



DESOTO COUNTY SCHOOLS

5 East South Street • Hernando, Mississippi 38632
662-429-5271 • fax 662-429-4198 • Website: www.desotocountyschools.org

"EXCELLENCE IS A COMMITMENT"

BID NOTICE

To: Prospective Bidder

From: Grant Roberts
DeSoto County Schools
5 E. South Street
Hernando, MS 38632
662-449-7291

Issue Date: June 29, 2023

Notice of Bid/Reverse Auction

Unpriced Bid Proposals

Date: May 1, 2024
Time: 9:00 am, CST
Location: DeSoto County Schools
Central Services
5 East South Street
Hernando, MS 38632

Bid Opening/Reverse Auction

Date: May 7, 2024
Time: 9:00 am, CST
Location: DeSoto County Schools
Central Services
5 East South Street
Hernando, MS 38632

Bid Items

Bid Number: #226-HVAC-DCS24

Description: 2024/2025 Heating, Ventilation, and Air Conditioning (HVAC) Filters and HVAC Filter Changing Services

Procurement Schedule:

Public Notice to Newspaper	April 2, 2024
Advertisement Publication Dates	April 4 and April 11, 2024
Release of Bid	April 11, 2024
Deadline for Questions/Clarifications	April 25, 2024 at 9:00 am CST
Unpriced Bid Proposals	May 1, 2024 at 9:00 am CST
Reverse Auction for Approved Bidders	May 7, 2024 at 9:00 am CST
Anticipated Board Approval	May 16, 2024



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Instructions and Terms for Reverse Auction Event

Unpriced Proposals will be received by the DeSoto County School Board of Education, 5 East South Street, Hernando, MS 38632 or electronically at www.centralbidding.com, at the date and time specified on the BID NOTICE. Neither dating of the Unpriced Proposal Form, nor placing it in the mail by this date will meet legal requirements. All Unpriced Proposals must be received at the Board of Education or electronically at www.centralbidding.com on or before the date and time specified in the Procurement Schedule. The DeSoto County School Board of Education reserves the right to reject any and/or all Unpriced Proposals received and to waive any and all informalities.

1. If submitting a paper Unpriced Proposal, it shall be typed. Any changes made must be initialed. Changes shall not be allowed after the Unpriced Proposals are opened. The DeSoto County School District (hereafter, the District) shall not be responsible for any errors or omissions. Unpriced Proposals may be hand delivered, mailed, or submitted electronically. Paper Unpriced Proposals must be submitted in a sealed 8" x 10" or larger envelope. Please label the envelope or shipping package as follows or the bid may be rejected:

Attn: Grant Roberts

2024/2025 HVAC Filter Changing Services

#226-HVAC-DCS24

May 1, 2024 9:00 am ct

Name of company or person submitting bid

2. Any Unpriced Proposal received after the opening date or time shall be refused and marked "Late Unpriced Proposal" and returned to the bidder unopened. For this purpose, the official time for the Unpriced Proposal opening shall be based upon the time as indicated by the Purchasing Department. It is solely the responsibility of the bidder to ensure Unpriced Proposals are received prior to the opening date and time.
3. Unpriced Proposals may be modified or withdrawn by written notice from the bidder, if received by the Purchasing Department prior to the date and time set forth in the BID NOTICE. In order to modify an Unpriced Proposal, the bidder must submit a new Unpriced Proposal with the words "Modified Unpriced Proposal" shown in the lower left corner of the sealed envelope or shipping package. The original Unpriced Proposal remains the property of the District. Telephone modifications or withdrawals will not be accepted. If a bidder withdraws an Unpriced Proposal, all documents shall remain the property of the District.
4. The District shall issue a written addendum if substantial changes, which impact the technical submission of proposals, are required. A copy of the addenda will be given to all vendors that are known to have requested bid documents. In the event of a conflict with the original contract documents and the addenda, the addenda shall govern all other contract documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.
5. All items contained in this Unpriced Proposal are to be per specifications unless otherwise specified.
6. All bids shall be submitted exclusive of all taxes. Documentation of tax exemption will be furnished when necessary.
7. Both paper Unpriced Proposals and electronic Unpriced Proposals shall be submitted on the supplied Unpriced Proposal Form. Electronic Unpriced Proposals shall be submitted online at www.centralbidding.com. Should the bidder's response not be submitted on the supplied Unpriced Proposal Form, the District reserves the right to reject the bid.

8. If the District's Superintendents Office is closed for any reason, including but not limited to inclement weather, an emergency situation or any other act of nature, for which closure prevents the opening of bids at the originally advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the District's Superintendents Office shall be open for business at the previously advertised time. The new date and time of bid opening, as determined in accordance with this paragraph, shall not be advertised. Any vendors that have been invited to participate in the reverse auction will be notified of such changes. DeSoto County Schools shall not be held responsible if invited vendor fails to comply or misses reverse auction due to no fault of the District.
9. If any Bidder contemplating submitting an Unpriced Proposal under this bid is in doubt as to the meaning of the requirements of the bid or the bid process, the Bidder must submit a written request for clarification by the date and time designated in the Procurement Schedule by email to dcspurchasing@dcsms.org. The District will respond to all inquiries and render an official interpretation of the question in writing via addendum/clarification and will be sent to all bidders requesting bid information. The Bidder shall certify its acknowledgement of the addendum/clarification by noting in space provided on the Vendor Information & Agreement Form and returning it with their Unpriced Proposal.

