

ROBERTS AIR CONDITIONING
2650 W. Ferguson Road
Mount Pleasant, TX 75455
903-572-1857
903-572-8972 (Fax)

June 10, 2016

To: Judge Brian Lee and Commissioner's Court of Titus County

Subject: Heating and Air Conditioning Maintenance contract for all locations of Titus County.

Service Calls: Service calls include 30 minutes of time at \$60.00 per call. After 30 minutes, time is charged \$70.00 per hour, per mechanic. Service calls are guaranteed to a show-up time of no more than 2 hours after receipt of call.

After hours service calls: After regular business hours, service calls will be charged at the rate of \$90.00 per hour.

Freon 22: For the year of 2016 freon is \$50.00 per pound. Freon 22 is subject to change after 2016, according to the market.

Freon 410-A: For the year of 2016 freon is \$17.00 per pound. Freon 410-A is subject to change after 2016 according to the market.

Parts: Small parts under \$20.00 will be marked up 100%. Parts \$20.00-\$100.00 will be marked up 75%. Parts over \$100.00 will be quoted per need.

Spring and Fall Maintenance: Spring and Fall maintenance is straight time with only 1 service call charged per location until all systems are checked out at that location. Generally, these calls average about 45 minutes per system plus any parts or freon charged. Filters may be bought by the county and our service technicians will change out, or county personnel may change the filters out, whichever is preferred by the county.

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 1st, 2016 through June 30th, 2018.

Key Contact

Name *Learon A. Roberts*

Title *OWNER*

Phone *903-572-1857 or cell 903-573-4040*

Email *robertsac1938@yahoo.com*

Proposal is due **BY JUNE 10th, 2016, NO LATER THAN 4:00 P.M.** Bids will be opened, **Monday, June 13th, 2016 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; ROOM 106; 1st 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 60⁰⁰

Material Discount 25%

Overtime Rate 90⁰⁰

Service Hours 8:00AM to 7⁰⁰PM

Name of company submitting proposal ROBERTS AIR CONDITIONING

Signature of company representative Leon G. Roberts

Phone number 903-572-1857

Email ROBERTSAC1938@AOL.COM

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

John County Auditor
Room 206 1st floor

HVAC Maintenance Bid

JUN 10 2016
Received