

METROPOLITAN PIER AND EXPOSITION AUTHORITY



McCORMICK  
SQUARE • PLACE • MPEA

INVITATION FOR BIDS #2023-02-M  
AIR FILTERS

**ADDENDUM NO. (1)**

January 27, 2023

This Addendum No. 1 consists of three (3) pages and has the following information to be incorporated into the Invitation for Bids (IFB). Bidders must acknowledge receipt of this Addendum No. 1 in their IFB submittal in Required Form A, Bid Form.

**Item #1:** Bidders’ questions and/or requests and the MPEA’s responses are provided below.

**Item #2:** Attached is revised Bid Form – Exhibit 2.

**Item #3:** Attached is current contract, #2018-27-M with Tri-Dim Filter Corporation.

**Item #4:** Attached is Fiscal Year 2022 SPEND for current contract, #2018-07-M with Tri-Dim Filter Corporation.

	<b>Bidders’ Question:</b>	<b>MPEA’s Response:</b>
1	<p>I was looking over the bid documents and wanted some clarification on the process. If we needed to substitute one of the items on the bid for another item, we would need to email the request to mpeaprourement@mpea.com.</p> <p>For example. Needing to substitute MERV 7 pleated filters for MERV 8 pleated filters due to us not providing a MERV 7 pleated filter as the bid is requesting.</p> <p>Similar Question: Are merv 8 pleats acceptable instead of merv 7?</p>	<p>No, substitutes are not allowed, Merv 8 pleats are not acceptable.</p>
2	<p>We have a question regarding the bid listed above. We are unable to provide financial reports/statements at this time - would you still consider a response from bidders who cannot fulfill that requirement?</p>	<p>MPEA requires financial information to assess the proposer’s financial stability. Please provide any alternative financial documentation that you deem adequate for the financial assessment, such as, income balance sheets.</p>
3	<p>Could I get Clarification on.</p> <ul style="list-style-type: none"> <li>• Category J – Multi Cell Filter W/Header (Is it single or double header?)</li> <li>• Category I – Customer Filter (what kind of filter is this?)</li> <li>• Category A – Disposable Fiberglass (can this item be substituted for Disposable Polyester?)</li> </ul>	<p>The frame style shall be single header, with a cross brace downstream.</p> <p>This is a typo, this category is ‘Custom Filter’. Our current manufacturer makes this custom filter for us, it is made from blue filter media (see attached revised bid form).</p> <p>No, this item can not be substituted.</p>
4	<p>What does “The Bidder shall allow a quantity percentage (%) discount for orders which meet the following” mean?</p>	<p>Bidder shall provide the discount percentage based on the estimated quantities for each specific category.</p>
5	<p>For the items that have Multiple MERV ratings such as Category B – Pleated Filters Standard Capacity (Does this mean that you will need these filters in the quantities listed for both MERV ratings, or will you be ordering one or the other based on price?)</p>	<p>We will order one or the other based on price.</p>
6	<p>Is this IFB for supply and services? If yes, can we bid for supply of the filters only?</p>	<p>This bid is for the supply of air filters only.</p>
7	<p>Can you please provide us with more specification for 54"x26" Customer filter, such as Part # Media, Part # brand and specific sheet?</p>	<p>“Customer Filter” is a typo, this category is ‘Custom Filter’. Our current manufacturer makes this custom filter for us, it is made from blue filter media. (See attached revised bid form)</p>