Qualification of Bidders:

Unpriced Proposals will be evaluated by staff of the District. All bidders submitting acceptable required paperwork and alternate specifications (if applicable) will be invited to participate in the electronic reverse auction. The District reserves the right to extend the auction date, if necessary, to complete the pre-qualification process.

New Vendors:

A New Vendor Packet has been included for any bidder that has not previously worked with DeSoto County Schools. This bid packet includes a Vendor Registration Form and a Conflict-of-Interest Disclosure Form. The bidder shall complete the packet and submit along with any other required documents due with the Unpriced Proposal.

Method of Bidding:

Reverse Auction for approved vendors will be accepted on-line at Central Bidding on May 7, 2024, at 9:00 am, CT. Electronic bids will only be accepted in an electronic process hosted by Central Bidding and the approved vendor must complete the free registration at: <https://www.centraauctionhouse.com/registration.php> to submit a bid electronically. For any questions relating to the electronic submittals and/or bidding process, please call Central Bidding at 225-810-4814.

Accounting Practices:

The DeSoto County School District requires that Purchase Orders be issued before any items are ordered or delivered. The DeSoto County School District shall not be responsible for any products delivered without an approved Purchase Order and/or without a signed acknowledgement of receipt by a District employee at time of delivery. The awarded bidder shall provide accurate, legible, and timely documentation, such as invoices, credits, and statements as requested by the District. The awarded bidder agrees to receiving payment within 45 days from date of receipt of a properly submitted invoice, or within 45 days after inspection and approval of the goods and/or services by DeSoto County Schools, whichever is later. In the event of a bona fide dispute, the awarded bidder agrees that DeSoto County Schools shall pay only the amount not in dispute, as per Miss. Code Ann. 31-7-305.

Budgetary/Funding Constraints:

The District reserves the right to reduce or increase the quantity or retract any item from the bid without any obligations or penalty based upon availability of funds.

Governing Law:

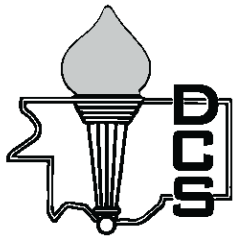
This agreement shall be governed by and construed in accordance with the laws of the State of Mississippi. The venue for the resolution of any dispute shall be DeSoto County, Mississippi. The bidder expressly agrees that under no circumstances shall the District be obligated to pay attorney fees or the cost associated with any legal action initiated by the bidder.

W-9 Form:

The DeSoto County School District requires the attached W-9 Form to be completed and included in your bid submission.

Insurance Requirements:

The awarded bidder will be required to present the District with a certificate of coverage documenting liability insurance coverage of \$1,000,000 and workers' compensation insurance coverage of \$500,000 per occurrence and listing the District as the certificate holder for each policy. This certificate must be presented to the District prior to approval of the awarded bidder by the DeSoto County Board of Education. The policy must remain in effect during the entire term of the bid.



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"EXCELLENCE IS A COMMITMENT"

2024/2025 Heating, Ventilation, and Air Conditioning (HVAC) Filters and HVAC Filter Changing Services Bid #226-HVAC-DCS24

Required Specifications

DeSoto County Schools is seeking a company to provide HVAC filters and HVAC filter changing services. The District will be broken down into two separate areas (Please refer to Exhibit A and B for breakdown of locations and filter quantity and sizes for each location). The details for each area will be provided. Each area will be bid on separately during the reverse auction process.

Filter Requirements

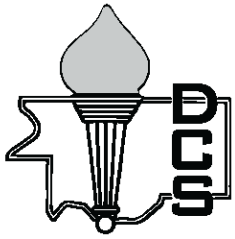
All replacement air filters shall be of the high capacity pleated panel air filter type with a Minimum Efficiency Reporting Value of 8 (Merv 8). The frame shall be constructed by enclosing the filter media in a two-piece, die-cut, heavy duty, high wet strength beverage board. The frame shall have die cut diagonal frame members bonded to the media pack to ensure proper pleat alignment. Each frame piece consists of a filter grid and four frame sides. When assembled, the two mating halves of the frame sides overlap one another providing double ply frame on all four edges of the filter. The inside of the filter frame shall be bonded to the media pack on all four edges to eliminate the possibility of air bypass through the filter. **Use of loose filter media without frame will not be an acceptable option.**

The filter shall be listed and rated Class 2 for flammability in accordance with Underwriters Laboratories Standard 900. The pleat configuration shall be aerodynamic, semi-tapered wedge shaped pleats. The filter media shall be rated at average efficiency and arrestance as indicated below when tested in accordance with the American Society of Heating, Refrigeration, Air conditioning Engineers (ASHRAE) 52.1-1992 Test Standard. If requested by the County, the bidder shall provide an independent commercially operated testing laboratory report for each filter. The filters must be acquired on the open market by the testing laboratory.

