

TITUS COUNTY  
BID 2020-002  
HVAC MAINTENANCE

**Date: May 2, 2020**

**PUBLIC NOTICE**

The Titus County Commissioners Court will accept **SEALED BIDS** until **4:30 PM, Tuesday, May 19, 2020** in the Titus County Auditor's Office for the **Purchase of HVAC MAINTENANCE** for Titus County. Bids will be opened at **10:00 AM, Wednesday, May 20, 2020 in Room 205** in the Titus County Courthouse. Bidders are invited to attend.

Specifications are available from: Titus County Auditor, Barbara Shurbet  
100 W. 1<sup>st</sup> Street, Suite 106  
Mount Pleasant, Texas 75455  
903-572-8101

Unit pricing per hour will apply. No money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the County. Bids will be presented to Commissioners Court on Monday, June 8, 2020 at 9:00 AM in Room 205 of the Titus County Courthouse. ([www.co.titus.tx.us](http://www.co.titus.tx.us))

Publish Dates (2): Saturday, May 2  
Saturday, May 9

3 BIDS Rec'd - 5-18-20 @ 11:50 AM Roberts Refrigeration  
5-19-20 @ 10:30 AM Wood A/c  
5-19-20 @ 1:09 PM Team North Texas

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**TITUS COUNTY**

**RETURN DEADLINE IS NO LATER THAN 4:30 PM, May 19, 2020**

**SPECIFICATIONS AND BID FORMS SUMMARY**

**HVAC MAINTENANCE PROGRAM**

Carefully read all requirements, specifications, and instructions. Fill out all forms properly and completely. Submit your bid, including all appropriate supplements and/or samples. Be sure all required signatures are in place.

**Documents to be returned with Bid:** 1) Properly Identified Sealed Bid Envelope, 2) Non-Collusion Affidavit (Notarized), 3) Proof of Current License, 4) Estimate of Cost for Air Filters, and 5) Bid Sheet (Signed).

All handwritten signatures must be in ink and all prices must be written legibly in ink or (preferably) typewritten.

**RETURN BID DOCUMENTS TO:**

**COUNTY AUDITOR'S OFFICE  
TITUS COUNTY COURTHOUSE  
100 W. 1<sup>ST</sup> STREET, SUITE 106  
MT. PLEASANT, TEXAS 75455**

Bids received later than the time and date stated above will not be considered.

The Titus County Auditor's Office hours are Monday through Friday from 8 AM until 4:30 PM. Closed for County Holidays.

Bids will be opened on May 20, 2020 at 10:00 AM in Room 205 of the Titus County Courthouse. Bidders are invited to attend.

Bids will be submitted to Commissioners' Court at 9:00 AM on Monday, June 8, 2020 for consideration.

## INVITATION TO BID

### HVAC MAINTENANCE PROGRAM

From: Titus County Auditor  
100 W. 1<sup>st</sup> Street, Suite 106  
Mt. Pleasant, Texas 75455

BID NO. 2020-002

Bids will be received at the Titus County Auditor's Office until **4:30 PM on May 19, 2020**. Bids will be opened May 20, 2020 at 10:00 AM, in Room 205 of the Titus County Courthouse. Bidders are invited to attend. Bids will be presented for consideration at the Commissioners Court meeting on Monday, June 8, 2020 at 9:00 AM in Room 205 of the Titus County Courthouse.

#### A. Scope of Bid

Bids are solicited for furnishing the merchandise, supplies, service, and/or equipment set forth in this bid request in accordance with the following conditions:

