

Term Contract No. 031B

STATE OF NORTH CAROLINA, DEPARTMENT OF ADMINISTRATION		
DIVISION OF PURCHASE AND CONTRACT		
116 West Jones Street, Raleigh, NC 27603-8002		
Term Contract	031B	Filters, Air (HVAC)
Effective Dates	May 7, 2009 through May 6, 2012	
Bid Number	801675	
Administrator	Bernell Bright	
Phone	(919) 807-4536	
Fax	(919) 807-4510	
E-Mail	bernell.bright@doa.nc.gov	
Last Updated	11/25/11	

1. General Information

This contract intended to cover the State's normal requirements for air filters for use in heating, ventilating and air conditioning systems. The Standard Specification for this commodity may be viewed at www.ncpandc.gov/splist.htm (**Specification #4130-1**)

2. Scope of Contract

The scope of this contract is limited to HVAC filters. This contract is for use by all state agencies, departments, institutions, universities, community colleges (except those exempted by statute), and certain non-state agencies.

NON-STATE AGENCIES ELIGIBLE TO PARTICIPATE IN THIS CONTRACT

In accordance with North Carolina General Statutes, certain non-state entities described below, may participate in this contract on a voluntary basis. Any of the non-state entities that choose to participate in this contract must abide by the terms and conditions that are set forth in this contract.

Nonprofit corporations operating charitable hospitals, local nonprofit community sheltered workshops or centers that meet standards established by the Division of Vocational Rehabilitation of the Department of Health and Human Services, private nonprofit agencies licensed or approved by the Department of Health and Human Services as child placing agencies, residential child-care facilities, private nonprofit rural, community, and migrant health centers designated by the Office of Rural Health and Resource Development, private higher education institutions, counties, public school units, cities, towns, governmental entities, volunteer fire departments, rescue squads, and other subdivisions of the State and public agencies thereof.

3. Taxes

Prices or Discounts shown in NC E-Procurement do not include any North Carolina sales or use taxes.

4. Abnormal Quantities

No abnormal quantity is specified by this division for this contract. Upon request, the Division of Purchase & Contract will assist any state agency in the procurement of any single large purchase of products from this contract.

Users of this contract are authorized to negotiate additional discounts with contractors, or authorized dealers, for large quantity purchases or for other procurements where additional discounts may be appropriate

5. Minimum Orders

This contract will be for a minimum order of \$100.00 for any single order. Agencies are authorized to purchase from best available sources on orders less than this minimum order value. This provision shall not be used by an agency to circumvent the intent of the contract. If an agency elects to place an order for less than the minimum order value, and the contractor elects to accept such order, then transportation charges will be prepaid and added to the invoice.

6. Placement of Orders

Orders will be placed throughout the contract period on an as-needed basis for the quantity required at the time, and will be issued directly to the respective contractor(s) or their designated suppliers. Contract changes, if any, over the life of the contract are implemented by contract addenda released by the Contract Administrator to the contractor. If the contractor is accepting orders and/or delivering through other parties, for example a manufacturer accepting orders and delivering

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through a dealer network or dealers receiving orders through a network of other dealers, then it is the responsibility of the contractor to apprise such parties of all such contract addenda.

Contract is awarded to nine (9) vendors through four (4) categories. Not all vendors are in each category. Also, each vendor has loaded their **top ordered items in the NC E-Procurement** system. Please contact the vendor if you have problems understanding their product price list. Please contact the help desk @ (888 211-7440) with any procurement problems.

Note: Non-State agencies ordering from this contract are to place the order with the contractor noted.

Order Placement Via E-Procurement (Catalog Items)

- Click on the following link: [E-Procurement Users](#)
- When placing an order in the e-procurement system, the very first thing to do is to go to the catalog tab and select options. After you have selected options, select contract ID. In the contract ID space type in the contract ID number, **031B**
- Please make sure the keywords space is blank and the contract ID is typed in the contract ID section.
- After selecting the contract ID and to narrow the search to a particular manufacturer select the manufacturer from the drop down
- When the item to be ordered has been located complete the requisition and issue the purchase order.

Non E-Procurement Users

The E-Procurement Public View will be the only place for Non E-Procurement Users to view the item/pricing information.

- Click on the following link: [E-Procurement Public View](#)
- For online assistance regarding item searching; click on the **“How to”** underlined link located near the upper-right hand corner.

The screenshot displays the Ariba Buyer E-Procurement Public View interface. The page title is "Ariba Buyer - Microsoft Internet Explorer provided by NC Department of Administration". The address bar shows "http://contracts.ncgov.com/Buyer/Main/aw/aw.htm". The page features a search bar with the text "72,000 items found" and a list of categories including Agricultural Equipment, Building Materials, Educational Equipment, Furniture, Machines, Appliances, Electrical Clocks, Clothing & Textile Items, Food & Related Items, Highway Construction Equipment, and Medical & Lab Equipment. A red arrow points to a red circle around the "How To" link in the upper right corner of the search area.

Order Instruction Via E-Procurement (Additional Items not Included in Catalog)

The E-procurement template lists only the most commonly ordered items.

