – enhanced filtration

The filter media shall be bonded to a sturdy water-resistant coated beverage board filter frame to fit industry standard size filter racks. The media surface shall be bonded to the frame to prevent any slumping or collapse of media.

Pleated filter media shall be provided with integral support to assure against structural failure with resulting loss in filter effectiveness and uniform spacing of pleats. Filter loading to the final air pressure resistance shall not reduce structural stability of the media to the filter frame or equipment rack resulting in bypass air or blow out of the filter. Filters shall have an expanded galvanized steel support bonded to the downstream side of the filter to maintain pleat uniformity.

The filter shall be listed or classified as for compliance with Underwriters' Laboratories UL900 as to flammability.

The filter shall carry a MERV 13 and MERV 13-A performance rating in accordance with ASHRAE Test Standard 52.2.

## **Specifications – Box filters**

### Type III Extended surface filters – rigid type suitable for VAV systems

#### Style 1 - Pleated micro-fiberglass media

Filters consist of a pleated micro-fiberglass media with a water-resistant binder in a ridged box design.

The filter frame and cell sides shall be constructed of minimum 26-gauge galvanized steel or other corrosion resistant metal. Cell sides shall provide mechanical stability and rigidity. The filter shall maintain filter integrity and media support to a maximum air flow of 1968 CFM for 12" depth filters.

Filters shall have an Average Atmospheric Dust Spot Efficiency of (90-95%, 80-85%, 60-65%, 40-45%) as determined by A.S.H.R.A.E 52.1-92 test method, and shall have a Minimum Efficiency Reporting Value of (15-14, 13-12, 11-10, 9-8) according to A.S.H.R.A.E 52.1-99

Filter shall be available in a single header or non-header design. Single header models shall be equipped with a single 0.88" header on upstream side. Non header model shall provide holes for front load filter banks.

The filter shall be listed or classified as for compliance with Underwriters' Laboratories UL900 as to flammability.

#### Style 2 - Lofted pleat media with aluminum separators and expanded support backing

The media shall be made of ultra-fine fiberglass formed into a high-density paper in a pleated configuration, with separators. The pleats of media shall be spaced apart by corrugated aluminum (or PVC - coated aluminum) separators.

The filter shall be tested and verified to provide an average efficiency of (90-95%, 80-85%, 60-65% ) based on the A.S.H.R.A.E. Std. 52.1 Dust Spot Efficiency test, and/or MERV rating of (11-15) according to Ashrae 52.2.

Filter shall be available in a single header or non-header design. Single header models shall be equipped with a single 0.88" header on upstream side. Non header model shall provide holes for front load filter banks.

The filter shall be listed or classified as for compliance with Underwriters' Laboratories UL900 as to flammability.



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## SUBMITTAL SECTION

The bidder's attention is especially called to the items listed below, which must be submitted in full as part of the BID. Failure to submit any of the documents listed below as a part of your BID, or failure to acknowledge any addendum in writing with your BID, or submitting a bid on any condition, limitation or provision not officially invited in this Invitation to Bid (BID) may be cause for rejection of the BID.

**THIS CHECKLIST MUST BE SUBMITTED AS PART OF YOUR BID PACKAGE:** Bidder will check each box indicating compliance:

INCLUDED	ITEM
	Name and Address of the Partners and Subcontractors if applicable
	A detailed project schedule with an all-inclusive total cost
	Information on the relevant experience of key personnel
	State your compliance with the Terms and Conditions in the Sample Contract contained in this BID. Specifically list any deviations and provide justification for each deviation.
	Submit three references for similar projects your company has completed within the last three years and contact information. Boulder County will review all contractor evaluation forms from previous County projects.
	Insurance Certificate
	W-9
	Signature Page
	Addendum Acknowledgement(s) (If Applicable)





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**BID TAB**

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**We would like to price quote the following filters. Boulder County is only able to accept emailed bids at this time, while not required or part of the bid evaluation process, if possible, please send or drop off a sample 24x24x2 MERV8 and 24x24x2 MERV13 filter to:**

Boulder County Building Services  
5600 Flatiron Pkwy  
Boulder, CO 80301

**Pricing needs to include delivery, as we do not have the capacity to pick up from vendor.**

**MERV8, MERV8-A High Capacity/mechanical filtration**

16x25x1	\$ _____
20x25x1	\$ _____
25x25x1	\$ _____
16x20x2	\$ _____
16x25x2	\$ _____
20x20x2	\$ _____
20x24x2	\$ _____
20x25x2	\$ _____
24x24x2	\$ _____
25x25x2	\$ _____
16x20x4	\$ _____
20x20x4	\$ _____
20x24x4	\$ _____
20x25x4	\$ _____
24x24x4	\$ _____

**MERV13, MERV13-A, electrostatically charged media – enhanced filtration**

16x25x1 \$ \_\_\_\_\_  
20x25x1 \$ \_\_\_\_\_  
25x25x1 \$ \_\_\_\_\_

16x20x2 \$ \_\_\_\_\_

16x25x2 \$ \_\_\_\_\_  
20x20x2 \$ \_\_\_\_\_  
20x24x2 \$ \_\_\_\_\_  
20x25x2 \$ \_\_\_\_\_  
24x24x2 \$ \_\_\_\_\_  
25x25x2 \$ \_\_\_\_\_

16x20x4 \$ \_\_\_\_\_  
20x20x4 \$ \_\_\_\_\_  
20x24x4 \$ \_\_\_\_\_  
20x25x4 \$ \_\_\_\_\_  
24x24x4 \$ \_\_\_\_\_

**Extended surface filters – rigid type suitable for VAV systems  
Pleated micro-fiberglass media 90-95% efficiency MERV14**

**Non-header**

24x24x12 \$ \_\_\_\_\_

**Extended surface filters – rigid type suitable for VAV systems  
Lofted pleat media with aluminum separators and expanded support backing  
90-95% efficiency MERV14**

**Single Header**

20x20x12 \$ \_\_\_\_\_  
20x24x12 \$ \_\_\_\_\_  
24x24x12 \$ \_\_\_\_\_



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**SIGNATURE PAGE**

Contact Information	Response
Company Name including DBA	
List Type of Organization (Corporation, Partnership, etc.)	
Name, Title, and Email Address of Person Authorized to Contract with Boulder County	
Company Address	
Company Phone Number	
Company Website	

**By signing below I certify that:**

- I am authorized to bid on my company's behalf.
- I am not currently an employee of Boulder County.
- None of my employees or agents is currently an employee of Boulder County.
- I am not related to any Boulder County employee or Elected Official.
- (Sole Proprietorships Only) I am not a Public Employees' Retirement Association (PERA) retiree.

\_\_\_\_\_  
**Signature of Person Authorized to Bid on  
 Company's Behalf**

\_\_\_\_\_  
**Date**

Note: If you cannot certify the above statements, please explain in a statement of explanation.