Filters shall meet the following rated performance specifications based on the ASHRAE test method:

E1 (%) Composite Minimum Avg. Efficiency 0.30 – 1.0 um	25% minimum
E2 (%) Composite Minimum Avg. Efficiency 1.0 – 3.0 um	50% minimum
E3 (%) Composite Minimum Avg. Efficiency 3.0 – 10.0 um	70% minimum
Average Arrestance (%)	85% minimum

All washable style filters shall be removed, cleaned by technician, and returned to HVAC unit each time filter service is completed. A list of washables for each school location is in Schedule A and B attached. Not all locations have washable style filters.



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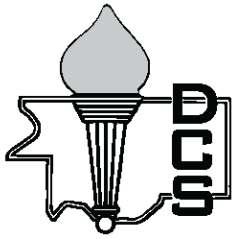
2024/2025 Heating, Ventilation, and Air Conditioning (HVAC) Filters and HVAC Filter Changing Services Bid #226-HVAC-DCS24

Cont'd Required Specifications – Page 2

Contractor Responsibilities

The Contractor's responsibilities are including but not limited to:

- Contractor shall maintain/change filters on a quarterly or every other month basis as noted and coordinate scheduling of service visits with the DeSoto County Schools (DCS) HVAC Supervisor.
- Contractor shall wear identifying apparel.
- Contractor shall provide photo identification.
- Contractor vehicles shall be easily identified with company name and phone number.
- Contractor shall provide lock out/tag out during service.
- Contractor shall perform work in a professional and safe manner without interrupting normal business routines.
- Contractor shall meet all insurance requirements required by DCS.
- Contractor shall provide decal on the HVAC unit following actual service to be initialed and dated by the service technician.
- Contractor shall be responsible for securely closing all access panels and doors when service is complete. This shall include roof hatches.
- The installation service fee shall include all travel, fuel, disposal, labor, and any other fees. No other separate fees will be accepted by DCS.
- Contractor shall return equipment to normal operation when service is complete.
- Contractor shall have an up to date background check completed for every service technician coming on DCS campuses before services are performed. All expenses shall be the responsibility of the Contractor. At any time, DCS reserves the right to approve or refuse any prospective employee of the Contractor.
- No subcontractors shall be used.
- Contractor shall note any deficiencies or maintenance issues outside of provided service and report such to the DCS HVAC Supervisor.
- Contractor is responsible to clean work area and dispose of used filters in DCS provided receptacle located on loading dock.
- Contractor shall meet with the DCS HVAC Supervisor upon request to review filter management process.
- Contractor shall abide by all DCS policies regarding the use of tobacco and alcohol while on school grounds.
- Contractor shall NOT have contact with any DCS student.
- Contractor shall check in with Maintenance Personnel at each school location when first arriving at location to perform filter service.



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Cont'd Required Specifications – Page 3

Contractor Responsibilities (cont'd)

- Contractor shall sign in and sign out on Service Log every time service is conducted on each school campus.
- Contractor shall have a school employee sign their service ticket at each location after filter service has been performed. This ticket shall be submitted with monthly invoices for payment.
- Contractors shall provide recommendations for comparable jobs.
- DCS prefers Certified Technicians to provide services. Contractors shall maintain adequate staff to complete required and scheduled replacement services within a single visit to the required location.
- Contractor shall have 3 to 5 years of experience in the HVAC filter service industry.

SIGNATURE	DATE
PRINTED NAME	TITLE



DeSoto County Schools

Cory Uselton,
Superintendent of Education

Five East South Street
Hernando, MS 38632
662-449-7291
FAX-662-449-7242

2024/2025 Heating, Ventilation, and Air Conditioning (HVAC) Filters and HVAC Filter Changing Services

Bid #226-HVAC-DCS24

Un-Priced Proposal Form

✓ MEETS	✓ EXCEEDS	✓ ALTERNATE	Description
			All filters will be replaced with framed standard capacity pleated panel air filters with Merv 8 efficiency. (No loose filter media without frame will be accepted). Please include the specifications of filters All washable style filters (if applicable) shall be removed, cleaned by technician, and returned to HVAC unit each time filter service is completed.
			Area 1 will be bid on as a separate line item. Please see Exhibit A for a list of school locations, filter sizes and quantity, and frequency of service. This line item for this bid will be for total cost of filters and filter service for Area 1 ONLY . Upon award of bid, contractor shall break down cost by location for all filter replacements and filter service fees. These charges shall equal the full amount of the bid.
			Area 2 will be bid on as a separate line item. Please see Exhibit B for a list of school locations, filter sizes and quantity, and frequency of service. This line item for this bid will be for total cost of filters and filter service for Area 2 ONLY . Upon award of bid, contractor shall break down cost by location for all filter replacements and filter service fees. These charges shall equal the full amount of the bid.
			Any shipping costs shall be included in bid price for filters.
			Contractor shall agree to: <ul style="list-style-type: none">• coordinate scheduling of service visits with the DeSoto County Schools (DCS) HVAC Supervisor• provide photo identification and wear identifying apparel• have vehicles with company identification and phone number• provide lock out/ tag out during service• perform work in a professional and safe manner without interrupting normal business routines• meet all insurance requirements required by DCS• provide decal on the HVAC unit following actual service to be initialed and dated by the service technician• be responsible for securely closing all access panels and doors when service is complete (to include roof hatches)• include all travel, fuel, labor and any other fees in the installation service fee (no other separate fees will be accepted by DCS)• return equipment to normal operation when service is complete• have up to date background check for every service technician coming on DCS campuses before services are performed (these fees shall be the responsibility of the Contractor)