- **For other items**, contact the vendor representative to obtain updated NC pricing for items **not specifically listed in E-procurement**. These prices are to be MSRP less a set discount.
- Return to your eRequisition in E-Procurement
- Click Next
- Click on the “Create Non-Catalog Item” button
- In the field titled “Full Description”, type in “***Air Filters order per contract 031B, bid #801675***” plus additional descriptive text
- In the field titled “Commodity Code”, click on the +, select one of the following 031B commodity codes:
031-44: Filters, Air Conditioning/Furnace (Permanent Type)
031-45: Filters, Air Conditioning/Furnace (Disposable Types)
- In the field titled “Supplier”, click on the +, select the vendor and location that provided you with the quote or an authorized reseller
- In the field titled “Supplier Part #”, enter the part number provided by the vendor
- In the field titled “Quantity”, list the quantity of your order
- In the field titled “Unit of Measure”, leave the default EACH
- In the field titled “Price”, type in the total price as provided by vendor’s official configuration quote with NC pricing
- On the drop down box next to “Contract?” select “Statewide”
- When you select "Statewide", the "Contract ID" Field appears.
- Select “**031B: Filters Air (HVAC)**” from the dropdown
- Complete all other appropriate information on this page and click “OK”
- Complete the Shipping and Accounting areas and all other appropriate information and add comments, if necessary. Click “OK”; repeat the “Edit” steps for all State Contract line items; when completed click “Summary”
- On the View Line Items page select the checkbox next to the item and click “Edit” to access the Edit Line Item page
- If necessary, in the “Comments – Entire eRequisition” comments box, type in the following “See attached official configuration quote #xxxxx”
- Click Add Attachment, browse for the saved official configuration quote on your computer, select it, and click OK
- Make sure the attachment name appears below the comments box
- Continue your order placement process and submit your eRequisition

7. Delivery

The contractor(s) will complete delivery within the number of consecutive calendar days shown in the section of this contract listed as "Item Pricing Information". In the event the delivery is not received within the contract delivery period, the contractor may be held in default in accordance with paragraph 1, DEFAULT AND PERFORMANCE BOND in the North Carolina General Contract Terms and Conditions, and the state may procure the articles or services from other sources and hold the contractor responsible for excess cost occasioned thereby.

RETURN GOODS POLICY:

Products returned because of quality problems, duplicated shipments, outdated product, etc., shall be picked up by the contractor within 5 business days after notification with no restocking charge and replaced with specified products or the agency shall be credited or refunded for the full purchase price. Standard stock products ordered in error by agencies must be returned for credit within 15 days of receipt. Contractors may charge a reasonable restocking fee for such returns.

Contractors may elect to waive the restocking fee. (As shown in the section of this contract listed as "Item Pricing Information")

8. Item Pricing Information

Pricing information for this contract is available only through the NC E-Procurement Service. Only the most commonly ordered items are listed. If you need pricing on the items not listed, call the contractor.

THE PUBLIC VIEW LINK & SEARCH TIPS ARE HERE FOR YOUR CONVENIENCE.

REVIEW THE SEARCH TIPS, THEN CLICK THE PUBLIC VIEW LINK BELOW TO GO TO THE SEARCH BOX.

SEARCH TIPS (TYPE ONLY 1 OF THE TIPS IN THE SEARCH BOX)	SEARCH RESULTS
031B	AWARDED MOST COMMONLY USED ITEMS
<i>Filter, Air (HVAC)</i>	AWARDED MOST COMMONLY USED ITEMS
Airflow Products Company, Inc.	TOP ITEMS OFFERED ON THIS CONTRACT
Capital Air Filters, Inc.	TOP ITEMS OFFERED ON THIS CONTRACT
Bruce Air	TOP ITEMS OFFERED ON THIS CONTRACT
AAF-McQuay Inc.	TOP ITEMS OFFERED ON THIS CONTRACT
Purolator-Clarcor Air Filtration Products	TOP ITEMS OFFERED ON THIS CONTRACT
Koch Filter Corporation	TOP ITEMS OFFERED ON THIS CONTRACT
Hoffman, Inc.	TOP ITEMS OFFERED ON THIS CONTRACT
Flanders Filters	TOP ITEMS OFFERED ON THIS CONTRACT
Tri-Dim Filter Corporation	TOP ITEMS OFFERED ON THIS CONTRACT

Click on the following link to search for product and pricing: <http://contracts.ncgov.com/Buyer/Main/aw?awh=>

or

PUBLIC VIEW LINK

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Contract Number / Contractor	DELIVERY (DAYS)	CONTRACTOR AGREE TO WAIVE MINIMUM ORDER REQUIREMENTS AND SHIP ALL ORDERS F.O.B. DESTINATION	RESTOCKING FEE (see provision under Item # 7 Delivery/Return Good Policy)
031B Tri-Dim Filter Corporation	7-Days	Yes	20%- Restocking fee
031B Airflow Products Company, Inc.	7-Days	NO	15% - Restocking fee
031B Capital Air Filters, Inc.	3-5-Days	NO	Agency to pay return shipping cost only
031B Bruce Air	7-Days	NO	25%- Restocking fee
031B AAF-McQuay Inc.	7-Days	NO	15% - Restocking fee
031B Purolator-Clarcor Air Filtration Products	7-Days	NO	15% - Restocking fee
031B Koch Filter Corporation	7-10-Days	NO	15% - Restocking fee
031B Hoffman, Inc.	10-12-Days	NO	15% - Restocking fee 10% on standard size filters, plus actual freight charges no return on special size filters
031B Flanders Filters	10-Days	NO	25%- Restocking fee

