

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 February 28, 2017	
Bid Number	801675	
Administrator	Bahaa Jizi	
Braley	(919) 807-4520	
Fax	(919) 807-4510	
E-Mail	Bahaa.jizi@doa.nc.gov	
Last Updated	October 20, 2016	

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 <http://www.pandc.nc.gov/SPECS/s4130-1.pdf> (**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.

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 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.

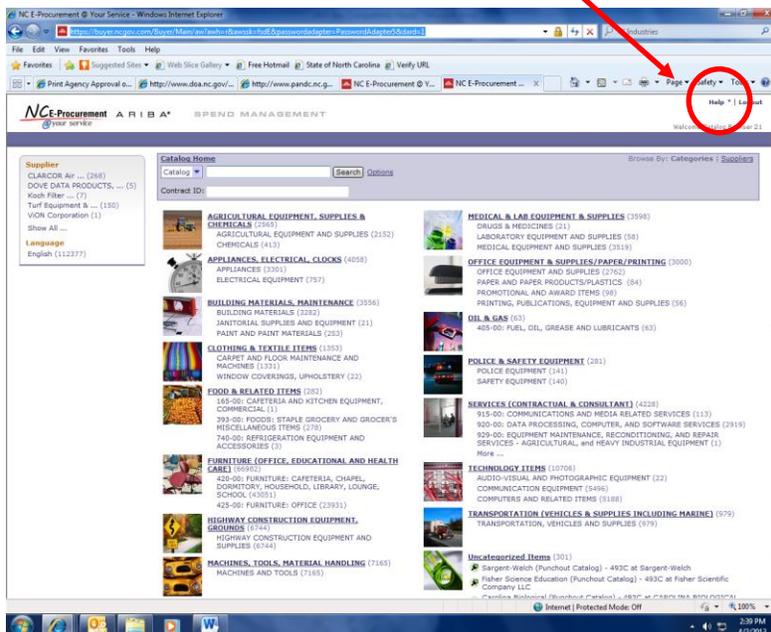
Order Placement Via E-Procurement (Catalog Items)

- a. Click on the following link: [E-Procurement Users](#)
- b. 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**
- c. Please make sure the keywords space is blank and the contract ID is typed in the contract ID section.
- d. After selecting the contract ID and to narrow the search to a particular manufacturer select the manufacturer from the drop down
- e. 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.

- a. Click on the following link: <https://buyer.ncgov.com/PublicView/>
- b. **For assistance regarding item searching; click on the “Help” link located near the upper-right hand corner.**



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

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

- a. 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.
- b. [Return to your eRequisition in E-Procurement](#)
 - a. [Click Next](#)
 - b. [Click on the "Create Non-Catalog Item" button](#)
 - c. [In the field titled "Full Description", type in "Air Filters order per contract 031B, bid #801675" plus additional descriptive text](#)
 - d. [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 \(Disposable Types\)](#)
 - a-e. [In the field titled "Supplier", click on the +, select the vendor and location that provided you with the quote or an authorized reseller](#)
 - f. [In the field titled "Supplier Part #", enter the part number provided by the vendor](#)
 - g. [In the field titled "Quantity", list the quantity of your order](#)
 - h. [In the field titled "Unit of Measure", leave the default EACH](#)
 - i. [In the field titled "Price", type in the total price as provided by vendor's official configuration quote with NC pricing](#)
 - j. [On the drop down box next to "Contract?" select "Statewide"](#)
 - k. [When you select "Statewide", the "Contract ID" Field appears.](#)
 - l. [Select "031B: Filters Air \(HVAC\)" from the dropdown](#)
 - m. [Complete all other appropriate information on this page and click "OK"](#)
 - n. [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"](#)
 - o. [On the View Line Items page select the checkbox next to the item and click "Edit" to access the Edit Line Item page](#)
 - p. [If necessary, in the "Comments – Entire eRequisition" comments box, type in the following "See attached official configuration quote #xxxxx"](#)
 - q. [Click Add Attachment, browse for the saved official configuration quote on your computer, select it, and click OK](#)
 - r. [Make sure the attachment name appears below the comments box](#)
 - s. [Continue your order placement process and submit your eRequisition](#)

7. 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.

