



Rhode Island Airport Corporation

September 2, 2016

**Invitation for Bid. 26571
HVAC AIR FILTERS
T. F. Green Airport, Warwick, RI**

The Rhode Island Airport Corporation (RIAC) is seeking bids for assorted and various HVAC air filters for T. F. Green Airport. The HVAC Air Filters must meet the enclosed specifications. Contract award(s) shall be for one (1) year with two (2) subsequent one-year extensions at RIAC's sole discretion.

Due date for bids is no later than **2:00PM EDT, September 19, 2016**, at which time they will be publicly opened. Bids must be in a sealed envelope clearly marked "IFB No. 26571 – HVAC Air Filters". RIAC will not accept late bids under any circumstances. All costs incurred in connection with responding to this Invitation for Bids (IFB) shall be borne by the bidder.

Questions related to this solicitation may be submitted to procurement@pvdairport.com no later than 4:00PM EDT, September 8, 2016. Direct contact with RIAC staff is strictly prohibited unless submitted in writing to procurement@pvdairport.com. RIAC may issue an addendum by 4:00PM EDT, September 9, 2016 to respond to any relevant questions raised by potential bidders. This addendum will be posted to <https://www.pvdairport.com/corporate/procurement> and <https://www.purchasing.ri.gov>.

Deliveries will be established to T. F. Green Airport, 2000 Post Road, Warwick, RI 02886. All prices quoted are to be FOB delivery location. RIAC is tax exempt and a certificate will be supplied as required.

Joe DaSilva

Joe DaSilva
AVP Building Maintenance

Carla M. Ottaviano

Carla M. Ottaviano
Financial Analyst and Administrator

SPECIFICATIONS

All filters must conform to current ASHRE testing standards.

1. **Pleated Filter** such as Airex Filter Corp, Extended Area Pleat PM-SC or equivalent must have a U.L. Class 2 rating, moisture resistant media in a die cut beverage board enclosure and constructed with an efficient adhesive joining all components to ensure hold. The filter shall be constructed to include 12 pleats per foot and must have an average efficiency rating of MERV 8. Custom sizes must also have a beverage board frame, bonded with adhesive and clearly labeled with size, airflow and UL class 2.
2. **High Efficiency Rigid Box Filter** such as Airex Filter Corp, Air Pak 95, Extended Surface Rigid Air Filters or equivalent must have a U.L. Class 2 Rating, MERV 14 – 15/ 90-95% efficiency rating. Construction of filter uses 26-gauge steel frame, grid and headers, pleat stabilizers and constructed with an efficient adhesive joining all components to ensure hold. The filter media will be of a synthetic fiber type.
3. **Carbon Filter** such as Airex Filter Corp, Superflow VC manufactured by Flanders Filter Corp extended surface carbon filter which utilizes premium grade granular 60% activated carbon. Airex SFVC V-shaped frame holds up to 28 LBS of carbon media. This filter must have a U.L. Class 2 rating, moisture resistant media enclosure and constructed of metal and plastic with an efficient adhesive joining all components to ensure hold.
4. **Polyester Synthetic Fibers Media Roll**, such as Airex Filter Corp, Blue/White PROLL, produced from 100% high bulk polyester fibers that are thermo bonded with a fire- retardant resin. This filter media must have a U.L. Class 2 and be MERV 6 rated.
5. **Pleated Filter (Extended Service Filter)** such as Airex Filter Corp., Extended Pleat PMX-HC18 or equivalent must have a U.L. Class 2 rating, moisture resistant media enclosure and constructed with an efficient adhesive joining all components to ensure hold. Custom sizes to be supported with metal retainer and sealed with a hot melt adhesive. The filter shall be constructed to include 18 pleats per foot and must have an average efficiency rating of MERV 8.
6. **Carbon Filter (Solid Carbon Media Filter)** such as Airex Filter Corp, CPM1DS carbon particulate media or equivalent must have a U.L. Class 2 rating, moisture resistant media enclosure and constructed with an efficient adhesive joining all components to ensure hold. This filter must contain a minimum of 12 PPF with a second layer of carbon media bonded to the air leaving side of the filter adding to the overall surface area.