			<ul style="list-style-type: none"> • no subcontractors shall be used • note any deficiencies or maintenance issues outside of provided service and report such to the DCS HVAC Supervisor • responsibly clean work area and dispose of used filters in DCS provided receptacle located on loading dock on each campus • meet with the DCS HVAC Supervisor upon request to review filter management process • abide by all DCS policies regarding the use of tobacco and alcohol while on school grounds • to NOT have contact with any DCS student • to check in with Maintenance Personnel at each campus when first arriving to perform filter service • sign in and sign out on Service Log every time service is conducted on each campus • have a school employee sign their service ticket at each location after filter service has been performed (this ticket shall be submitted with monthly invoices for payment)
			Provide recommendations for comparable jobs
			DCS prefers Certified Technicians to provide services. Contractors shall maintain adequate staff to complete required and scheduled replacement services within single visit to the required location.
			Contractor shall have 3 to 5 years of experience in the HVAC filter service industry.
			Contractor agrees to a 1 year term with the option to extend for (2) additional 1 year terms.

SIGNATURE	DATE
PRINTED NAME	TITLE

**2024-2025 Heating, Ventilation, and Air Conditioning (HVAC) Filters and HVAC Filter Changing Services
Bid #226-HVAC-DCS24**

I/We propose to furnish and deliver the items on the un-priced proposal form according to your specifications.
I/We further agree not to request permission to withdraw our bid after the bids have been opened.

This bid consist of the (A) BID NOTICE (B) BID INSTRUCTIONS, (C) SPECIFICATIONS AND UN-PRICED PROPOSAL FORM.

I/We, the undersigned, do hereby understand and accept the following instructions under which this un-priced proposal is being submitted.

_____ (Company Name)	_____ (Signature)
_____ (Address)	_____ (Name – typed)
_____ (Federal ID Number)	_____ (Title)
_____ (Telephone)	_____ (Date)
_____ (Email)	_____ (Fax)

If applicable, please acknowledge acceptance of addenda issued by checking below:

Addendum 1____ Addendum 2____ Addendum 3____ Addendum 4____

Did you include the completed W-9 Form? Yes____ No____

RETURN THIS COMPLETED FORM WITH YOUR UN-PRICED PROPOSAL

Exhibit A

Area 1 Breakdown (Replacement Filter and Service)

This will be the first bid line item in reverse auction and will be bid as one overall cost. Vendor will provide a breakdown of charges on a per school basis upon award of bid for purchase order entry purposes.

**** Any changes needed to the number and size of filters due to addition of HVAC units or changes in existing HVAC units shall be discussed with HVAC Supervisor before being made.****

Total Filters for Area 1:	3386
Total Washables for Area 1:	541
Total Locations included in Area 1	23

Career Tech West (Quarterly)	Filter Size	Quantity
1005 Kuykendall Lane, Horn Lake MS 38637	12 x 20 x 2	16
	20 x 25 x 2	20
	16 x 20 x 2	12
	Washables	44
	40	Total Filters
	44	Total Washables

DeSoto Cty Alternative Center/Magnolia (Quarterly)	Filter Size	Quantity
6870 E. Center, Horn Lake MS 38637	14 x 20 x 1	2
	14 x 25 x 1	8
	16 x 16 x 1	4
	16 x 20 x 1	4
	16 x 24 x 1	1
	16 x 25 x 1	8
	16 x 25 x 2	2
	18 x 22 x 1	1
	20 x 20 x 1	7
	20 x 22 x 1	1
	20 x 25 x 1	10
	22 x 23 x 1	1
	24 x 24 x 1	2
	Washables	1
	51	Total Filters
	1	Total Washables

Area 1 Breakdown-Bid #226-HVAC-DCS24

Horn Lake Elementary (Quarterly)	Filter Size	Quantity
6341 Ridgewood Dr., Horn Lake MS 38637	10x 20 x 1	2
	14 x 20 x 1	2
	14 x 25 x 1	32
	16 x 16 x 1	6
	16 x 20 x 1	6
	16 x 20 x 2	4
	16 x 24 x 2	4
	16 x 25 x 1	12
	16 x 25 x 2	3
	20 x 20 x 1	2
	20 x 20 x 2	4
	20 x 25 x 1	10
	24 x 27 x 1	1
	88	Total Filters

Shadow Oaks Elementary (Quarterly)	Filter Size	Quantity
3780 Shadow Oaks Pkwy, Horn Lake MS 38637	16 x 25 x 2	14
	20 x 30 x 2	1
	14 x 25 x 2	1
	20 x 27 x 1	2
	20 x 20 x 1	15
	16 x 25 x 1	3
	20 x 25 x 1	5
	24 x 24 x 1	7
	20 x 25 x 2	14
	16 x 20 x 2	20
	20 x 24 x 1	1
	20 x 20 x 2	10
	93	Total Filters

Horn Lake Intermediate School (Quarterly)	Filter Size	Quantity
6585 Horn Lake Rd, Horn Lake MS 38637	12 x 24 x 2	2
	14 x 26 x 2	80
	16 x 20 x 2	24
	16 x 25 x 2	38
	20 x 20 x 2	4
	20 x 24 x 2	8
	20 x 30 x 2	80
	236	Total Filters

