

# Invitation to Bid

## Two Year HVAC Maintenance Program

### Titus County

You are invited to submit a bid for the maintenance of the HVAC systems located at various county buildings and offices. This will be a two year contract for maintenance only. This bid will remain in effect from July 1<sup>st</sup>, 2014 through June 30<sup>th</sup>, 2016.

#### Key Contact

Name **LEARN A. ROBERTS**

Title **OWNER**

Phone **903-572-1857**

Email **ROBERTSAC1938@AOL.COM**

Proposal is due **BY JUNE 6<sup>th</sup>, 2014, NO LATER THAN 4:00 P.M.** Bids will be opened, **Monday, June 9<sup>th</sup>, 2014 at 9:00 A.M. in the Titus County Commissioners' Courtroom.**

Proposal should be delivered to **TITUS COUNTY AUDITOR'S OFFICE at the TITUS COUNTY COURTHOUSE; 2<sup>nd</sup> Floor. (SEALED)**

#### Required Scope of Work

The Maintenance will include the following:

1) Spring Tune Up performed between Feb 1-April 1

Change filters-Contractor is responsible to supply all filters? **Yes** or No?

Add solution to condensate drain

Tighten all wire connections

Inspect all contactors

Check for proper output on all capacitors

Check for proper voltage on:

Compressor(s)

Condenser fan(s)

Evaporator fan(s)

Change Belt(s) yearly

Inspect Crankcase heater(s)

Test all limit switches and safeties

Test all stages of equipment

Inspect condensate pan, drain, & pump

Visually inspect all refrigerant lines for leaks

Lubricate blower fans and motors, if applicable

Lubricate shafts and bearings, if applicable

Check for proper suction pressure and discharge pressure

Check for proper airflow across evaporator coil

Verify proper temp differential at evaporator

2) Fall Tune Up performed between Sept 1 –Nov 1

Change filters-Contractor is responsible to supply all filters (yes) or no?

Inspect Belt(s)

Test all limit switches and safeties

Test all stages of equipment

Lubricate blower fans and motors

Lubricate shafts and bearings

Inspect heat exchanger and all flue ways

Inspect overall cleanliness of heating section

Inspect gas fittings

Inspect burner/pilot assembly

Ensure proper combustion air

Check for proper airflow across evaporator coil

Verify proper temp rise at unit

Contractor will be required to prepare and complete a standardized ongoing checklist for each unit, identifying the unit by location, building, floor, etc. and turn in final copies to the Titus County Business Manager within one week of performing the services.

All work for this contract will be done during county normal operating hours

Contractor will be required to supply all license, insurance, and individual technician licenses upon request. All technicians working on site must be registered with the state of Texas.

Any service work performed must have prior approval from appropriate official.

List of Service Rates

Hourly Rate 60.00

Material Discount 20%

Overtime Rate 80.00 APPLIES AFTER HOURS ON CALL OUTS

Service Hours 8:00 AM to 5:00 PM

SERVICE CALL - \$ 60.00 - INCLUDES 1/2 HOUR LABOR TO DIAGNOSE. IF SEVERAL UNITS ARE NEEDING SERVICE, THERE WILL ONLY BE 1 SERVICE CALL CHARGED (NOT A SERVICE CALL FOR EACH UNIT).

BASICALLY, WE OFFER THE SAME CONTRACT THAT WE HAVE BEEN WORKING UNDER - NO PRICE CHANGES.

MOST (IF NOT ALL) OF THE COUNTY A/C'S ARE NEW AND MOST ARE STILL COVERED BY SOME COMPRESSION WARRANTIES WHICH WE WILL CONTINUE TO FULFILL.

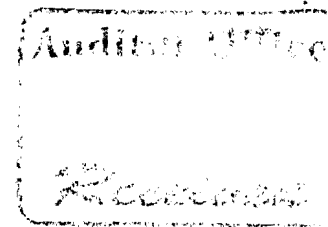
Name of company submitting proposal ROBERTS AIR CONDITIONING

Signature of company representative Leon A. Roberts

Phone number 903- 572- 1857

Email ROBERTSAC1938@AOL.COM

ROBERTS AIR CONDITIONING  
2650 W. Ferguson Rd.  
Mt. Pleasant, TX 75455



2:56 pm

TITUS COUNTY AUDITOR'S OFFICE  
TITUS COUNTY COURTHOUSE  
2<sup>ND</sup> FLOOR

2 YEAR HVAC MAINTENANCE  
BID

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#### Key Contact

Name **STEVE THOMPSON**  
Title **PRESIDENT**  
Phone **903-572-1234**  
Email **srayt@att.net**

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List of Service Rates

Hourly Rate 60.00

Material Discount 15 %

Overtime Rate Same

Service Hours 8 A to 5 P

Name of company submitting proposal THOMPSON AIR CONDITIONING

Signature of company representative Steve Thompson

Phone number 903-573-1000

Email Srayt@att.net

## PUBLIC NOTICE

THE COMMISSIONERS' COURT OF TITUS COUNTY, TEXAS IS SOLICITING BIDS FOR **THREE YEAR** A/C REPAIR AND MAINTENANCE CONTRACT.