Quantities are provided for guidance and are not guaranteed. These numbers represent usage that may vary from year to year.

Estimated Annual Usage	Filter Size and Type
Pleated Filter	
52	Specification 1 8.875 x 19.125 x 1
68	8.875 x 24.125 x 1
154	8.875 x 33.625 x 1
88	8.875 x 42.125 x 1
40	8.875 x 52.625 x 1
42	8.875 x 61.125 x 1
16	8.875 x 64.125 x 1
108	9 ½ x 17 ½ x 5/8
6	9 ¾ x 32 ½ x 1
232	12 x 24 x 2
24	12 x 47 5/8 x 5/8
12	12 7/8 x 13 7/8 x 1
24	14 x 14 x 1
30	14 x 18 x 1
24	16 x 16 x 1
72	16 x 20 x 1
96	16 x 20 x 2
16	16 x 20 x 4
52	16 x 24 x 4
68	16 x 25 x 1
80	16 x 25 x 2
16	16 x 25 x 4
24	16 ½ x 21 ¼ x 1
26	16 7/8 x 17 7/8 x 1
8	18 x 20 x 1
68	20 x 20 x 1
128	20 x 20 x 2
24	20 x 22 x 1
4	20 x 24 x 2
4	20 x 25 x 1
96	20 x 25 x 2
4	20 x 30 x 1
48	22 x 29 x 2
48	24 x 24 x 1
604	24 x 24 x 2
24	24 x 24 x 4
High Efficiency Rigid Filter	
67	Specification 2 12 x 24 x 12
167	24 x 24 x 12
8	20 x 20 x 12
Carbon Filter V-Shaped	
4	Specification 3 12 x 24 x 12
10	20 x 24 x 12
18	24 x 24 x 12

Polyester Synthetic Fiber Media Roll

1

Specification 4

4' x 90' x 1"

Pleated Filter High Efficiency

96

Specification 5

22 x 29 x 2

Carbon Filter Disposable

8

24

698

Specification 6

16 x 20 x 2

23 1/2 x 23 1/2 x 1/2

24 x 24 x 2

NOTE: All bidders/offerors that are submitting bids proposing Airex filters, as identified in the Specifications, no samples are required. All bidders/offerors that are submitting bids proposing "as equivalent" filters must provide a sample of each **Highlighted** Specification Type of filter, including the specification documents demonstrating their equivalency. Please mark each sample with the corresponding Specification Type number (1-6) as identified above. Any "as equivalent" bid received without samples will be considered non-responsive and will not be considered for award.

**IFB No. 26571
HVAC AIR FILTERS
T. F. GREEN AIRPORT
RESPONSE FORM**

Responses are **due no later than 2:00PM EDT, September 19, 2016** at Rhode Island Airport Corporation, T. F. Green Airport, Office of Procurement, 2000 Post Road, 3rd floor, Warwick RI 02886-1533. Vendors may copy/scan these pages to facilitate completing the information, but must return response in this format/order.

The undersigned, on behalf of the bidder, certifies that: This offer is made without previous understanding, agreement or connection with any person, firm, or corporation entering a bid on the same project; is in all respects fair and without collusion or fraud. The person whose signature appears below is legally empowered to bind the company in whose name the bid is entered. They have read the entire document and understand all provisions. If accepted by RIAC this bid is guaranteed as written and amended and will be implemented as stated.

ALL vendors interested in responding **MUST** provide the following requested information in this format. Additional information may be included on accompanying sheets, if necessary.

