

# PRICING DOCUMENT

Bid Number: 28057  
Description: HVAC Filters  
Opening Date: 9/11/2008  
Opening Time: 10:30 A.M.  
Buyer: Cindy Greco  
Buyer E-mail: cgreco@waukeshacounty.gov  
Phone: 262-548-7889

Waukesha County accepts hard copy or electronic bids. Electronic bids are considered bids that are submitted using Waukesha County's website; <https://purchasing.waukeshacounty.gov>.

Fax or E-mail responses to the buyers or other staff members are not considered electronic bids and WILL NOT BE ACCEPTED.

## BID SUBMISSION REQUIREMENTS FOR SUBMITTING HARD COPY:

Bids must be submitted on the forms provided and the Signature document must be MANUALLY SIGNED to be considered. ALL REQUIRED bid documents (as noted in the Invitation to Bid) are to be received in a sealed envelope no later than the opening time/date. Bids should be identified in the lower left corner with the bid number, opening date & description.

### Mailing address for Bids:

Waukesha County Purchasing Division  
Administration Center, Room 310  
515 W. Moreland Blvd.  
Waukesha, WI 53188

### \*Delivered In Person:

Waukesha County Courthouse  
515 W. Moreland Blvd. (Door #2)  
Waukesha, WI 53188

Proceed to Administration Center, Rm. 310  
Receptionist will time-stamp your bid

\*Be sure to allow sufficient time to obtain entry as the County has now instituted a Controlled Access policy.

For more information—go to [www.waukeshacounty.gov](http://www.waukeshacounty.gov) and click on the Waukesha County Security Screening link.

**BIDS RECEIVED AFTER THE OPENING DATE/TIME WILL BE REJECTED.**

## BID SUBMISSION REQUIREMENTS FOR SUBMITTING ELECTRONICALLY.

If you would like to submit electronically, you must be a registered vendor. You must then log into the system to begin the submission process by going to Bid/RFP Listing. Click on the applicable bid number.

You will then scroll down and click on "Create a Response to this Bid or Proposal".

Note: If the "Create a Response" button is disabled, you have not logged in.

Follow the step-by-step instructions provided to begin creating your response. For additional information regarding completing this pricing document, review the information below.

## INSTRUCTIONS FOR COMPLETING AND SUBMITTING THIS DOCUMENT ELECTRONICALLY using Waukesha County's website: <https://purchasing.waukeshacounty.gov>. FAX AND/OR EMAIL BIDS WILL NOT BE ACCEPTED.

- 1 When you click on "Download form to be completed" the document will open as an Excel file.  
Note: Your browser window (that accesses bid information) will continue to be open.
- 2 Save the document to your local drive. We suggest you save it with the bid number.
- 3 Complete all blue shaded areas.
- 4 If additional comments are required, please upload a separate document (see Item 12).
- 5 Save your completed document.
- 6 Click back in the browser window so that you are at the bid response page.
- 7 Click on "Upload your completed form".
- 8 Click on "Browse" and locate the Excel File you saved to your local drive.
- 9 Double click on the file and you will be back at the Bid Response page.
- 10 Click on "Upload".
- 11 This completes the process for uploading your pricing document.
- 12 If you need to add additional documents, click on the add button located on this same page.
- 13 Click on "Browse" and locate the file you wish to add to your response.
- 14 Double click on the file and you will be back at the Bid Response page.
- 15 Click on "Upload".
- 16 Repeat this process for additional files if applicable.
- 17 This completes the process for uploading your additional document(s).

## INSTRUCTIONS FOR COMPLETING DOCUMENT:

Vendors are to complete all blue shaded areas. If additional comments are required, please add as a separate attachment.

Company Name:  
FEIN #:  
Payment Terms

Filtration Concepts, Inc.
391533037
Net 30

All pricing is to include delivery, fob destination.  
To be in accordance with Waukesha County Spec. #

031-03

dated 8/28/2008

Delivery Address(s) for Goods/Services:

Many - See Bid Specifications

## PRICING DOCUMENT

If awarded bid, contact the following to place orders:

Name:	Jean Drumm
Phone:	262-251-3233 ext. 117
Fax:	262-255-2039
E-Mail:	jean@fcivisconsin.com

If there is no charge, enter \$0.00 as the cost per unit of measure (UOM).

