

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, 2018 through June 30th, 2020.

Key Contact

Name **LEARN A. ROBERTS**
Title **OWNER**
Phone **903-572-1857**
Email **ROBERTSAC1938@AOL.COM**

Proposal is due **BY JUNE 8th, 2018, NO LATER THAN 4:00 P.M.** Bids will be opened, **Monday, June 11th, 2018 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 20%

Overtime Rate 75⁰⁰

Service Hours 8:00 AM to 7:00 PM

Name of company submitting proposal ROBERTS AIR CONDITIONING

Signature of company representative Learon G. Roberts

Phone number 903.572-1857

Email ROBERTSAC1938@AOL.COM

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

BID

TWO YEAR HVAC MAINTENANCE

TITUS COUNTY

TITUS COUNTY AUDITOR'S OFFICE
TITUS COUNTY COURTHOUSE
ROOM 106 - 1ST FLOOR

Auditor Office
JUN 22 2006
Receivable