8. 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.

****** All shipments should be inspected for damage immediately upon receipt. ******

9. Returns

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")

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. Delivery

The contractor(s) will complete delivery within the number of consecutive calendar days shown in the section of this contract listed below. 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.

12. Substitutions

Substitutions are not permitted without prior approval of the Division of Purchase and Contract. Failure of the contractor to comply with this requirement may result in the removal of the contractor from the contract.

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.

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14. Contractors/Minimum Order Requirements/Restocking Fees

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.

*** Authorized Dealer and Service Providers are indicated below the main contact for each contractor.**

Contractor	Address	Contact Information	Delivery (Days)	Waive Minimum Order Requirements	Restocking Fee
American Air Filter Company, Inc./AAF International	9920 Corporate Campus Drive Suite 2200 Louisville, KY 40223-5000 PO Box 35690 Louisville, KY 40232-5690	Tim Mendenhall 704 299-6731 tmendenhall@aafintl.com *AAF 2624 Weaver Way Atlanta, GA 30340	7	No	15%
Airflow Products Co. Inc.	100 Oak Tree Drive Selma, NC 27576	Jeff Holt 919 975-0240 919 975-0250 Fax jeff@airflowproducts.net *Julie Hoffman Capital Air Filters, Inc. 6101 Westgate Road Raleigh, NC 27617 919 757-8211 Fax: 919 326-1568 Julie@filtersonline.com *Bill Kinney, Jr. United Air Filters 1000 W. Palmer Charlotte, NC 28226 704 334-5314 Fax: 704 375-2841 billkinney@aol.com	7	No	15%
Bruce Air Filter	2619 West Blvd. Charlotte, NC 28208	Aaron Smith Cathy Evans 704-391-7474 Fax: 704-392-2022 aaronsmith@bruceairfilter.com cathy@bruceairfilter.com Seth Burley	7	No	25%

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		704 506-0572 Fax: 704 392-2022 seth@bruceairfilter.com *Bruce Air Filter 3909 Commerce Park Dr. Suite 110 Raleigh, NC 27610			
Capital Air Filters, Inc.	6101 Westgate Road Raleigh, NC 27617	Julie K. Hoffman 919 785-9881 Fax: 919 326-1568 Julie@filtersonline.com	3-5	No	Agency to pay return shipping cost only
Flanders Filters	531 Flanders Filters Road Washington, NC 27889	Tim Zwilling 252-402-6126 252-644-1387 FAX tzwilling@flanderscorp.com	10	No	25%
		Cumberland Trading Company Inc., 121 North Racepath Street Fayetteville, NC 28301 Ph. 910-481-0777 Fax 910-481-0775 Cell: 910-705-5433 Website: http://www.ctcsupply.com National Air Filters James Howard, General Manager jhoward@nafilters.com 1109 New Hope Road Raleigh, NC 27610 919-231-8596	2-5	No	No
Hoffman & Hoffman	3816 Patterson Street Greensboro, NC 27407	Darryl C. Frick 803 765-9360 336 292-8777	10-12	No	15% 10% on standard size filters, plus