Item #	Description	Qty	UOM	Cost per UOM
1	400-599 Pleat Economy 1" Dbl - 10 x 48 x 1, Part # 84355D01599; MSC Part # 78901030 or equivalent (12 Per Case).	1	Each	\$7.52
	Product Number			53244
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
2	180-399 Pleat Economy 1" Dbl - 11 x 33 x 1, Part # 84355D01399; MSC Part # 78898368 or equivalent (12 Per Case).	1	Each	\$4.32
	Product Number			53243
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
3	Pleat Economy - 12 x 24 x 2, Part # 80055\021224; MSC Part # 07015506 or equivalent (12 Per Case).	1	Each	\$2.36
	Product Number			21131
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
4	400-599 Pleat Economy 1" Dbl - 13 1/4 x 41-1/2 x 1, Part # 84355D01599; MSC Part # 78898517 or equivalent (12 Per Case).	1	Each	\$8.11
	Product Number			TBA
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
5	Pleat Economy - 14 x 25 x 1, Part # 80055\011425; MSC Part # 06222152 or equivalent (12 Per Case).	1	Each	\$2.51
	Product Number			10370
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
6	Ring Panel 325T Link - 20 x 105, Part # 325LT-20105-15; MSC Part # 78898616 or equivalent (6 Per Case).	1	Each	\$13.85
	Product Number			016252025L-4
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			6/case

**PRICING DOCUMENT**

7	Pleat Economy - 16 x 25 x 4, Part # 80055\041625; MSC Part # 72295520 or equivalent (12 Per Case).	1	Each	\$4.73
	Product Number			10395
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			6/case
8	036-199 Pleat Economy 1" - 16 x 7-3/4 x 1, Part # 84355\01199; MSC Part # 78898687 or equivalent (12 Per Case).	1	Each	\$3.45
	Product Number			TBA
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
9	036-199 Pleat Economy 2" - 16-1/2 x 5-3/4 x 2, Part # 84355\02199; MSC Part # 77725224 or equivalent (12 Per Case).	1	Each	\$5.69
	Product Number			TBA
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
10	Pleat Economy - 20 x 20 x 1, Part # 80055\012020; MSC Part # 76935840 or equivalent (12 Per Case).	12	Each	\$2.51
	Product Number			10375
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
11	Pleat Economy - 20 x 25 x 4, Part # 80055\042025; MSC Part # 40102956 or equivalent (12 Per Case).	42	Each	\$5.35
	Product Number			10399
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			6/case
12	Rigid 95% Syn - 12 x 24 x 12, Part # PRP95S2412; MSC Part # 32976888 or equivalent (2 Per Case).	1	Each	\$39.63
	Product Number			14918
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			2/case
13	Rigid 95% Syn - 24 x 20 x 12, Part # PRP95S0412; MSC Part # 32976896 or equivalent (1 Per Case).	1	Each	\$44.89
	Product Number			14920
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			1/case

**PRICING DOCUMENT**

14	Rigid 95% Syn - 24 x 24 x 12, Part # PRP95S4412; MSC Part # 32976870 or equivalent (1 Per Case).	64	Each	\$49.00
	Product Number			14921
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			1/case
15	250-299 Custom Ring Panel 225T - 12 x 22-3/4, Part # 225RCST-299; MSC Part # 61920641 or equivalent (12 Per Case).	1	Each	\$3.02
	Product Number			TBA
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
16	180-399 Pleat Economy 1" Dbl - 32 x 8-1/4 x 1, Part # 84355D01399; MSC Part # 78898848 or equivalent (12 Per Case).	1	Each	\$4.05
	Product Number			34307
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
17	Pleat Economy - 18 x 24 x 2, Part # 80055\021824; MSC Part # 06222228 or equivalent (12 Per Case).	1	Each	\$2.87
	Product Number			21141
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
18	180-399 Pleat Economy 1" Dbl - 8-3/4 x 33-1/4 x 1, Part # 84355D01399; MSC Part # 78898889 or equivalent (12 Per Case).	1	Each	\$4.05
	Product Number			74900
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
19	400-599 Pleat MDL 40 TPL - 8-7/8 x 61-1/8 x 1, Part # 80055T01599; MSC Part # 32029282 or equivalent (12 Per Case).	1	Each	\$8.39
	Product Number			75598
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
20	200-299 Pleat Economy 1" - 9-3/4 x 22 x 1, Part # 84355\01299; MSC Part # 78898921 or equivalent (12 Per Case).	1	Each	\$3.82
	Product Number			303845
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case

**PRICING DOCUMENT**

21	180-399 Pleat Economy 1" Dbl - 9-3/4 x 34 x 1, Part # 84355D01399; MSC Part # 78898947 or equivalent (12 Per Case).	1	Each	\$4.32
	Product Number			302712
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
22	Flat Panel EZ II - 16 x 25 x 2, Part # 10255\021625; MSC Part # 76934991 or equivalent (12 Per Case).	36	Each	\$1.53
	Product Number			10049
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
23	Pleat MOD 62R H/C M11 - 16 x 20 x 2, Part # 85655\021620M11; MSC Part # 04542106 or equivalent (12 Per Case).	79	Each	\$3.69
	Product Number			19655
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
24	Pleat MOD 62R H/C M11 - 16 x 25 x 2, Part # 85655\021625M11; MSC Part # 81120032 or equivalent (12 Per Case).	84	Each	\$4.23
	Product Number			19657
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
25	Pleat MOD 62R H/C M11 - 24 x 24 x 2, Part # 85655\022424M11; MSC Part # 81120024 or equivalent (12 Per Case).	156	Each	\$5.73
	Product Number			19664
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
26	Media Pad PSF 2DT - 20 x 20 x 2, Part # 40155\022020; MSC Part # 32976441 or equivalent (25 Per Case).	72	Each	\$0.85
	Product Number			PSF312020
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			25/case
27	Media Pad PSF 2DT - 20 x 25 x 2, Part # 40155\022025; MSC Part # 32976458 or equivalent (25 Per Case).	36	Each	\$0.98
	Product Number			PSF312025
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			25/case

