

**SCHOOL BOARD  
CONTRACT SUMMARY FORM  
2021-2022**

**Contract Name:** Purchase of Medify MA-112 Replacement Filters

**Action Sought by School Board:**  Approval of a Contract  Approval of an RFP to Solicit Services

**Amount:** \$199,275.00

**Source of Funds:** ESSER II (Contingent Upon Funding)  District-Based  School Based

**Length of Contract** (list start date and end date): **N/A – Purchase Only**

**PPSD Contact:** Molly Hannon, Jason Menard

**Contract Type:**  New  Renewal  Extension  Amendment

**Board of Contract & Supply and City Council (if applicable) Approval Date(s):** N/A

**Staff Recommendation & Analysis**

*Provide 1-2 sentences for staff recommendation.*

*Provide 3-5 bullet points for staff analysis that supports the recommendation.*

**Staff Recommendation:**

PPSD recommends that this purchase of 1,650 pairs of HEPA 13 replacement filters for the Medify Air MA-112 units be made directly from the manufacturer, Medify. The cost of this purchase is \$199,275.00. This purchase supplements the three previous purchases that the School Board considered and approved in April 2021, June 2021, and September 2021. These units are currently being used district-wide.

**Staff Analysis:**

The Operations and Purchasing teams first went out to bid for the purchase of these filters in winter/spring 2021, and after evaluating the submitted pricing from responsive bidders, chose to separately solicit pricing directly from the manufacturer. While the manufacturer did not bid, they are the lowest cost proposal and it is the position of the departments that purchasing directly from the manufacturer, rather than a retailer, is the best and most cost effective option at this time.

**Alternatives**

*Provide a numbered list for what the alternatives are to this recommendation.*

**In one numbered list, describe the deliverables of the contract and the projected impact upon or relationship to student achievement.**

*Provide a numbered list of every deliverable identified in the contract and summarize the contract's overall relationship to student achievement.*

There are no alternatives to this recommendation at this time. The additional units and filters are needed in order to reach additional spaces in schools and office buildings throughout the district.

**In no more than three paragraphs, describe the accountability measures that will ensure that the vendor meets all requirements set forth in the contract and that the district is able to maintain a record of the quality of the services. These need to be performance-based in nature.**

*Every contract should include explicit language requiring vendor accountability, i.e. required program evaluation or the submission of a final report summarizing progress against each itemized deliverable.*

All items will be shipped directly to the PPSD warehouse and accounted for by the Operations team. They will be distributed as needed to schools and PPSD buildings.

**In a short numbered list, describe spending breakdown by type of service.**

*If the contract includes multiple components, detail the total proposed contract amount by type of service, i.e. licensing fees, purchased services, professional development, technical assistance, supplies and materials, etc.*

<b>Proposed Budget</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Dollar Amount</b>
Medify Air MA-112 HEPA 13 Replacement Filters	<b>1,650</b>	<b>\$111.20</b>	<b>\$183,480.00</b>
		<b>Freight</b>	<b>\$15,795.00</b>
		<b>Total</b>	<b>\$199,275.00</b>

PPSD will be invoiced upon receipt of goods.