Area 1 Breakdown-Bid #226-HVAC-DCS24

Horn Lake Middle School (Quarterly)	Filter Size	Quantity	
6125 Hurt Rd, Horn Lake MS 38637	10 x 24 x 1	1	
	11.5 x 43.5 x 1	3	
	12 x 24 x 4	1	
	16 x 55 x 1	3	
	16 x 24 x 1	2	
	16 x 24 x 2	4	
	16 x 25 x 1	3	
	16 x 26 x 1	2	
	18 x 24 x 2	15	
	18 x 24 x 4	1	
	20 x 24 x 1	39	
	20 x 24 x 2	20	
	20 x 24 x 4	2	
	24 x 24 x 4	10	
	Washables	168	
		106	Total Filters
		168	Total Washables

Horn Lake High School (Quarterly)	Filter Size	Quantity	
3360 Church Rd, Horn Lake MS 38637	15 x 20 x 2	5	
	16 x 20 x 2	42	
	16 x 20 x 4	6	
	16 x 25 x 2	8	
	16 x 25 x 4	2	
	20 x 20 x 2	24	
	20 x 24 x 2	20	
	20 x 25 x 1	140	
	20 x 25 x 2	122	
	20 x 25 x 4	24	
	20 x 30 x 1	26	
	Washables	4	
		419	Total Filters
		4	Total Washables

Southaven Elementary School (Quarterly)	Filter Size	Quantity	
8274 Claiborne Dr, Southaven MS 38671	20 x 20 x 1	3	ADD 18 x 24 x4 - 6
	20 x 20 x 2	4	
	20 x 23 x 1	37	
	Washables	60	
		50	Total Filters
		60	Total Washables

Area 1 Breakdown-Bid #226-HVAC-DCS24

Hope Sullivan Elementary (Quarterly)	Filter Size	Quantity
7985 Southaven Cir. W., Southaven MS 38671	10 x 49 x 1	42
	16 x 20 x 2	4
	16 x 25 x 2	2
	20 x 20 x 2	4
	Washables	29
	52	Total Filters
	29	Total Washables

Southaven Middle School (Quarterly)	Filter Size	Quantity
899 Rasco Rd W., Southaven MS 38671	16 x 25 x 1	16
	18 x 24 x 1	8
	18 x 30 x 1	8
	19 x 20 x 1	1
	20 x 20 x 1	1
	20 x 24 x 2	4
	20 x 25 x 2	20
	22 x 22 x 1	4
	24 x 24 x 1	76
	24 x 30 x 1	8
	Washables	10
	146	Total Filters
	10	Total Washables

Southaven High School (Quarterly)	Filter Size	Quantity
735 Rasco Rd W., Southaven MS 38671	12 x 24 x 2	2
	12 x 24 x 4	3
	14 x 25 x 2	16
	14 x 27 x 2	74
	16 x 20 x 2	54
	16 x 20 x 4	15
	16 x 25 x 2	30
	16 x 25 x 4	1
	18 x 24 x 2	10
	19 x 20 x 1	17
	20 x 20 x 2	8
	20 x 25 x 2	68
	20 x 25 x 4	9
	20 x 30 x 2	88
	24 x 24 x 2	26
	24 x 24 x 4	13
	Washables	10
	434	Total Filters
	10	Total Washables

Area 1 Breakdown-Bid #226-HVAC-DCS24

Hernando Elementary School (Quarterly)	Filter Size	Quantity	
455 Riley St, Hernando MS 38632	14 x 25 x 1	18	
	14 x 30 x 1	2	
	16 x 20 x 1	4	
	16 x 20 x 2	4	
	16 x 25 x 1	20	
	16 x 25 x 2	4	
	20 x 20 x 2	8	
	20 x 25 x 1	9	
	24 x 24 x 2	2	
	Washables	14	
		71	Total Filters
		14	Total Washables

Hernando Hills Elementary (Quarterly)	Filter Size	Quantity	
570 McIngvale Rd, Hernando MS 38632	16 x 16 x 2	16	
	16 x 20 x 2	22	
	16 x 20 x 4	6	
	16 x 25 x 2	4	
	20 x 20 x 2	8	
	20 x 25 x 1	68	
	20 x 25 x 2	42	
	20 x 25 x 4	3	
	20 x 30 x 2	8	
		177	Total Filters

Oak Grove Elementary School (Quarterly)	Filter Size	Quantity	
893 Oak Grove Rd., Hernando MS 38632	10 x 49 x 1	45	
	14 x 20 x 1	4	
	14 x 23 x 1	2	
	14 x 24 x 1	4	
	20 x 20 x 1	1	
	20 x 24 x 2	32	
	24 x 24 x 4	12	
	Washables	44	
		100	Total Filters
		44	Total Washables

Area 1 Breakdown-Bid #226-HVAC-DCS24

Hernando Middle School (Quarterly)	Filter Size	Quantity
700 Dilworth Ln, Hernando MS 38632	20 x 25 x 2	12
	20 x 24 x 2	32
	16 x 16 x 2	36
	16 x 20 x 2	13
	16 x 25 x 2	7
	16 x 24 x 2	4
	20 x 24 x 1	2
	14 x 20 x 2	28
	20 x 20 x 2	12
	14 x 25 x 2	48
	20 x 30 x 2	48
	242	Total Filters