**PRICING DOCUMENT**

28	250-299 Flat Panel EZ 1/2" - 7-3/4 x 33-7/8 x 1/2, Part # 10155\50299; MSC Part # 75658104 or equivalent (12 Per Case).	1	Each	\$2.72
	Product Number			TBA
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
29	Flat Panel EZ II - 16 x 25 x 1, Part # 10255\011625; MSC Part # 76934769 or equivalent (12 Per Case).	72	Each	\$1.01
	Product Number			10010
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
30	Flat Panel EZ II - 20 x 20 x 1, Part # 10255\012020; MSC Part # 76934827 or equivalent (12 Per Case).	1	Each	\$1.01
	Product Number			10011
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
31	Pleat MOD 62R H/C M11 - 20 x 25 x 2, Part # 85655\022025M11; MSC Part # 81120040 or equivalent (12 Per Case).	1	Each	\$4.82
	Product Number			19663
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
32	200-299 Pleat Economy 1" - 10 x 24 x 1, Part # 84355\01299; MSC Part # 78899986 or equivalent (12 Per Case).	24	Each	\$2.75
	Product Number			10405
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
33	036-199 Pleat Economy 1" - 12 x 16 x 1, Part # 84355\01199; MSC Part # 78900032 or equivalent (12 Per Case).	1	Each	\$2.67
	Product Number			10407
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
34	Pleat Model 40 HI-CAP - 20 x 25 x 2, Part # 80255\022025; MSC Part # 00626424 or equivalent (12 Per Case).	1	Each	\$3.53
	Product Number			21270
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case

**PRICING DOCUMENT**

35	Pleat Economy - 15 x 20 x 2, Part # 80055\021520; MSC Part # 80161193 or equivalent (12 Per Case).	48	Each	\$2.36
	Product Number			21134
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
36	Pleat Economy - 16 x 20 x 1, Part # 80055\011620; MSC Part # 40101594 or equivalent (12 Per Case).	48	Each	\$2.28
	Product Number			10372
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
37	Pleat Economy - 16 x 20 x 2, Part # 80055\021620; MSC Part # 06222202 or equivalent (12 Per Case).	72	Each	\$2.36
	Product Number			21136
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
38	Pleat Economy - 16 x 24 x 2, Part # 80055\021624; MSC Part # 06222210 or equivalent (12 Per Case).	1	Each	\$2.58
	Product Number			21137
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
39	Pleat Economy - 16 x 25 x 1, Part # 80055\011625; MSC Part # 40102634 or equivalent (12 Per Case).	116	Each	\$2.51
	Product Number			10373
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
40	Pleat Economy - 16 x 25 x 2, Part # 80055\021625; MSC Part # 40102790 or equivalent (12 Per Case).	420	Each	\$2.58
	Product Number			21138
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
41	Pleat Economy - 18 x 25 x 1, Part # 80055\011825; MSC Part # 90888504 or equivalent (12 Per Case).	46	Each	\$2.79
	Product Number			10374
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case

**PRICING DOCUMENT**

42	Pleat Economy - 20 x 20 x 2, Part # 80055\022020; MSC Part # 06222236 or equivalent (12 Per Case).	124	Each	\$2.58
	Product Number			21143
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
43	Pleat Economy - 20 x 24 x 2, Part # 80055\022024; MSC Part # 06222244 or equivalent (12 Per Case).	12	Each	\$2.87
	Product Number			21144
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
44	Pleat Economy - 20 x 24 x 4, Part # 80055\042024; MSC Part # 48535264 or equivalent (6 Per Case).	24	Each	\$5.35
	Product Number			10398
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			6/case
45	Pleat Economy - 20 x 25 x 1, Part # 80055\012025; MSC Part # 40102832 or equivalent (12 Per Case).	38	Each	\$2.79
	Product Number			10376
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
46	Pleat Economy - 20 x 25 x 2, Part # 80055\022025; MSC Part # 40102857 or equivalent (12 Per Case).	382	Each	\$2.87
	Product Number			21145
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
47	1000-1199 Pleat Economy 1" Dbl - 23 x 44 x 1, Part # 84355D011199; MSC Part # 78900396 or equivalent (12 Per Case).	2	Each	\$16.79
	Product Number			59671X2
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
48	Pleat Economy - 24 x 24 x 2, Part # 80055\022424; MSC Part # 06222251 or equivalent (12 Per Case).	252	Each	\$3.19
	Product Number			21146
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case