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		<p>803 256-7728 FAX Darryl.frick@hoffman-hoffman.com</p> <p>*Brian Keefer 6118 St. Giles St., Ste. 130 Raleigh, NC 27612 803 765-9360 brian.keefer@hoffman-hoffman.com</p> <p>*Thea Franke 6118 St. Giles St., Ste. 130 Raleigh, NC 27612 803 765-9360 Fax: 803 256-7728 Thea.franke@hoffman-hoffman.com</p> <p>*Barry Biggs 3816 Patterson Street Greensboro, NC 27407 336 292-8777 Fax: 336 292-6822 Barry.biggs@hoffman-hoffman.com</p> <p>*Brian Dietrich 24 Arlington Street Asheville, NC 28801 828 252-5782 Fax: 828 252-1309 Brian.dietrich@hoffman-hoffman.com</p> <p>*Mike Bledsoe 3426 Latrobe Dr., Ste. 103 Charlotte, NC 28211 704 364-4700 Fax: 704 365-3427 Mike.bledsoe@hoffman-hoffman.com</p> <p>*Jay Hopper 1132 Shipyard Blvd. Wilmington, NC 28412 910 791-4775 Fax: 910 791-4213 Jay.hopper@hoffman-hoffman.com</p>			<p align="center">actual freight charges no return on special size filters</p>
<p>Hoffman & Hoffman</p>		<p>*Steve Bartholomew 6118 St. Giles St., Ste. 130 Raleigh, NC 27612 919 781-8011 Fax: 919 787-6019 Steve.bartholomew@hoffman-hoffman.com</p>			

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		hoffman.com			
Koch Filter Corporation	625 W. Hill Street Louisville, KY 40208	Frederica Marshall, Inside Sales Koch Filter Corporation 502-634-6244 Fax: 502-635-2624 fredericam@kochfilter.com or Phil Faust 502 634-4796 Fax: 502 635-2624 terryt@kochfilter.com	7-10	No	15%
Purolator-A Clarcor Company	100 River Ridge Circle Jeffersonville, IN 47130	Elliott Danner 502-594-8218 Fax: 502 415-7203 edanner@clclair.com	7	No	15%
Tri-Dim Filter Corporation	93 Industrial Drive Louisa, VA 23093-4126	Scott Barton 919 345-3565 800-458-9835 Fax: 540-967-2835 888-892-1915 Pager s.barton@tridim.com *Scott Barton Tri-Dim 60 Morning Mist. Dr. Garner, NC. 27529 919 345-3565 Fax – 540 967-2835 s.barton@tridim.com *Joy Silver 800 458-9835 Fax: 540 967-2835 j.silver@tridim.com *Hank Atkinson 704-609-4353 Fax: 540-967-2835 j.atkinson@tridim.com	7	Yes	20%

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15. Vendor Complaint Form:

The Vendor Complaint Form can be found by clicking: [Vendor Complaint Form](#).

16. Contract Addenda

Addendum	Effective Date	Description
1.	6/3/2009	Vendor AAF company name update
2	7/9/2009	Updated contact info for Capital Air Filters
3.	8/18/2009	Updated email address for a contact for Hoffman-Hoffman brian.keeper@hoffman-hoffman.com
4	4/25/2011	Updated contact for Koch Filter from Terry Taylor to Frederica Marshall
5.	5/1/2011	Contract extended for 1 year as per the provision in the contract
6.	10/25/2011	Clarcor contact update
7.	4/26/2012	Contract extended thru 11/30/12
8.	9/6/2012	Contract Administrator Change
9.	9/20/2012	Flander Filter Contact Updates
10.	10/1/2012	Six (6) Month Extension
11.	12/12/2012	Clarcor Contact Update
12.	2/7/2013	Tri-Dim Filter Corp Price Increase Approval
13.	5/7/2013	Contract Extension Approval to 7/31/2013
14.	6/6/13	Contract Extension Approval
15.	7/29/13	American Air Filter Company, Inc./AAF International Information Update
16.	9/10/2013	Contract Extension Approval
17.	12/18/2013	Contract Extension
18.	4/1/2014	Contract Extension
19.	9/26/2014	Contract Extension
20	11/24/2014	Contract Extension
21	3/30/2015	Contract Extension
22	5/14/2015	Remove: National Air Filters
23	6/18/2015	Contract Extension
24	8./25/2015	Add: National Air Filters

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24	9/18.2015	Bid Extension
25	12/8/2015	Bid Extension
26	4/27/2016	Bid Extension
27	10/20/2016	Bid Extension