QUOTED PRICES WILL REMAIN IN EFFECT FROM JULY 1<sup>ST</sup>, 2014 THROUGH JUNE 30<sup>TH</sup>, 2017. BIDS WILL BE OPENED IN THE TITUS COUNTY COMMISSIONERS' COURT ROOM, MONDAY, JUNE 9<sup>TH</sup>, 2014. BIDS MUST BE TURNED IN TO THE TITUS COUNTY AUDITOR, ROOM 202 IN THE TITUS COUNTY COURTHOUSE NO LATER THAN 4:00 PM, FRIDAY, JUNE 6<sup>TH</sup>, 2014.

TITUS COUNTY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS.

THANKS,

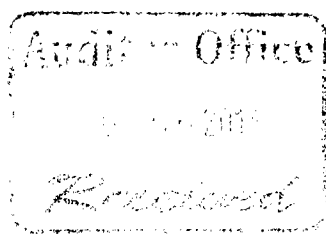
JAMES WEBSTER, JR.

BUSINESS MANAGER

\$60 diagnostic  
\$60 / per hr

**Please Mail Bids To:**

**Titus County Auditor's Office  
100 W. 1<sup>st</sup> Street, Ste. 202  
Mt. Pleasant, TX 75455**



3:49pm

ms

A/c Maintenance  
Thompson A/c



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#### Key Contact

Name *Jeff McClendon*

Title *Commercial Sales*

Phone *903-563-4908 cell 903-572-8549 office*

Email *jeff@woodac.com*

Proposal is due **BY JUNE 6<sup>th</sup>, 2014, NO LATER THAN 4:00 P.M.** Bids will be opened, **Monday, June 9<sup>th</sup>, 2014 at 9:00 A.M. in the Titus County Commissioners' Courtroom.**

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List of Service Rates

Hourly Rate 125 one man 175 two men Material Discount 15%

Overtime Rate 125 one man 175 two men

Reg. Service Hours 7:30 to 5:30

\* Please note we use upfront flat rate pricing in most service work, you will have a set price before we start repair.  
Diagnostic fee of \$9<sup>00</sup>

Name of company submitting proposal Wood Air Conditioning

Signature of company representative Jeff McQuenden

Phone number 903-572-8549 cell 903-563-4908

Email jeff@woodac.com

# Proposal for Two Year HVAC Maintenance Program

July 1, 2014 until June 30, 2016

Wood Air Conditioning offers the HVAC Maintenance for the County Courthouse, Annex Building, Elections Office, Justice Center, Extension Office, and the Workforce Building on Riddle Street. We found a total of 42 systems.

In addition to the outline provided, we will

- Wash condenser coils once a year to extend life of units
- Remove trash, old parts, old filters left by units
- Install proper size filters in (2) air handlers in courthouse , I found wrong size installed and letting attic air enter unit(County Attorney Office) and no filter in County Clerk
- Install proper size filter in Annex Building for 14x14 filter grille
- Supply filters for spring tune up and fall tune up
- Vacuum return grilles to remove dirt build up
- On the Justice Center we will wash the window ac filters and rinse the condenser coil in place

During my investigation of equipment locations I found:

- Some drains ran without proper p-trap
- Unit in Adults Probation Office has unbalanced airflow, causing temperature differences
- Unit for Courtroom in Courthouse has a very difficult to reach filter
- Many units and thermostats are not properly marked, needs correction to ease service
- Unit over men's restroom has a bypassed disconnect to air handler
- P-traps in attic need to be insulated to prevent condensation dripping onto ceiling
- Wrong filters used in various places

These would need to be addressed.

Total Investment to extend the life of your comfort systems for 2 year agreement: 27,720

Wood Air Conditioning, Inc.      Jeff McClendon

[www.woodac.com](http://www.woodac.com)                      jeff@woodac.com

903-572-8549                              cell 903-563-4908

**Wood Air Conditioning, Inc.**  
1164 US Hwy. 67 E.  
Mt. Pleasant, TX 75455

HVAC Maintenance Proposal

Received  
Labadie  
9/2/12  
9/2/12

Titus County Auditor's