Firm Name _____

Contact Name _____ Title _____

Signature _____ Date _____

Address _____ City/State _____ Zip _____

Phone _____ Fax _____ Hours _____

Company Web Site Address _____ E-Mail _____

General Nature of Business _____

Remittance Address (for Payments):

Name: _____

Address _____ City/State _____ Zip _____

1. Are you Rhode Island Certified as DBE/WBE/MBE? If yes, please attach certification letter

Yes___ No___

2. Are you listed on a Master Price Agreement (MPA)with the State of Rhode Island?

Yes___ No___ MPA Number(s)_____

3. Are you a GSA, MiCTA, or U.S. Communities Contractor?

Yes___ No___ Number(s)_____

4. Type of Organization (check one):

Manufacturer _____ Distributor _____ Retail _____ Dealer _____ Service _____

5. We Acknowledge Receipt of Addenda: No.____, Dated _____; No. ____, Dated _____

6. Has any person, firm, or corporation entering a proposal on the project been disbarred or suspended by the State of Rhode Island? _____ If so, indicate dates and explanation for such.

7. Provide references from at least (3) companies, which have received the proposed or similar services. Please include: Firm, Facility, Group or Organization Name, Address, Contact Person, Title, Phone Number, Email Address, Date of Purchase/Service/Project, Description of Purchase/Service/Project.

8. Attach a W9 Form.

9. On a separate sheet, list any deviations from the SPECIFICATIONS and MANDATORY REQUIREMENTS section in this document. Please include a sample including specification documents. **Below is an example of the format**

ITEM NO.	REASON FOR DEVIATION, DESCRIPTION OF REPLACEMENT COMPONENT, AND/OR EXPLANATION

10. Pricing Information (please print clearly)

Specification 1 - Pleated Filter				
Item No.	Estimated Annual Usage	Filter Size	Cost per Unit \$	Total Cost Annually
1	52	8.875 x 19.125 x 1		
2	68	8.875 x 24.125 x 1		
3	154	8.875 x 33.625 x 1		
4	88	8.875 x 42.125 x 1		
5	40	8.875 x 52.625 x 1		
6	42	8.875 x 61.125 x 1		
7	16	8.875 x 64.125 x 1		
8	108	9 ½ x 17 ½ x 5/8		
9	6	9 3/4 x 32 ½ x 1		
10	232	12 x 24 x 2		
11	24	12 x 47 5/8 x 5/8		
12	12	12 7/8 x 13 7/8 x 1		
13	24	14 x 14 x 1		
14	30	14 x 18 x 1		
15	24	16 x 16 x 1		
16	72	16 x 20 x 1		
17	96	16 x 20 x 2		
18	16	16 x 20 x 4		
19	52	16 x 24 x 4		
20	68	16 x 25 x 1		
21	80	16 x 25 x 2		
22	16	16 x 25 x 4		
23	24	16 ½ x 21 ¼ x 1		
24	26	16 7/8 x 17 7/8 x 1		
25	8	18 x 20 x 1		
26	68	20 x 20 x 1		
27	128	20 x 20 x 2		
28	24	20 x 22 x 1		
29	4	20 x 24 x 2		
30	4	20 x 25 x 1		
31	96	20 x 25 x 2		
32	4	20 x 30 x 1		
33	48	22 x 29 x 2		
34	48	24 x 24 x 1		
35	604	24 x 24 x 2		
36	24	24 x 24 x 4		

Specification 2 - High Efficiency Rigid Filter				
Item No.	Estimated Annual Usage	Filter Size	Cost per Unit \$	Total Cost Annually
37	67	12 x 24 x 12		
38	167	24 x 24 x 12		
39	8	20 x 20 x 12		

Specification 3 - Carbon Filter V- Shaped				
Item No.	Estimated Annual Usage	Filter Size	Cost per Unit \$	Total Cost Annually
40	4	12 x 24 x 12		
41	10	20 x 24 x 12		
42	18	24 x 24 x 12		

Specification 4 - Polyester Filter High Efficiency				
Item No.	Estimated Annual Usage	Filter Size	Cost per Unit \$	Total Cost Annually
43	1	4' x 90' x 1"		

Specification 5 - Pleated Filter High Efficiency				
Item No.	Estimated Annual Usage	Filter Size	Cost per Unit \$	Total Cost Annually
44	96	22 x 29 x 2		

Specification 6 - Carbon Filter Disposable				
Item No.	Estimated Annual Usage	Filter Size	Cost per Unit \$	Total Cost Annually
45	8	16 x 20 x 2		
46	24	23 1/2 x 23 1/2 x 1/2		
47	698	24 x 24 x 2		

NOTE: Additional Filters to be ordered based on
Manufacturers current catalog discount percentage _____%

Contract award(s) will be to the lowest responsive and responsible bidder(s) for each individual item number. Prices quoted shall be held for year one and two one-year extensions.