**PRICING DOCUMENT**

49	Pleat Economy - 25 x 25 x 2, Part # 80055\022525; MSC Part # 06222269 or equivalent (12 Per Case).	1 Each	\$3.51
	Product Number		21147
	Pricing for the above product should be per each. However, please note the case size for each product ordered.		12/case
50	800-999 Pleat Economy 2" Dbl - 28 1/2 x 29-1/2 x 2, Part # 84355D02999; MSC Part # 78900420 or equivalent (12 Per Case).	12 Each	\$12.04
	Product Number		39854X2
	Pricing for the above product should be per each. However, please note the case size for each product ordered.		12/case
51	200-299 Pleat Economy 1" - 8 x 27-3/4 x 1, Part # 84355\01299; MSC Part # 78900495 or equivalent (12 Per Case).	1 Each	\$3.82
	Product Number		31183
	Pricing for the above product should be per each. However, please note the case size for each product ordered.		12/case
52	036-199 Pleat Economy 1" - 8-1/4 x 19 x 1, Part # 84355\01199; MSC Part # 78900610 or equivalent (12 Per Case).	1 Each	\$3.60
	Product Number		50621
	Pricing for the above product should be per each. However, please note the case size for each product ordered.		12/case
53	036-199 Pleat Economy 1" - 8-7/8 x 19-1/8 x 1, Part # 84355\01199; MSC Part # 78900644 or equivalent (12 Per Case).	24 Each	\$3.60
	Product Number		38831
	Pricing for the above product should be per each. However, please note the case size for each product ordered.		12/case
54	200-299 Pleat Economy 1" - 9-3/4 x 22 x 1, Part # 84355\01299; MSC Part # 78898921 or equivalent (12 Per Case).	1 Each	\$3.82
	Product Number		303845
	Pricing for the above product should be per each. However, please note the case size for each product ordered.		12/case
55	180-399 Pleat Economy 1" Dbl - 9-3/4 x 34-1/2 x 1, Part # 84355D01399; MSC Part # 78900834 or equivalent (12 Per Case).	1 Each	\$4.32
	Product Number		310449
	Pricing for the above product should be per each. However, please note the case size for each product ordered.		12/case

**PRICING DOCUMENT**

56	Pleat Economy - 15 x 20 x 1, Part # 80055\011520; MSC Part # 06222160 or equivalent (12 Per Case).	1	Each	\$2.28
	Product Number			10371
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
57	Pleat Economy - 16 x 24 x 2, Part # 80055\021624; MSC Part # 06222210 or equivalent (12 Per Case).	1	Each	\$2.58
	Product Number			21137
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
58	400-499 Pleat Economy 1" - 21-1/2 x 22 x 1, Part # 84355\01499; MSC Part # 09366451 or equivalent (12 Per Case).	1	Each	\$5.01
	Product Number			TBA
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
59	400-599 Pleat Economy 1" Dbl - 9-7/8 x 41 x 1, Part # 84355D01599; MSC Part # 78900941 or equivalent (12 Per Case).	1	Each	\$7.52
	Product Number			53237
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
60	Air Cleaner MDL 600 SG - 20 x 25 x 6, Part # 82655\062025; MSC Part # 77725570 or equivalent (2 Per Case).	20	Each	\$19.00
	Product Number			2400.3200RM
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			10/case
61	40 STD Pleat Filter Qia - 7 x 20 x 1 - Part # 80055\01199; MSC Part # 64522170 or equivalent (12 Per Case).	12	Each	\$3.45
	Product Number			TBA
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
62	40 STD Pleat Filter Qia - 8-7/8 x 24 1/8 x 1 - Part # 80055\01299; MSC Part # 64522246 or equivalent (12 Per Case).	72	Each	\$3.82
	Product Number			TBA
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case

**PRICING DOCUMENT**

63	40 STD Pleat Filter Qia - 8-7/8 x 16 x 1 - Part # 80055\01199; MSC Part # 64522311 or equivalent (12 Per Case).	24	Each	\$3.45
	Product Number			TBA
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			12/case
64	40 STD Pleated Air Filter - 12 x 24 x 4 - Part # 80055\041224; MSC Part #06222277 or equivalent (12 Per Case).	36	Each	\$4.30
	Product Number			10393
	Pricing for the above product should be per each. However, please note the case size for each product ordered.			6/case
	Enter number of days for delivery after receipt of order			5



WAUKESHA COUNTY SPECIFICATIONS  
GENERAL TERMS AND CONDITIONS  
FOR BLANKET PURCHASE AGREEMENTS  
FOR HVAC FILTERS

**NOTE:** BIDDERS ARE REMINDED TO CAREFULLY EXAMINE THE BID AND SPECIFICATIONS UPON RECEIPT. IF NECESSARY, BIDDERS SHOULD MAKE A WRITTEN REQUEST TO THE PURCHASING AGENT WHOSE NAME APPEARS ON PAGE 1 OF THE BID, FOR INTERPRETATION OR CORRECTION OF ANY AMBIGUITY, INCONSISTENCY OR ERROR DISCOVERED.