Hernando High School (Quarterly)	Filter Size	Quantity
805 Dilworth Ln, Hernando MS 38632	14 x 25 x 2	10
	16 x 25 x 2	8
	16 x 20 x 4	18
	24 x 24 x 2	12
	18 x 24 x 2	36
	16 x 20 x 2	22
	16 x 16 x 2	52
	20 x 20 x 1	11
	20 x 25 x 1	14
	16 x 20 x 2	6
	16 x 24 x 2	12
	20 x 24 x 2	4
	20 x 24 x 4	2
	18 x 24 x 4	2
	16 x 20 x 4	2
	20 x 25 x 2	12
	20 x 20 x 2	20
	20 x 35 x 1	1
	16 x 25 x 1	4
	18 x 18 x 2	6
	Washables	113
	254	Total Filters
	113	Total Washables

Area 1 Breakdown-Bid #226-HVAC-DCS24

Walls Elementary School (Quarterly)	Filter Size	Quantity
6131 Delta View Rd., Walls MS 38680	12 x 20 x 1	1
	13 x 22 x 1	1
	14 x 20 x 2	4
	16 x 20 x 2	42
	16 x 25 x 1	8
	16 x 25 x 2	4
	16 x 24 x 2	8
	17 x 21 x 1	4
	20 x 20 x 1	5
	20 x 20 x 2	4
	20 x 25 x 1	36
	20 x 24 x 2	4
	121	Total Filters

Lake Cormorant Elementary (Every other month)	Filter Size	Quantity
3285 Wilson Mill Rd W., Lake Cormorant MS 38641	14 x 26 x 2	1
	16 x 20 x 2	12
	16 x 20 x 4	4
	16 x 24 x 2	4
	16 x 25 x 2	16
	18 x 24 x 2	8
	18 x 30 x 2	4
	20 x 20 x 1	46
	20 x 25 x 2	20
	20 x 25 x 4	6
	20 x 30 x 2	1
	122	Total Filters

Lake Cormorant Middle School (Every other month)	Filter Size	Quantity
3203 Wilson Mill Rd, Lake Cormorant MS 38641	16 x 20 x 2	22
	16 x 25 x 2	8
	20 x 20 x 1	30
	20 x 20 x 2	2
	20 x 25 x 1	26
	20 x 25 x 2	54
	20 x 25 x 4	18
	20 x 30 x 1	1
	161	Total Filters

Area 1 Breakdown-Bid #226-HVAC-DCS24

Lake Cormorant High School (Every other month)	Filter Size	Quantity
10201 Star Landing Rd, Lake Cormorant MS 38641	12 x 24 x 2	4
	14 x 26 x 2	66
	16 x 20 x 2	14
	16 x 20 x 4	2
	16 x 25 x 2	12
	16 x 25 x 4	2
	20 x 20 x 1	1
	20 x 25 x 2	98
	20 x 25 x 4	24
	20 x 30 x 2	66
	24 x 24 x 2	24
	Washables	24
	313	Total Filters
	24	Total Washables

Central Services Offices (Quarterly)	Filter Size	Quantity
5 E. South St., Hernando MS 38632	15 x 20 x 2	1
IT Building (Quarterly) 100 East Valley St., Hernando MS 38632	16 x 16 x 2	4
	16 x 20 x 2	8
	16 x 24 x 2	4
	16 x 25 x 1	13
	16 x 25 x 2	21
	18 x 24 x 1	1
	18.5 x 25 x 1	2
	20 x 20 x 1	2
	20 x 20 x 2	3
	20 x 24 x 2	10
	20 x 25 x 1	7
	20 x 25 x 2	2
	22 x 22 x 1	1
	Washables	8
	87	Total Filters
	9	Total Washables

Warehouse #2 (Quarterly)	Filter Size	Quantity
Kapik Dr, Hernando MS 38632	16 x 20 x 2	16
	16	Total Filters

Food Service (Quarterly)	Filter Size	Quantity
Kapik Dr., Hernando MS 38632	16 x 16 x 2	4
	16 x 20 x 2	4
	Washable	11
	8	Total Filters
	11	Total Washables

Area 2 Breakdown-Bid #226-HVAC-DCS24

Exhibit B

Area 2 Breakdown (Replacement Filter and Service)

This will be the second bid line item in reverse auction and will be bid as one overall cost. Vendor will provide a breakdown of charges on a per school basis upon award of bid for purchase order entry purposes.

**** Any changes needed to the number and size of filters due to addition of HVAC units or changes in existing HVAC units shall be discussed with HVAC Supervisor before being made.****

Total Filters for Area 2: 4790
Total Washables for Area 2: 120
Total Locations included in Area 2: 23

Transportation/Bus Shop (Quarterly)	Filter Size	Quantity	
2211 Central Pkwy, Southaven MS 38672	16 x 25 x 1	1	
	20 x 25 x 1	2	
	Washables	1	
		3	Total Filters
		1	Total Washables

DeSoto Central Primary (Quarterly)	Filter Size	Quantity	
3210 Getwell Rd, Southaven MS 38672	14 x 25 x 2	1	
	20 x 35 x 2	8	
	18 x 25 x 2	4	
	16 x 16 x 2	16	
	20 x 25 x 1	40	
	18 x 18 x 2	12	
	20 x 20 x 2	12	
	20 x 25 x 2	12	
	20 x 30 x 2	1	
	Washables	4	
		115	Total Filters
		4	Total Washables