Terms and Conditions

In submitting a response to this Invitation for Bids, vendors hereby understand the following:

1. All project participants, consultants, engineers, and contractors, must comply with all applicable federal, state laws and RIAC rules and regulations pertaining to contracts entered into by governmental agencies, including non-discriminating employment. Contracts entered into on the basis of submitted bids are revocable if contrary to law.
2. Alternate bids (two or more bids submitted) will be considered for award. RIAC reserves the right to make the final determination of actual equivalency or suitability of such bids with respect to requirements outlined herein.
3. The bids submitted, and any further information acquired through interviews, will become, and are to be considered, a part of the final completed contract. If there is any variance or conflict, the bid specifications, conditions, and requirements shall control.
4. Bidders must hold the bid price for ninety (90) days from bid opening date, and may not withdraw their bid for at least thirty (30) days after the time and date set for the receipt of bids. Prices MUST also be free of federal, state and local taxes unless otherwise imposed by a governmental body, and applicable to the material on the bid. RIAC is Tax Exempt and a certificate will be supplied as required.
5. Bidder MUST return the original attached Response Form as noted previously on the bid due date.
6. Envelopes containing responses must be sealed and marked on the lower left-hand corner with the firm name and address bid number, date, and time.
7. RIAC interprets the term "lowest responsible bidder" as requiring RIAC to: (a) choose between the kinds of materials, goods, wares, or services subject to the bid, and (b) determine which bid is most suitable for its intended use or purpose. RIAC can consider, among other factors, such things as labor cost, service and parts availability, availability of materials and supplies, and maintenance costs of items upon which bids are received. RIAC can determine any differences or variations in the quality or character of the material, goods, wares, or services performed or provided by the respective bidders.
8. RIAC reserves the right to waive any irregularities and to reject any and all bids on any basis without disclosing the reason. RIAC will be the sole judge in determining as equivalent products (if applicable). The successful bidder will be the lowest responsible and responsive bidder. For purposes of this solicitation, the lowest responsible bidder is the firm that RIAC determines meets the specifications at the lowest price.
9. All requested information must be supplied. If you cannot respond to any part of this request, state the reason you cannot respond. You may provide supplemental information, if necessary, to assist RIAC in analyzing your bid.
10. A purchase order and/or contractual agreement constitutes RIAC's offer to the service provider upon the terms and conditions stated herein, and shall become binding meeting the terms set forth herein when it is accepted by acknowledgment or performance.
11. After award, if the successful bidder/supplier refuses or fails to make deliveries of the materials and or services within the times specified in the Invitation for Bids, purchase