ADDITIONALLY, IF IN YOUR OPINION, ANY OF THE TERMS AND CONDITIONS OF THIS SPECIFICATION OR BID PREVENT YOU FROM BIDDING, CONSIDERATION WILL BE GIVEN TO A BIDDER'S REQUEST FOR CHANGE.

ANY REQUESTS FOR CHANGES, CLARIFICATIONS, ETC. **MUST** BE SUBMITTED TO WAUKESHA COUNTY PURCHASING DIVISION **IN WRITING** AT LEAST **FIVE WORKING DAYS** PRIOR TO BID OPENING. REQUESTS RECEIVED AFTER THAT TIME **WILL NOT** BE CONSIDERED.

ANY CHANGES MADE AS A RESULT OF A WRITTEN REQUEST WILL BE ISSUED VIA A BID AMENDMENT TO ALL PROSPECTIVE BIDDERS AND IF NECESSARY, AN EXTENSION WILL BE MADE TO THE BID OPENING DATE. AMENDMENTS WILL BE POSTED TO THE WAUKESHA COUNTY PURCHASING WEBSITE (<https://purchasing.waukeshacounty.gov>). BIDDERS ARE RESPONSIBLE FOR CHECKING THIS WEBSITE FOR ANY FUTURE AMENDMENTS, ETC., PRIOR TO THE OPENING DATE. IF AN AMENDMENT(S) IS/ARE ISSUED, THEY MUST BE ACKNOWLEDGED ON THE SIGNATURE PAGE BY PLACING THE AMENDMENT NUMBER(S) IN THE BOX LOCATED ABOVE THE SIGNATURE AREA. BIDDERS WHO DO NOT ACKNOWLEDGE THE AMENDMENTS MAY HAVE THEIR BIDS REJECTED.

YOUR BID RESPONSE MAY BE SUBMITTED HARD COPY OR ELECTRONICALLY USING WAUKESHA COUNTY'S WEBSITE AND FOLLOWING THE DIRECTIONS CONTAINED THEREIN. **FAX OR EMAIL RESPONSES ARE NOT CONSIDERED ELECTRONIC RESPONSES AND WILL NOT BE ACCEPTED. IF YOU ARE UNABLE TO ACCESS THE INTERNET, CONTACT THE BUYER LISTED FOR A HARD COPY.**

BIDDERS ARE CAUTIONED NOT TO CHANGE ANY OF THE TERMS OR CONDITIONS IN THE BID AND/OR SPECIFICATIONS WITHOUT THE WRITTEN APPROVAL OF THE PURCHASING DIVISION. ANY UNAUTHORIZED CHANGES WILL CONSTITUTE A COUNTER OFFER AND WILL SUBJECT THE BID TO REJECTION.

**General:** It is the intent of this specification to describe the minimum requirements for blanket purchase order agreements for Waukesha County. All items, details of construction, services or features not specifically mentioned which are regularly furnished in order to provide those items described in the Invitation to Bid shall be furnished at the bid price and shall conform in strength, quality and workmanship to that usually provided by the practice indicated in the Invitation to Bid.

**Bid Modifications:** The Purchasing Division has the sole authority for the modification of this specification and/or bid. Information provided verbally by any County official shall not be considered binding or relevant.

**Award Authority:** The Waukesha County Purchasing Division in conjunction with the user department will be the sole judge of the quality and suitability of the equipment, materials and/or services offered in its determination of the successful bidder. Award will be made in the aggregate to the lowest responsible, responsive bidder who complies with the specifications and can meet the delivery requirements.

**State Sales Tax/Federal Excise Tax:** Bids should not include Federal Excise and Wisconsin Sales Taxes, as the County is exempt from payment of such taxes. State Statute No. 77.54(9a).

**Brand Names** If articles have been identified in the bid by a Brand Name and model number, such reference is intended to be descriptive but not restrictive. It is for the sole purpose of indicating to the prospective bidders a description of articles that will be satisfactory. Other items of equal quality may be considered. Samples and/or demonstrations may be required.

Unless the bidder clearly indicates in his bid that he is offering a different article, his bid shall be considered as an offering of the brand name article.

**Non-appropriation Clause:** Continuation of this agreement beyond 12/31 of any year is contingent upon appropriation of funds by the proper County Officials.

**Pricing:** Pricing must be firm for the initial one year contract (approx September 15, 2008 thru September 14, 2009). This agreement may be extended by mutual consent for two additional one-year periods with escalation/de-escalation allowable for each one-year extension as follows:

Pricing may increase/decrease in accordance with the Energy Assistance Administration, Weekly Retail On-Highway Diesel Prices, Midwest Area. Increase/Decreases will be based on the "Change from Year Ago" from the first week of September of the prior year to the first week of September of the current year, or 10%, whichever is lower.