Area 2 Breakdown-Bid #226-HVAC-DCS24

DeSoto Central Elementary (Quarterly)	Filter Size	Quantity
2411 Central Pkwy, Southaven MS 38672	14 x 20 x 2	4
	14 x 26 x 2	18
	16 x 24 x 2	4
	16 x 25 x 1	1
	16 x 25 x 2	82
	18 x 24 x 2	12
	20 x 20 x 1	3
	20 x 20 x 2	48
	20 x 24 x 2	4
	20 x 30 x 2	18
	24 x 30 x 2	6
	30 x 30 x 2	40
	240	Total Filters

Pleasant Hill Elementary School (Quarterly)	Filter Size	Quantity
7686 Pleasant Hill Rd, Olive Branch MS 38654	14 x 20 x 2	72
	16 x 16 x 2	16
	16 x 20 x 2	4
	16 x 24 x 2	4
	16 x 25 x 2	58
	18 x 26 x 2	4
	20 x 20 x 2	4
	20 x 24 x 1	7
	20 x 24 x 2	34
	20 x 25 x 2	14
	217	Total Filters

Area 2 Breakdown-Bid #226-HVAC-DCS24

DeSoto Central Middle School (Quarterly)	Filter Size	Quantity
2611 Central Pkwy, Southaven MS 38672	20 x 20 x 2	56
	24 x 24 x 2	12
	16 x 16 x 2	36
	20 x 25 x 1	14
	16 x 24 x 2	8
	20 x 25 x 2	4
	16 x 25 x 2	8
	16 x 20 x 2	180
	20 x 24 x 2	8
	20 x 20 x 1	22
	18 x 24 x 2	10
	20 x 35 x 2	12
	Washables	1
	370	Total Filters
	1	Total Washables

DeSoto Central High School (Quarterly)	Filter Size	Quantity
2911 Central Pkwy, Southaven MS 38672	20 x 20 x 2	68
	16 x 16 x 2	100
	16 x 25 x 2	64
	20 x 25 x 2	30
	16 x 24 x 2	4
	20 x 25 x 1	18
	18 x 24 x 2	4
	20 x 24 x 2	16
	14 x 25 x 2	10
	20 x 30 x 2	10
	16 x 20 x 2	12
	12 x 20 x 2	8
	24 x 24 x 2	24
	Washables	12
	368	Total Filters
	12	Total Washables

Area 2 Breakdown-Bid #226-HVAC-DCS24

Greenbrook Elementary School (Quarterly)	Filter Size	Quantity
730 Rasco Rd E., Southaven MS 38671	16 x 20 x 2	4
	20 x 20 x 2	10
	20 x 25 x 1	12
	14 x 25 x 1	28
	16 x 25 x 1	15
	20 x 25 x 2	4
	73	Total Filters

Lewisburg Primary School (Quarterly)	Filter Size	Quantity
1707 Craft Rd, Olive Branch MS 38654	14 x 25 x 1	2
	16 x 16 x 2	20
	16 x 25 x 2	6
	18 x 20 x 1	7
	18 x 28 x 1	10
	18 x 38 x 1	2
	18 x 46 x 1	1
	20 x 20 x 1	7
	20 x 20 x 2	8
	20 x 25 x 1	42
	20 x 25 x 2	8
	Washables	4
	113	Total Filters
	4	Total Washables

Lewisburg Elementary School (Quarterly)	Filter Size	Quantity
1717 Craft Rd, Olive Branch MS 38654	20 x 25 x 2	20
	18 x 24 x 2	30
	16 x 20 x 2	180
	16 x 25 x 2	12
	20 x 20 x 2	16
	24 x 24 x 2	12
	205	Total Filters

Area 2 Breakdown-Bid #226-HVAC-DCS24

Lewisburg Intermediate School (Quarterly)	Filter Size	Quantity
1711 Craft Rd, Olive Branch MS 38654	12 x 24 x 2	4
	14 x 26 x 2	52
	16 x 20 x 2	18
	16 x 20 x 4	6
	16 x 25 x 2	32
	20 x 25 x 2	44
	20 x 25 x 4	9
	20 x 30 x 2	52
	20 x 35 x 2	6
	24 x 24 x 2	12
	Washables	18
	235	Total Filters
	18	Total Washables

Lewisburg Middle School (Quarterly)	Filter Size	Quantity
2605 Hwy. 305 South, Hernando MS 38632	16 x 16 x 2	252
	18 x 24 x 2	69
	Washables	5
	321	Total Filters
	5	Total Washables

Lewisburg High School (Quarterly)	Filter Size	Quantity
1755 Craft Rd, Olive Branch MS 38654	14 x 25 x 2	50
	20 x 30 x 2	50
	16 x 16 x 2	32
	20 x 25 x 4	18
	20 x 25 x 2	92
	16 x 24 x 2	12
	16 x 20 x 2	22
	16 x 25 x 4	2
	16 x 25 x 2	14
	18 x 24 x 2	24
	Washables	5
	316	Total Filters
	5	Total Washables