9. Transportation Charges

All goods shall be delivered FOB DESTINATION for all orders equal to, or greater, than the **minimum order**, when shipped to a single destination. Orders for less than the **minimum order** will be shipped prepaid, with transportation charges added to the invoice as a separate item. Transportation charges levied by the contractor for orders equal to, or greater than the **minimum order**, when shipped to a single destination, may be cause for removal of the contractor from the contract. In instances where the contractor makes partial shipments of an order to one destination which is equal to, or greater than, the **minimum order**, all shipments of the order shall be sent FOB DESTINATION with NO additional transportation charges.

NOTE: All shipments should be inspected for damage immediately upon receipt.

10. Price Lists and Catalogs

The successful contractor must furnish descriptive literature to any agency within seven (7) consecutive days after request of the agency. Failure to comply with these requirements may subject the contractor to removal from the contract.

11. Contractors

All known minority, women and disabled owned businesses, as well as disabled business enterprises and nonprofit work centers for the blind and severely disabled, including dealers, will be identified with "Minority owned" "Woman owned", "Disabled Owned", "DBE" or "BSD" as appropriate after the vendor number. This is being done in an effort to recognize these businesses and to encourage and promote their use to the greatest extent permitted by law.

When more than one supplier is listed for a particular item, selection should be made, whenever possible, from any of the groups identified above, consistent with agency needs and price considerations.

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Contractor Name / Number	Address		Phone Fax
<p>Tri-Dim Filter Corporation</p> <p>AUTHORIZED DEALER AND SERVICE PROVIDER</p> <p>AUTHORIZED DEALER AND SERVICE PROVIDER</p> <p>AUTHORIZED DEALER AND SERVICE PROVIDER</p>	<p>93 Industrial Drive Louisa, VA 23093-4126</p> <p>Tri-Dim 60 Morning Mist. Dr. Garner, NC. 27529</p> <p>Tri-Dim 93 Industrial Drive Louisa, VA. 23093</p> <p>Tri-Dim 93 Industrial Drive Louisa, VA. 23093</p>		<p>Scott Barton 919 345-3565 800-458-9835 Fax: 540-967-2835 888-892-1915 Pager s.barton@tridim.com</p> <p>Scott Barton – 919 345-3565 Fax – 540 967-2835 s.barton@tridim.com</p> <p>Joy Silver – 800 458-9835 Fax: 540 967-2835 j.silver@tridim.com</p> <p>Hank Atkinson – 704-609-4353 Fax: 540-967-2835 j.atkinson@tridim.com</p>
<p>Airflow Products Co. Inc.</p> <p>AUTHORIZED DEALER AND SERVICE PROVIDER</p> <p>AUTHORIZED DEALER AND SERVICE PROVIDER</p>	<p>100 Oak Tree Drive Selma, NC 27576</p> <p>Capital Air Filters, Inc. 6101 Westgate Road Raleigh, NC 27617</p> <p>United Air Filters 1000 W. Palmer Charlotte, NC 28226</p>		<p>Jeff Holt 919 975-0240 919 975-0250 Fax jeff@airflowproducts.net</p> <p>Julie Hoffman – 919 757-8211 Fax: - 919 326-1568 Julie@filtersonline.com</p> <p>Bill Kinney, Jr. - 704 334-5314 Fax: - 704 375-2841 billkinneya@aol.com</p>
<p>Purolator-A Clarcor Company</p>	<p>100 river ridge circle Jeffersonville, IN 47130</p>		<p>Mitch Goss mgoss@clclair.com</p> <p>502-974-6972 FX 502 415-7203</p>
<p>Capital Air Filters, Inc</p>	<p>6101 Westgate Road Raleigh, NC 27617</p>		<p>Julie K. Hoffman 919 785-9881 919 326-1568 Fax Julie@filtersonline.com</p>

13. Warranty

Contractor guarantees items offered to be free from any and all defects in material, packaging and workmanship and agrees to replace defective items promptly at no charge to the State, for a period of (90) days from date of acceptance. Such replacement shall include parts, freight, labor, and round-trip travel to the user's site, which will all be the responsibility of the contractor.

14. Contract Addenda

Addendum	Effective Date	Description
1.	June 3, 09	Vendor AAF company name update
2	July 9, 2009	Updated contact info for Capital Air Filters
3.	August 18, 09	Updated email address for a contact for Hoffman-Hoffman brian.keefer@hoffman-hoffman.com
4	April 25, 2011	Updated contact for Koch Filter from Terry Taylor to Frederica Marshall
5.	May 1, 2011	Contract extended for 1 year as per the provision in the contract
6.	Oct. 25,11	Clarcor contact update