In the following sample showing the change from the last week of August, 2007 to the last week of August 2008, the product cost would be subject to an increase of \$1.20 (round off from \$1.203). Waukesha County feels this is an extreme example; i.e. pricing has begun to stabilize and we do not anticipate the significant spikes from one year to the next, therefore, vendors should realize this when preparing their unit price; i.e. unit price must be inclusive of product cost, overhead & profit, and delivery fob destination.

**Energy Information Administration**  
 Official Energy Statistics from the U.S. Government

**Weekly Retail On-Highway Diesel Prices**

**Average All Types**      **Low and Ultra-Low Sulfur**

Weekly Retail On-Highway Diesel Prices - Average All Types  
 (Dollars per gallon, including all taxes)

Region	08/11/08	08/18/08	08/25/08	Change from week ago	Change from year ago
U.S.	4.353	4.207	4.145	-0.052	1.282
East Coast	4.420	4.263	4.199	-0.064	1.355
New England	4.584	4.422	4.392	-0.040	1.478
Central Atlantic	4.563	4.414	4.360	-0.054	1.402
Lower Atlantic	4.344	4.194	4.113	-0.071	1.313
Midwest	4.207	4.130	4.073	-0.057	1.203
Gulf Coast	4.293	4.156	4.093	-0.059	1.230
Rocky Mountain	4.473	4.319	4.227	-0.092	1.280
West Coast	4.611	4.356	4.285	-0.070	1.321
California	4.807	4.422	4.359	-0.063	1.373

Click on a Region to view graph of that Region

U.S. East Coast    New England    Central Atlantic    Lower Atlantic  
 Midwest    Gulf Coast    Rocky Mountain    West Coast    California

**Reference**

- Prices for Last 53 Weeks (tbls) (xml)
- Spreadsheet of Complete Diesel Historical Data (xls)
- Diesel Fuel Taxes
- Does EIA Calculate Diesel Fuel Surcharges?
- States in each Region
- Data Collection Procedures and Statistical Methodology
- Coefficient of Variation Report
- Related Links**
- This Week in Petroleum
- Gasoline and Diesel Fuel Update
- A Primer on Diesel Fuel Prices
- Real Petroleum Prices (CPI Adjusted)
- Petroleum Navigator
- Diesel Regulations
- U.S. Retail Gasoline Prices

If during the term of any contract year, the index increases by more than 10%, Contractor may request consideration for an increase during the contract year subject to rejection or approval by the buyer. If denied, contractor may give a 30 day notice of cancellation.

Continuation beyond the initial term is subject to the appropriation of funds in succeeding fiscal year/years by the proper County Officials.

Although we noted the quantity per case, vendors are to provide a price per each but also note the case size in the area provided. Minimum order quantities are not allowed.

**Note:** Exact quantities cannot be determined, however, estimates are listed where possible. Quantities listed may be increased or decreased to meet the requirements of the County during the period of this contract. A minimum is not guaranteed, however, we typically spend approximately \$12,000 per year.

**Order Placement/Payment:** Purchase Orders will be issued as a result of this bid for material to be delivered on an as-needed basis. The vendor's obligation to deliver on such purchase orders shall not take effect until the purchase orders are issued. Successful vendors are cautioned not to deliver any materials unless they have received the actual purchase order.

**Add-Ons:** The County reserves the right to add, delete or acquire other types of products and supplies that the vendor can supply that are similar to, but not specifically called for, in this bid. The procedure for such acquisitions shall be as follows:

Purchasing will send the vendor a letter requesting pricing for the item(s) to be added. The vendor, within three working days, should respond in writing and include the bid number, contract period and the price for each item requested. Upon receipt, the County shall issue a Change Order adding the product(s) to the Purchase Order. The County reserves the right to accept or reject prices and obtain bids on the open market for these add-ons.

**Cancellation:** Waukesha County reserves the right to cancel this contract upon thirty days written notice if vendor deviates from the requirements of this bid/specification.

**Rejection:** The County reserves the right to reject any items that do not conform to the Invitation to Bid and/or the specifications. All return freight charges associated with the rejected materials shall be borne by the vendor.

**General Requirements:** Bidders must be able to provide delivery within 3 days of request. The County reserves the right to inspect bidder's facility prior to award. There may be no minimum quantity order requirements.

**Ordering Departments:** Note: Although the DPW Facilities Management Department will place the bulk of the orders, there are other departments that will place all smaller orders as well, Reference Exhibit A.

**Waukesha County's Responsibilities:** County Agencies will be notified by the Purchasing Division of award(s) and will be provided with the vendor's name, contact, copies of the purchase order with applicable pricing and the guidelines for the contract.