Area 2 Breakdown-Bid #226-HVAC-DCS24

Southaven Intermediate School (Quarterly)	Filter Size	Quantity
175 Rasco Rd, Southaven MS 38671	12 x 24 x 2	24
	20 x 20 x 2	4
	14 x 25 x 2	64
	16 x 24 x 2	4
	16 x 25 x 2	4
	18 x 24 x 2	5
	20 x 24 x 2	8
	20 x 30 x 1	2
	20 x 30 x 2	64
	16x20x2	36
		215 Total Filters

Career Tech East (Quarterly)	Filter Size	Quantity
8890 Deerfield Dr, Olive Branch MS 38654	20 x 25 x 2	8
	20 x 30 x 1	2
	Washable	8
		10 Total Filters
		8 Total Washables

Center Hill Elementary School (Quarterly)	Filter Size	Quantity
13662 Center Hill Rd, Olive Branch MS 38654	12 x 24 x 2	36
	24 x 24 x 2	12
	20 x 24 x 2	12
	16 x 20 x 2	10
	14 x 25 x 2	44
	20 x 30 x 2	44
	20 x 20 x 2	8
	14 x 20 x 2	16
	14 x 20 x 2	16
		198 Total Filters

Overpark Elementary School (Quarterly)	Filter Size	Quantity
8530 Forest Hill Irene, Olive Branch MS 38654	16 x 20 x 2	180
	18 x 24 x 2	36
	16 x 25 x 2	4
	20 x 20 x 2	4
	24 x 24 x 2	12
	20 x 25 x 2	24
		260 Total Filters

Area 2 Breakdown-Bid #226-HVAC-DCS24

Center Hill Middle School (Quarterly)	Filter Size	Quantity
8756 Forest Hill Irene, Olive Branch MS 38654	12 x 24 x 2	4
	14 x 25 x 2	46
	20 x 30 x 2	46
	16 x 20 x 1	1
	16 x 20 x 2	18
	16 x 20 x 4	6
	16 x 25 x 2	36
	20 x 25 x 2	36
	20 x 25 x 4	9
	24 x 24 x 2	12
	Washables	18
	214	Total Filters
	18	Total Washables

Center Hill High School (Quarterly)	Filter Size	Quantity
13250 Kirk Rd, Olive Branch MS 38654	16 x 20 x 2	54
	16 x 16 x 2	84
	16 x 25 x 2	70
	14 x 25 x 2	18
	20 x 20 x 2	40
	14 x 20 x 2	4
	20 x 25 x 2	102
	16 x 24 x 2	28
	15 x 20 x 2	8
	12 x 20 x 2	40
	Washables	5
	448	Total Filters
	5	Total Washables

Olive Branch Elementary School (Quarterly)	Filter Size	Quantity
9549 Pigeon Roost, Olive Branch MS 38654	14 x 25 x 1	29
	16 x 20 x 1	4
	16 x 20 x 2	4
	16 x 25 x 1	16
	16 x 25 x 2	4
	20 x 20 x 2	4
	20 x 25 x 1	5
	66	Total Filters

Area 2 Breakdown-Bid #226-HVAC-DCS24

Chickasaw Elementary School (Quarterly)	Filter Size	Quantity
6391 Chickasaw, Olive Branch MS 38654	20 x 20 x 2	13
	20 x 25 x 2	4
	18 x 24 x 2	10
	20 x 24 x 2	8
	14 x 25 x 2	7
	20 x 30 x 2	7
	14 x 20 x 2	8
	16 x 20 x 2	20
	20 x 20 x 1	16
	18 x 25 x 2	12
	20 x 25 x 1	6
	24 x 24 x 2	1
	24 x 24 x 2	1
	113	Total Filters

Olive Branch Intermediate School (Quarterly)	Filter Size	Quantity
8631 E. Pigeon Roost, Olive Branch MS 38654	12 x 24 x 2	8
	16 x 25 x 2	5
	20 x 25 x 1	21
	20 x 25 x 2	24
	24 x 24 x 2	11
	Washables	8
	69	Total Filters
	8	Total Washables

Area 2 Breakdown-Bid #226-HVAC-DCS24

Olive Branch Middle School (Quarterly)	Filter Size	Quantity
6530 Blocker St, Olive Branch MS 38654	10 x 49 x 1	39
	12 x 24 x 2	3
	14 x 20 x 2	32
	14 x 27 x 2	1
	16 x 20 x 2	4
	16 x 24 x 2	8
	16 x 25 x 1	1
	16 x 25 x 2	30
	20 x 20 x 2	12
	20 x 24 x 2	4
	20 x 25 x 1	6
	20 x 25 x 2	22
	20 x 30 x 2	1
	24 x 24 x 1	1
	24 x 24 x 2	9
	Washables	31
	173	Total Filters
	31	Total Washables

Olive Branch High School (Quarterly)	Filter Size	Quantity
9366 E. Sandidge Rd, Olive Branch MS 38654	14 x 20 x 2	120
	16 x 16 x 2	12
	16 x 20 x 2	55
	16 x 20 x 4	4
	16 x 24 x 2	20
	16 x 25 x 2	101
	20 x 20 x 2	36
	20 x 24 x 2	2
	20 x 25 x 2	20
	22 x 24 x 2	2
	24 x 24 x 2	26
	398	Total Filters