



# PURCHASING DEPARTMENT

TWELVE EAST 4<sup>TH</sup> AVENUE, SUITE 106 • ROME, GEORGIA 30161

PHONE: 706.291.5118 • FAX: 706.290.6099 • [www.rome-floyd.com](http://www.rome-floyd.com)

Date: 19 Feb 2016  
To: Air Filter Supplies and Manufactures  
Subj: RFQ 16-0304 AIR FILTERS

Floyd County is requesting a quote for new Air Filters for our Facilities Department. All quotes will be submitted on the attached quote spreadsheet. Also return the acknowledgement page.

Quantities listed are an **approximate semi-annual usage total**. Suppliers should expect approximately 2 to 3 orders annually. This agreement will be for fixed pricing for 1 year from date of award. Floyd County will not be bound to minimum orders. Orders may be placed for any quantity based the on need of the County.

Quotes are to include all costs including shipping and delivery. **Quotes submitted will be FOB Destination (Rome Ga. 30161)**. Quotes are to remain valid for a period of 30 days maximum from the date of quote until an award is made but no later than 30 days.

Quotes are due no later than **2pm March 4 2016**. Quotes may be submitted by Email, Fax, US Mail or hand delivered to this office. Fax 706-290-6099 – Email [Graye@floydcountyga.org](mailto:Graye@floydcountyga.org)

**Any questions regarding this RFQ will be sent to Everett Gray, Purchasing Agent, 706 291-5118 or [graye@floydcountyga.org](mailto:graye@floydcountyga.org), or Fax 706 290-6099**

## PAYMENT TERMS & OPTIONS

If Purchase Order is used for ordering; invoices are paid within 30 days of the invoice date unless terms preapproved by both the County and the provider. A discount for early payment may be considered if noted on the quote sheet. Invoices submitted for payment will reference the Purchase Order Number provided. Submit invoice to this office.

If the provider accepts VISA, then the County will provide the Credit Card information at the time of order, however the provider must agree that the charge will not be processed until such time as the goods are shipped. A paid receipt or invoice will be provided to the card bearer.

### BOARD OF COMMISSIONERS

LARRY MAXEY, CHAIRMAN  
RHONDA S. WALLACE, VICE-CHAIRMAN  
IRWIN BAGWELL  
GARRY FRICKS  
SCOTTY HANCOCK

### ADMINISTRATION

NANCY LAM, CPPB, CPPO, PURCHASING DIRECTOR  
EVERETT GRAY, CPPB, PURCHASING AGENT

FLOYD COUNTY  
**Acknowledgement page**  
RFQ 16-0304 AIR FILTERS  
Quotes due no later than 4 March 2016 at 2PM

**GENERAL:** Quotes are for new air filters only for the Floyd County Facilities Department. The quantities listed in the spreadsheet are approximate semi-annual usages. Suppliers should expect approximately two (2) to three (3) orders annually. Suppliers may submit any brand however minimum efficiency filtration percentages must be met. A part number, MERV Rating, Filters per box and Pricing is to be provided. A Minimum Efficiency Reporting Value (MERV) Chart is also provided for the dust spot efficiency as indicated in specification on the spreadsheet.

**AGREEMENT**

Fixed pricing is to include all costs including delivery for a 1 year period from award. Floyd County will issue an award letter and an order to the successful supplier immediately following the award.

**Acknowledgment: Person authorized to act on behalf of the company bidding**

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<b>Printed Name</b>	<b>Title</b>	<b>Signature</b>
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<b>Company Name</b>	<b>Phone</b>
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**DELIVERY TIMELINE**

- Days to delivery ARO \_\_\_\_\_ Calendar days

**PAYMENT OPTIONS**

- Please indicated preferred method of payment: \_\_\_\_\_  
CHECK or CREDIT CARD with no additional fees

**DELIVERY & NOTIFICATION:**

- Floyd County does not have a dock to take delivery. Delivery will be taken from the street
- Successful bidder will provide delivery notification 24hrs in advance to Ryan Davis, Floyd County Facilities Manager. Cell 687-733-1618 Office 706-236-2486 or Email [davisryan@floydcountyga.org](mailto:davisryan@floydcountyga.org)

**DELIVERY LOCATION**

Forum Civic Center, Attn: Ryan Davis (Facilities Manager), 2 Government Plaza, Rome Ga. 30161

**SUBMISSION REQUIREMENTS**

This acknowledgement page, spreadsheet of filter pricing, and a current W-9

# MERV RATING CHART

Standard 52.5 Minimum Efficiency Reporting Value	Dust Spot Efficiency	Arrestance	Typical Controlled Contaminant	Typical Applications and Limitations	Typical Air Filter/Cleaner Type
20	n/a	n/a	< 0.30 pm particle size	Cleanrooms	≥99.999% eff. On .10-.20 pm Particles
19	n/a	n/a	Virus (unattached)	Radioactive Materials	Particles
18	n/a	n/a	Carbon Dust	Pharmaceutical Man.	Particulates
17	n/a	n/a	All Combustion smoke	Carcinogenetic Materials	≥99.97% eff. On .30 pm Particles
16	n/a	n/a	.30-1.0 pm Particle Size	General Surgery	<b>Bag Filter-</b> Nonsupported microfibre fiberglass or synthetic media, 12-36 in. deep, 6-12 pockets
15	>95%	n/a	All Bacteria	Hospital Inpatient Care	<b>Box Filter-</b> Rigid Style Cartridge Filters 6 to 12" deep may use lofted or paper media.
14	90-95%	>98%	Most Tobacco Smoke	Smoking Lounges	
13	89-90%	>98%	Proplet Nuceli (Sneeze)	Superior Commercial Buildings	
12	70-75%	>95%	1.0-3.0 pm Particle Size Legionella	Superior Residential	<b>Bag Filter-</b> Nonsupported microfibre fiberglass or synthetic media, 12-36 in. deep, 6-12 pockets
11	60-65%	>95%	Humidifier Dust Lead Dust	Better Commercial Buildings	<b>Box Filter-</b> Rigid Style Cartridge Filters 6 to 12" deep may use lofted or paper media.
10	50-55%	>95%	Milled Flour Auto Emissions	Hospital Laboratories	
9	40-45%	>90%	Welding Fumes		
8	30-35%	>90%	3.0-10.0 pm Particle Size	Commercial Buildings	<b>Pleated Filters-</b> Disposable, extended surface area, thick with cotton-polyester blend media, cardboard frame
7	25-30%	>90%	Mold Spores Hair Spray	Better Residential	<b>Cartridge Filters-</b> Graded density viscous coated cube or pocket filters, synthetic media
6	<20%	85-90%	Fabric Protector Dusting Aids	Industrial Workplace	<b>Throwaway-</b> Disposable synthetic panel filter.
5	<20%	80-85%	Cement Dust Pudding Mix	Paint Booth Inlet	
4	<20%	75-80%	>10.0 pm Particle Size	Minimal Filtration	<b>Throwaway-</b> Disposable fiberglass or synthetic panel filter.
3	<20%	70-75%	Pollen Dust Mites	Residential	<b>Washable-</b> Aluminum Mesh
2	<20%	65-70%	Sanding Dust Spray Paint Dust		<b>Electrostatic-</b> Self charging woven panel filter.
1	<20%	<65%	Textile Fibers Carpet Fibers	Window A/C Units	