**Payment:** Payment will be made within thirty days after receipt of merchandise, acceptance of same, and receipt of a properly documented invoice. Note: To avoid delays in payment, vendors should be sure to mail the invoice to the "Bill to" location as noted on the purchase order. The purchase order number must be reflected on the invoice and you may not bill for more than one purchase order per invoice.

Vendors who wish to quote a discount for early payment may do so by noting the discount in the payment terms on page 1 of the pricing document. For example – 1%/10 days = a 1% discount for payment made within 10 days. Discounts will be considered when evaluating costs.

**Successful Bidder Responsibilities:** The successful bidder shall not deliver or allow for pick-up of items until such time as a purchase order is received.

All invoices are to be mailed to the address shown on the Purchase Order. Failure to do so may result in delay of payment.

The successful bidder will release orders only up to the dollar limit of the purchase order and for the period shown on the purchase order. Delivery of product may occur following purchase order expiration as long as the order was placed prior to the expiration date.

In the event the successful bidder receives an order for items not specifically shown on the purchase order, they must:

- a. Bring it to the immediate attention of the Purchasing Division.
- b. Notify the ordering agency in writing and refuse delivery.

Note: Payment will not be made for items not specifically shown on the purchase order.

**BY SUBMITTING A RESPONSE TO THIS INVITATION TO BID, YOU ARE CERTIFYING COMPLIANCE WITH THESE SPECIFICATIONS.**

Pages 5 and 6 of the  
Specifications document were  
internal to Waukesha County only.



**Waukesha County Purchasing Division**

**INVITATION TO BID**

**Opening Date:** 9/11/2008

**DATE:**

**Buyer:** Cindy Greco

**Opening Time (CST):** 10:30 AM

cgreco@waukeshacounty.gov

**Phone Number:** 262-548-7889

**Bids received after the opening date and time specified will be rejected**

**Bids submitted in hard copy format, must be in a sealed envelope,  
and identified with the Bid Number and Opening Date and Time**

**BID NO. 28057 DESCRIPTION: HVAC Filters**

**Includes the following documents:**

- BID 28057 Pricing Document-Required
- BID 28057 Specification-Optional
- BID 28057 Amendment 1-Optional
- Signature Sheet-Required

Bids must be submitted on the forms provided and MANUALLY SIGNED to be considered. Pages containing Standard Terms and Conditions for bidding need not be returned, however, THE SIGNATURE PAGE AND THIS PAGE MUST BE RETURNED WITH YOUR BID in order to be eligible for award.

Delivery Terms: Bids must include delivery F.O.B. to the address specified. All transportation charges to be prepaid and borne by the vendor.

If awarded bid, purchase order should be addressed to:

Mike Perinovic  
Owner  
19806 West Main St.  
P.O. Box 426  
Lannon, WI 53046

Payments should be mailed to:

Mike Perinovic  
Owner  
19806 West Main St.  
P.O. Box 426  
Lannon, WI 53046

**THIS IS AN INVITATION TO BID - IT IS NOT AN ORDER**



WAUKESHA COUNTY PURCHASING DIVISION  
 515 W Moreland Blvd, Admin Center Room 310  
 Waukesha, WI 53188

Phone: 262.548.7888  
 Fax: 262.548.7668

<https://purchasing.waukeshacounty.gov>

**BID SIGNATURE PAGE**  
All Bids must be signed to be considered

BID NO. 28057 DESCRIPTION: HVAC Filters

**OFFER AND ACCEPTANCE**

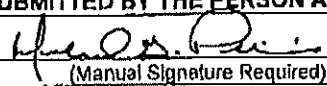
The proper submission of this form by the vendor will be considered as the vendor's offer to enter into a contract in accordance with the provisions herein set forth. All bids must be binding for sixty (60) calendar days from the bid opening date, unless otherwise specified in the bid.

If your bid is accepted, then this Invitation to Bid, including its Terms and Conditions and all documents attached hereto including any amendments and any other written offers/clarifications made by the vendor and accepted by the County, will constitute the entire contract between the County and your firm, and it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this bid shall be deemed to exist or bind any of the parties hereto.

Acceptance will take place upon award by the Purchasing Division, execution of a purchase order and/or this document by the proper County officials, and delivery of said document(s) to the vendor. Acceptance may be revoked at any time prior to delivery of the fully executed contract/purchase order to the successful vendor. The contract may be amended only by written agreement by the vendor and the Purchasing Division.

Complete all boxed areas, including Amendment number(s) and manually sign the document prior to submitting. The tracking ID will auto-populate when submitting electronically. If submitting hard copy, leave it blank. By signing below you agree to furnish all items listed in the above referenced Bid inclusive of applicable specifications and the Bid Terms and conditions.