	Is this size 54"x26" pad filter or roll filter fiberglass or Poly?	1" one-ply polyester media that is custom made filter. It is made from blue filter media
8	Who is the current incumbent?	Tri-Dim Filter Corporation.
9	When was the current incumbent awarded the contract? Can you please provide us with a copy of the current contract?	The current contract was awarded on March 19, 2019, with a contract effective date of March 21, 2019.  Current contract attached.
10	Is this an all-or-none bid?	To be considered for award, pricing must be received for all items listed on bid form.
11	Do you accept the full case?	Yes.
12	How many shipments were received within a 12 month period?	There were 12 shipments received, the number of shipment's varies based on the campus usage.
13	How many invoices did you have for last year?	12 invoices were received during our fiscal year 2022, July 2021 to June 2022. Our order intervals vary based on the campus events and usage.
14	What was the contract amount spent last year?	The contract spend for fiscal year 2022 (July 2021 – June 2022) is attached, please keep in mind, the quantity listed on the bid form is an estimate and is neither a maximum nor minimum, actual usage will vary based on need.
15	What was the total final bid for the previous winning bidder?	See attached current contract.
16	How many different "ship to" locations are required? If multiple ship to locations are required, please provide a list of each "Ship To" location before bid submission ends.	See page 42, Section 1.2 Delivery Locations in Scope of Services – "ship to" locations are listed.
17	Can freight be charged on a per shipment basis?	See page 42, Section 1.6, Pricing in Scope of Services - " <i>No shipping, handling, or delivery charges of any kind shall be honored by MPEA</i> ". Pricing must be inclusive.
18	Can freight terms be Prepaid and added to invoice?	No, invoices should not include freight or freight terms. See answer provided above.
19	Will a liftgate or forklift be needed for delivery?	Yes, materials delivered may be required to be moved to rear of the delivery truck, depending on delivery location.
20	Will the department provide a separate line item for freight? Are the samples required at the time of the bid? If yes, where and when samples are needed?	See page 42, Section 1.6, Pricing in Scope of Services – " <i>No shipping, handling, or delivery charges of any kind shall be honored by MPEA</i> ". Pricing must be inclusive.  No, samples are not required.
21	What frequency would these filters be purchased? Total quantity in a one-time purchase, quarterly purchases, monthly purchases? This will help us with getting a quote especially with some of the larger quantities and with some of the custom sizes.	Filters are ordered on an as needed basis.
22	Do you have central warehousing where you can accept a full trailer of pleats at one time? This would save you a tremendous amount of money in freight charges.	Yes.
23	Would we drop shipping relatively small amounts of filters to each individual Location? I did see in the bid packet that "all pricing shall include inside delivery to each school site." We can bid this way, but this will increase pricing by a significant amount.	The number of filters in an order will depend on the usage needs of the campus, filters are ordered on an as needed basis. Orders may be larger and/or smaller than others.
24	Is there a desired page limit for the proposal submission?	No. There is no page limit for proposal submission. Please submit required documents and additional documentation deemed pertinent to this bid.

25	<p>Is this bid set aside W/MBEs? Or are there any goals if we have W/MBEs subcontractors? If my firm is certified as WBE/ SBE, does my firm need to have an W/MBE subcontractor?</p> <p><b>Similar Question:</b> Is it required that 25% of the bid must be purchased from a MBE and 5% from a WBE?</p>	No. Please refer to Required Form I: Special Conditions Regarding MBE and WBE, Section VII. Counting MBE/WBE Participation Toward Contract Goals.
26	<p>I have a quick question regarding one of the requirements for the bid listed above. I am wondering if the MBE-WBE forms are required, since this is not a construction or other subcontracted project. We are the sole manufacturer of our products, and our services cannot be subcontracted to someone else.</p> <p>I saw that there was an option to apply for a waiver of this requirement, but that didn't seem applicable either since it still involves attempting to subcontract the work and making other good faith efforts before being eligible for a waiver.</p>	Please refer to Required Form I: Special Conditions Regarding MBE and WBE, Section VII. Counting MBE/WBE Participation Toward Contract Goals.
27	Is a Bid Bond, Performance Bond or Payment Bond required? If yes, how much?	No, a bid bond, performance bond, payment bond or bid deposit is not required.
28	Does this IFB require a more thorough written narrative or proposal outside of the forms provided?	Please submit required documents and additional documentation deemed pertinent to this bid.
29	<p>What is the initial term of contract? Are there any option years; if so, how many?</p> <p><b>Similar Question:</b> I scanned through the bid, and I am sure I missed it. I understand it is a two year contract with an option for another two years, but how long does initial pricing need to be held for? Is that two years?</p>	See page 9, section 3.6, <i>Contract</i> in bid documents. Base contract term is two (2) years, with a two (2) year renewal option.
30	Is the invitation for bid for Air Filters for all vendors or only Minority/Women owned business?	This bid is for all vendors, minority/women owned businesses are encouraged to participate.
31	I noticed there was a request for cube filters, would you be open to using a different filter similar in price but lasts longer?	No.
32	What should the unit price and extended price reflect? Is unit price per filter and extended price a box quantity?	Unit price is cost, extended price is your price with discount.
33	Do the requested carbon pads need to have a frame or not?	No.
34	Would it be possible to use a 3ply ring filter instead of a 4ply?	No.
35	If I were to cut your labor costs by 30 percent, how would I go about sending a separate proposal over to you?	This bid is for the supply of air filters only, pricing must be inclusive.