



JACKSON COUNTY Public Works Department

Jackson County Technical Center
303 West Walnut Street
Independence, Missouri 64050
jacksongov.org

(816) 881-4530
Fax: (816) 881-4448

Memorandum

To: Keith Allen, Senior Buyer
From: Robert Rives, Public Works - Facility Administrator
Date: December 11, 2024
RE: ITB- 24-081 Miscellaneous HVAC Filters

Keith,

As a result of the competitive invitation to bid #24-081, to provide Miscellaneous HVAC Filters for a wide range of HVAC units, I would like to recommend these filters be provided by Kansas City Air Filter.

The Kansas City Air Filter package illustrated their eighty-six years of expertise and experience providing a wide range of filters at a competitive price. Prior experience with this company has always been positive. Having Kansas City Air Filter supply this important commodity will ensure the County has the appropriate resources to maintain and manage our HVAC filter needs.

Thank you for your consideration of the above recommendation.

Respectfully,

A handwritten signature in black ink, appearing to read "Robert Rives".

Robert Rives



Office of the JACKSON COUNTY SHERIFF

Sheriff Darryl Forté

INTER-OFFICE MEMO

TO: Keith Allen, Purchasing
FROM: Beth Money, Office Administrator
RE: Recommendation Memo 24-081 – HVAC Filters
Date: December 11, 2024

The Sheriff's Office has an ongoing need for vendors to supply HVAC filters. We have reviewed the bids submitted by various prospective vendors. After careful consideration, we recommend awarding a split contract to Inspection Experts, Inc. and Kansas City Air Filter as both companies offer attractive pricing with a solid track record in business and good references.

The Sheriff's Office will spend approximately \$500 annually using this contract via line item 001-4201-57371 General Fund – Sheriff – HVAC Supplies.