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June 16, 2017

ADDENDUM NUMBER 1 ON INVITATION TO NEGOTIATE ITN18SN-104

TITLE: Annual Contract for HVAC Air Filters

This addendum shall be considered part of the Contract Documents for the above mentioned project as though it had been issued at the same time and incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original Contract documents, this addendum shall govern and take precedence. Bidders are hereby notified that they shall acknowledge receipt of the addendum.

Bid opening is scheduled for June 29, 2017 at 3:00PM in UF Procurement Services, 971 Elmore Drive, Gainesville, FL 32611.

This addendum consists of responses to questions that were submitted by the due date of June 13, 2017, 4:00 p.m.

Sincerely,

Supplier Relationship Manager

Please acknowledge receipt of Addendum #1 by signing below, and returning this addendum with your proposal. Failure to include addendum with your proposal may result in rejection.

Signature

Company Name

Company Address

City/State/Zip

The Foundation for The Gator Nation

Questions for Both Lots 1 & 2

Q1: Would the University of Florida be willing to accept substitutions for filters as long as they meet the same fit, form, and function?

A: Filter brands listed on the Attachments are the ones UF is currently using; vendors may propose other brands. Filters proposed should not collapse during installation or use. The University of Florida reserves the right to determine acceptance of item(s) as an approved equivalent. See No. 22 of the General Conditions of the bid document. Samples of alternate items bid may be requested.

Q2: Does freight have to be included in the price of the filter?

A: Yes.

Q3: Are the filters listed in Attachment C already listed within Attachments A and B? Do we need to submit pricing for items listed in Attachment C in addition to the pricing to be submitted in Attachments A and B?

A: Attachment C has been provided to show examples of palletized bundles of filters for a small, medium and large building. The filters listed in Attachment C are also included in A and B so no need to submit pricing for Attachment C separately.

Q4: Would UF be interested in using washable filters in lieu of disposable?

A: No.

Q5: Do you have any information on the previous contract or recent purchase orders processed for the air filters?

A: Most of campus is currently utilizing E&I Contract #CNR-01248 with Grainger. This contract provides for a 45% discount from list price and allows for deeper discounts up to 75%.

Questions on Attachment A (Lot 1)

Q6: Flat Panel (Section No. 1) Would the University of Florida be willing to accept a substitution of a filter with cardboard backing, and cardboard stiffner bar?

A: Yes, vendors may propose filters with cardboard backing and cardboard stiffner bar. The University of Florida reserves the right to determine acceptance of item(s) as an approved equivalent. See No. 22 of the General Conditions of the bid document. Samples of alternate items bid may be requested.

Questions on Attachment B (Lot 2)

Q7: Filter Media roll (Section No. 1): Should they be polyester?

A: Yes

Q8: Box filters, D8 with holes (Section No. 3): How many holes and where are they on the filter?

A: Filter should have four holes (2 in the top of the frame and 2 in the bottom of the frame). The filter we are currently using is AAF 3011087. Springs on the air handling unit attach to the holes in the filter frame to keep the filter in place.

Q9: Box filters, D8 with holes (Section No. 3): Can clips be used for this type of filter?

A: No

Q10: Box Filters, PPD# 22371-22537 & 22948 (Section No. 3) – Can you specify Efficiency (MERV rating)?

A: MERV rating for these filters is listed on Attachment B.

Q11: Box Filters, PPD# 22854 & 22915 (Section No. 3): Do you want single header, double header or no header? Can you specify Efficiency No. (MERV rating)?

A: These filters should have a single header. Efficiency (MERV rating) is listed on Attachment B.

Q12: Box Filters (for Housing) (Section No. 3) Should these have a single header, double header or no header? Can you specified Efficiency No.?

A: These box filters should have no header. Efficiency (MERV rating) is listed on Attachment B.

Q13: Hepa filters (Section No. 4): What efficiency rating do you need? Should they be metal or wood? Is there a gasket? If yes, is the gasket upstream or downstream? Should it have a header?

A: Hepa filters should have a galvanized metal frame, a downstream gasket, and a single header. Efficiency (MERV rating) is listed on Attachment B.

Q14: Single Header Pleated (Section 5): Can you specify MERV ratings?

A: MERV ratings for this section are listed on the Attachment B.

Q15: Mini pleated filters with gasket (Section No. 6): Is the gasket upstream or downstream? Is the gasket completely around the perimeter of the filter? Can you specify efficiency (MERV rating)?

A: Gasket should be upstream and around the perimeter of the filter as it seats into the unit. Efficiency rating (MERV number) is listed on Attachment B.

Q16: Filter Media (Section No. 8): Do the filters listed need to be cut-to-size?

A: Yes

Q17: ¼" foam filters (Section No. 9): Is any particular foam material required?

A: These foam filters should be made from polyurethane.

Q18: Astrocel, (Section No. 9): Do you need standard cap 1000 CFM or High Cap 2000 CFM?

A: Astrocel filter needs to be High Cap 2000 CFM.

Q19: V Bank with gasket (Section No. 9): Where should gasket be placed (on face, on left or right sides)? Can you specify Efficiency No.?

A: Current Gasket we are using is around the perimeter of the filter as it seats into the unit.