- order, or contractual agreement, RIAC may, by written notice, terminate the contract OR purchase order.
12. The supplier shall hold and save RIAC, The State of Rhode Island, and its officers, agents, servants/employees harmless from liability of any patented or unpatented invention, process, article, or appliance manufactured, or used in the performance of the contract, including its use by RIAC.
 13. Payment of the seller's invoices is subject to adjustment and payment terms are net 30 days following approval by RIAC staff.
 14. Procedures respecting bids and the selection of Contractors shall be in conformity with Title 37, Chapter 2 of the General Laws of the State of Rhode Island and RIAC procurement rules.
 15. The Bidder agrees that:
 - a. He/she shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, national origin, ancestry, or physical handicap;
 - b. In all solicitations or advertisements for employees, he/she shall include the phrase, 'Equal Opportunity Employer,' or a similar phrase;
 - c. If he/she fails to comply, he shall be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by RIAC;
 - d. If he/she is found guilty of discrimination under a decision, he/she shall be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by RIAC; and,
 - e. He/she shall include the provisions of subsections (a) through (d) inclusively of this paragraph in every subcontract or purchase order so that such provision will be binding upon such subcontractor or vendor.
 16. The firm responding to this bid proposes to furnish all materials, labor, supplies, equipment and incidentals necessary to provide the equipment/materials/services described herein in accordance with the, Addenda, Contract, Bonds, Insurance, Plans, Specifications, Mandatory Requirements and Conditions.
 17. If a response to this Invitation for Bids is accepted, the Bidder agrees to execute and deliver to RIAC a contract in accordance with the Contract Documents (if applicable) within ten days of notice of the award to the Bidder. The Bidder agrees that the surety/deposit given concurrently herewith shall become the property of RIAC in the event the Bidder fails to execute and deliver such contract within the specified time. In the further event of such failure, the Bidder shall be liable for RIAC's actual damages that exceed the amount of the surety.
 18. It shall be understood that time is of the essence in the bidder performance. The bidder agrees that RIAC's damages would be difficult or impossible to predict in the event of a default in the performance hereof; and it is therefore agreed that if the bidder defaults in the performance of the Contract Documents, the bidder shall be liable for payment of the sums stipulated in the Contract Documents as liquidated damages, and not as a penalty.
 19. The bidder hereby certifies that he/she has carefully examined all of the documents for

the project, has carefully and thoroughly reviewed this Invitation for Bids, that he/she has inspected the location of the project (if applicable), and understands the nature and scope of the work to be done; and that this bid is based upon the terms, specifications, requirements, and conditions of the Invitation for Bids and documents. The Bidder further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.

20. All products/services and related equipment proposed and/or affected by acquisitions or purchases made as a result of the response to this document shall be compliant with existing RIAC hardware, software, and applications where applicable. Verification must be provided in the response to this document.
21. The Bidder certifies that this proposal is submitted without collusion, fraud or misrepresentation as to other Bidders, so that all bids for the project will result from free, open and competitive bidding among all vendors.
22. It shall be understood that any bid and any/all referencing information submitted in response to this Invitation for Bids shall become the property of RIAC, and will not be returned. RIAC will use discretion with regards to disclosure of proprietary information contained in any response, but cannot guarantee that information will not be made public. As a governmental entity, RIAC is subject to making records available for disclosure after Board approval of the recommendation.
23. RIAC will not be responsible for any expenses incurred by any vendor in the development of a response to this Invitation for Bids. Further, RIAC shall reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended vendor even if RIAC has formally accepted a recommendation.
24. Bids must be received prior to the time and dates listed to be considered responsive. RIAC will not "accept" late responses and will return them to the sender. Further, RIAC will NOT: (1) guarantee security of the document received; (2) be held responsible for bids which are NOT legible (and may choose to reject such responses).
25. By submission of a response, the Bidder agrees that at the time of submittal, he/she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Bidder's services, or (2) benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department or bureau, or committee sanctioned by and/or governed by RIAC. Bidders shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that RIAC, at the discretion of the Purchasing Director in consultation with RIAC Counselor, may reject their bid.
26. Campaign Finance Compliance - Every person or business entity providing goods or services at a cost of \$5,000 cumulated value is required to file an affidavit regarding political campaign contributions with the RI State Board of Elections even if no reportable contributions have been made. (RI General Law 17-27) Forms obtained at Board of Elections, Campaign Finance Division, 50 Branch Avenue, Providence, RI 02904 (401-222-2056).
27. Major State Decision-Maker - Does any Rhode Island "Major State Decision-Maker", as

defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, "Major State Decision-Maker" means:

- (i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in R.I.G.L § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of president, senior vice president, general counsel, director, executive director, deputy director, assistant director, executive counsel or chief of staff;
- (ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;
- (iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator,

If your answer is "Yes", please identify the Major State Decision-Maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §36-14-16, 17 and 18.