By signing below we agree to furnish all items listed in the above referenced Bid inclusive of applicable specifications, the Bids Terms and Conditions and Amendments Nos. 1

Tracking ID:	a85f4b6b-ea2b-4b6b-8a26-eb42e41ecea8	FEIN:	391533037
Bidder's Firm:	Filtration Concepts, Inc.		
Address, City, State, Zip:	19806 West Main St.		
	Lannon, WI 53046		
Telephone No:	262-251-3233 x110	Fax No:	262-255-2039
E-Mail:	mike@fciwisconsin.com		
<b>TO BE SIGNED &amp; SUBMITTED BY THE PERSON AUTHORIZED TO LEGALLY BIND YOUR FIRM TO THIS CONTRACT</b>			
Submitted By:	 (Manual Signature Required)	Michael G. Perinovic (Printed Name Required)	
Title:	Owner	Date:	9-9-2008

\_\_\_\_\_  
 Waukesha County  
 Title: \_\_\_\_\_

\_\_\_\_\_  
 Date



## STANDARD TERMS AND CONDITIONS FOR INFORMAL BIDDING

**SCOPE-** These Standard conditions apply to any and all subsequent award(s) except where special requirements are specifically stated elsewhere in Bid Request. In such cases the special requirements apply. The use of other forms or attachments of conditions for bidding contrary to Waukesha County conditions will invalidate your bid.

**PRICES-** Bid prices shall be stated in units requested. Do not show list prices and trade discounts. Prices shall be firm and shall be binding for 30 calendar days following bid opening date.

**CASH DISCOUNTS-** Only cash discounts for payment within thirty (30) days will be deducted in determining the Low Bidder.

**TAXES-** Bids should not include Federal Excise and Wisconsin Sales Taxes as the County is exempt from payment of such taxes. State Statute No. 77.54(9a).

**PACKAGING-** Materials shall be clearly labeled and packaged in accordance with Federal and Wisconsin requirements and as specified in the terms and conditions of the Bid Request.

**DELIVERY-** Failure of the successful bidder to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the vendor liable for the difference between the "open market" and the bid price. All bid prices must include delivery FOB destination and freight prepaid.

**EXTENSIONS-** Agreements shall run for the period indicated subject to two one year extensions. Option of Extension, if agreed to by both the County and the contractor, may be exercised within sixty (60) days of the contract expiration date.

**CANCELLATION-** Waukesha County reserves the right to cancel any order or contract for failure of the successful bidder to comply with terms, conditions and specifications of the Bid Request. In such instances, the defaulting contractor shall be liable to Waukesha County for cost to the County in excess of the default over contract prices.

**RESERVATIONS-** The right is reserved to (1) Reject any or all bids; (2) Award items separately or in the aggregate, if not stated, whichever is in the best interest of the County; (3) Order within 10% more or less of the quantity specified.

**SAFETY REQUIREMENTS-** All material, equipment and supplies provided to the County must comply fully with all safety requirements as set forth by the Wisconsin Administrative Code, Rules of the Industrial Commission on Safety, and all applicable OSHA Standards.

**WITHDRAWAL OF BIDS-** Bids may be withdrawn, only in total and only by written request to the appropriate Purchasing agent, prior to bid opening. The Purchasing Division has sole discretion to grant a request for withdrawal of bid.

**AMENDMENT OF BIDS-** Bid may be amended prior to bid opening. Amendments will be posted to the Waukesha County website (<https://purchasing.waukeshacounty.gov>). Bidders are responsible for checking this website for amendments, etc. prior to the opening date. All Amendments must acknowledge in the area provided on the signature sheet. Bidders who do not acknowledge the amendment(s) may have their bid rejected. If you are unable to access the Internet, contact the buyer for a hard copy.

**COUNTER OFFER-** Counter offers, changes to any terms, conditions, specifications or plans stated herein, made without approval from the Purchasing Division will result in bid rejection.

**OTHER CONSIDERATIONS-** Quantities involved, time of delivery, purpose for which required, competency of bidder and ability to render satisfactory service in a past performance will be considered in determining status as a responsible bidder.

**QUALIFYING BIDDERS-** Prior to Award to bidder, Waukesha County Purchasing Division may require submission by bidder of proof of financial stability/ability and experience in performance of similar obligations.

**ASSIGNMENT-** No contract may be assigned, sublet or transferred without the written consent of the Waukesha County Purchasing Division.

**BID RESULTS-** Bid tabulations are available to the public approximately 10 days after the opening date. Bidders may obtain information pertaining to results of bids by visiting the County Purchasing Division Monday through Friday between 8:00-11:30 AM & 1:00-4:00 PM. Copies of available bid tabulations can be obtained at 15 cents a page and postage costs, if applicable. Bid tabulations are also available at our website, <https://purchasing.waukeshacounty.gov>.

**FAILURE TO BID-** Failure to respond to Invitation to Bids (submission of bid, or notice in writing that you are unable to bid but wish to remain on the bidder's mailing list qualifies) will be understood by the County to be a lack of interest and result in the removal of the supplier's name from the applicable bidder's list.

**SIGNATURE REQUIREMENT – ALL BIDS MUST BE SIGNED**