



SCHOOL BOARD ACTION REPORT

DATE: March 22, 2021
FROM: Denise Juneau, Superintendent
LEAD STAFF: Fred Podesta, Chief Operations Officer, fhpodesta@seattleschools.org
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For Introduction: March 24, 2021
For Action: March 24, 2021

1. TITLE

Approval to Procure HEPA Filters for In-Person Instruction

2. PURPOSE

Approval to procure HEPA filters to meet Centers for Disease Control and Prevention (CDC) guidelines and safely provide in-person instruction.

3. RECOMMENDED MOTION

I move that the School Board approve the procurement of HEPA filters with any modifications deemed necessary by the Superintendent to complete the procurement. I further move that the School Board waive the provision in Policy No. 1420 that Board Action Reports will be posted to the district's website at least three days in advance of board meetings. Immediate action is in the best interest of the district.

4. BACKGROUND INFORMATION

a. Background

SARS-CoV-2, the virus that causes COVID-19, particles spread between people more readily indoors than outdoors. According to the CDC, ventilation mitigation strategies indoors help to offset the absence of natural wind and reduce the concentration of viral particles in the indoor air. The lower the concentration, the less likely some of those viral particles can be inhaled or accumulate on surfaces. Protective ventilation practices and interventions can reduce the airborne concentration, which reduces the overall viral dose to occupants.

In January, Facilities Operations ordered 350 portable HEPA filters (60RP69, Trio-Plus Portable Air Purifiers) for \$230,000 plus freight and tax.

An additional order of 500 units for \$325,000 plus freight cost and tax was placed on March 16, 2021, to meet CDC guidelines for ventilation in buildings. This BAR is requesting retroactive approval for that emergency purchase.

An additional 800 units for \$520,000 plus freight cost and tax may be needed as CDC guidelines evolve. This BAR is requesting approval for that potential future purchase.

The HEPA filters were and will be procured through the State of Washington’s contract with vendor Grainger. The manufacturer is Field Control.

This BAR did not go through committee due to the Governor’s Executive Order requiring in person instruction within the next two weeks. The district had not anticipated this timeline for a return to school.

b. Alternatives

No Action – This is not recommended because the HEPA filters are needed to meet CDC guidelines and safely provide in-person instruction.

c. Research

CDC guidelines

5. FISCAL IMPACT/REVENUE SOURCE

The estimated total cost of the procurement is \$845,000 plus freight cost and tax:

- 500 units for \$325,000 plus freight cost and tax, order placed on March 16
- An additional 800 units for \$520,000 plus freight cost and tax may be needed

The source of funding is anticipated to be the federal Elementary and Secondary School Relief grant.

Expenditure: One-time Annual Multi-Year N/A

Revenue: One-time Annual Multi-Year N/A

6. COMMUNITY ENGAGEMENT

With guidance from the District’s Community Engagement tool, this action was determined to merit the following tier of community engagement:

Not applicable

Tier 1: Inform

Tier 2: Consult/Involve

Tier 3: Collaborate

Community engagement is not applicable in the specific action of providing ventilation mitigation strategies to schools.

7. EQUITY ANALYSIS

This procurement of HEPA filters was prepared under a compressed time frame. However, the procurement is to benefit all schools with ventilation that meets CDC standards.

8. STUDENT BENEFIT

This action will benefit students by providing a lower the concentration and less risk of exposure to viral particles inside school buildings.

9. WHY BOARD ACTION IS NECESSARY

Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)

Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)

Adopting, amending, or repealing a Board policy

Formally accepting the completion of a public works project and closing out the contract

Legal requirement for the School Board to take action on this matter

Board Policy No. _____, [TITLE], provides the Board shall approve this item

Other: _____

10. POLICY IMPLICATION

Per Board Policy No. 6220, Procurement, any contract over \$250,000 must be brought before the Board for approval.

This motion supports Board Policy No. 6800, Safety, Operations and Maintenance of School Property, by ensuring school grounds are maintained in a safe and sanitary manner.

11. BOARD COMMITTEE RECOMMENDATION

This motion was not discussed at a board committee meeting.

12. TIMELINE FOR IMPLEMENTATION

Upon approval of this motion, HEPA filters will be procured.

13. ATTACHMENTS