



**PURCHASING ITEM  
FOR  
COUNCIL AGENDA**

**1. Agenda Item Number:**

**34**

**2. Council Meeting Date:**

October 25, 2012

**TO: MAYOR & COUNCIL**

**3. Date Prepared:** October 4, 2012

**THROUGH: CITY MANAGER**

**4. Requesting Department:** Management Services

**5. SUBJECT:** Approve the use of State of Arizona Contract No. ADSPO11-003779 with Aire Filter Products, Inc. for the purchase of HVAC Filters in an amount not to exceed \$75,000.

**6. RECOMMENDATION:** Recommend approval to use the State of Arizona Contract No. ADSPO11-003779 with Aire Filter Products, Inc. for the purchase of HVAC Filters in an amount not to exceed \$75,000.

**7. HISTORICAL BACKGROUND/DISCUSSION:** The City's Central Supply Division stocks approximately sixty (60) HVAC Filters for use by the Building/Facilities Division as well as the Housing Division and the Municipal Utilities Department. The City has not spent in excess of the council approval amount of \$50,000/yr. until recently. Recently constructed buildings such as the Boy's and Girl's Club, Fire Administration and City Hall have required additional quantities of filters. During the past year, the City spent approximately \$64,000 for these filters. The requested amount allows for fluctuations in future usage.

**8. EVALUATION PROCESS:** The State of Arizona, State Procurement Office has had a statewide contract for HVAC Filters for many years. Council has approved the State's cooperative contracts as an approved option to the City doing all its own bids. The City, as well as all state agencies and many political subdivisions have utilized the HVAC Filter contracts due to the volume based pricing the State gets. The State will be re-bidding the statewide contract early next year and the City will participate up front in that solicitation. The State's volume in the past year on this contract exceeded \$700,000. Staff regularly reviews pricing under other local and national cooperative contracts and have found the State contract to be the most advantageous.

**9. FINANCIAL IMPLICATIONS:** Funds for the requested supplies will come from the General Fund, Inventory account (101.000.0000.1516). Individual cost centers will be charged for the supplies as they are issued from Central Supply.

**10. PROPOSED MOTION:** Move to approve the use of State of Arizona Contract No. ADSPO11-003779 with Aire Filter Products, Inc. in an amount not to exceed \$75,000.

**APPROVALS**

**11. Requesting Department**

Robert Descheemaker / RDD  
Robert Descheemaker, CPPB  
Purchasing and Materials Supervisor

**12. Department Head**

Dawn Lang  
Dawn Lang  
Management Services Director

**13. Procurement Officer**

Mike Mandt / MM  
Mike Mandt, CPPB  
Acting Purchasing Supervisor

**14. City Manager**

Rich Dlugas  
Rich Dlugas