#### B. Conditions

1. Upon acceptance and approval by the Commissioners' Court this bid affects a working contract between Titus County and the successful bidder for **1 year with option to renew each year for 2 additional years upon agreement by vendor and county. Bids are initially effective July 1, 2020.**
2. Bids must be received in the Titus County Auditor's Office at the time and date specified. The mere fact that a bid was dispatched will not be considered; the bidder must have the bid actually delivered in a timely manner.
3. The County reserves the right to accept or reject in part or in whole any bids submitted, and to waive any technicalities for the best interest of the County.
4. Titus County shall not be responsible for any verbal communication between any employee of the County and any potential bidder. Only written specifications and written price quotations will be considered.
5. Titus County reserves the right to reject any bid that does not fully respond to each specified item.
6. Bidder should include employer identification number or social security number.
7. Bidder's sealed envelope must carry **BIDDER'S NAME** with the following NOTATION:  
**"BID: #2020-002 for HVAC MAINTENANCE PROGRAM"**
8. Bids must be submitted on the BID SHEET attached to the specifications.  
Other material may be included with proposals as is deemed necessary by the bidder.
9. All merchandise should be new unless otherwise specified in BOLD LETTERING. Warranties should be furnished with all bids if applicable. Used merchandise may be furnished, if applicable and so noted on bid. Used merchandise may be substituted if like new, and warranty/maintenance contract can be furnished with the bid. All dealer rebates and or discounts offered to purchaser should be stated on bid. Titus County shall act as sole judge in determining equality and acceptability of used merchandise.
10. Should there be a change in ownership or management, the contract shall be canceled unless a mutual agreement is reached with the new owner or manager to continue the contract with its present provisions and prices. This contract is non-transferable by either party.
11. Titus County may cancel this contract at any time for any reason including consistently unsatisfactory service from the other party provided a thirty day written notice is given to the



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other party.

12. Bidders should state all insurance coverage applicable to this contract. Examples are **Workman's Compensation, General Liability, Manufacturer's Liability, etc.**
13. General Liability insurance is required. The successful vendor must submit copies of insurance certificates for general liability insurance to the County Auditor before any work or delivery can be initiated. Payments shall not become due and payable until such certificates are on file in the auditor's office.
14. Titus County reserves the right to accept alternate bids, for the purpose of assuring adequate availability of quantities needed.
15. The bid award shall be based on, but not necessarily limited to, the following factors:
  - a. Unit Price
  - b. Total Price
  - c. Special needs and requirements of Titus County
  - d. Results of testing samples
  - e. Delivery
  - f. Titus County's experience with products bid
  - g. Titus County's evaluation of Vendor's ability to fulfill contract.
  - h. Vendor's past performance record with Titus County.
16. Acceptance of merchandise, work, services, and/or equipment provided shall be made by the County's sole discretion when all terms and conditions of the contract and specifications have been met to satisfaction, including the submission to the County of any and all documentation as may be required.
17. Prices for all goods and/or services shall be firm for the duration of this contract and shall be stated on the bid sheet. Prices shall be all inclusive. No price changes, additions, or subsequent qualifications will be honored during the course of this contract. All prices must be written in ink or typewritten.

If there are any additional charges of any kind, other than those mentioned above, specified or unspecified, bidder MUST indicate ALL such charges and related costs on the BID SHEET or forfeit the right to payment of such costs.
18. Titus County is exempt from certain Federal Excise, State and Local taxes.
19. Upon completion of this contract, monthly for a continuing contract or as otherwise stated, contractor shall send an itemized invoice of the material furnished and/or services performed to the County. Neither signed receipts nor payments shall be construed as an acceptance of any defective work, improper maintenance, or a release for any claim for damages. All invoices must be originals or certified copies of originals and are to be sent to:

**County Auditor  
100 W. 1<sup>st</sup> Street, Suite 106  
Mount Pleasant, Texas 75455**

Approved invoices will be paid on the second and fourth Mondays of each month, provided the invoices are received by Monday noon before the second and fourth Monday.



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20. Specifications may reference name brands and model numbers. It is not the intent of Titus County to limit or restrict bids but to establish the desired quality level of merchandise. Bidders may offer comparable items and the burden of the proof rests with the bidder; Titus County shall act as sole judge determining in equality and acceptability of items offered.

**C. SPECIAL PROVISIONS** – Electronic bids will NOT be accepted as these are Sealed Bids.

**D. CONTRACT FULFILLMENT**

Titus County Commissioners' Court must, by law, award all contracts and the County Judge must sign all contracts and agreements before they become binding on the County.

Department heads are NOT authorized to sign any kind of supplemental or binding purchase, lease or rental agreements for goods or services for Titus County. All supplemental agreements are subject to approval of the County Attorney prior to being signed by the County Judge.

Binding agreements shall remain in effect until all products and/or services covered by this purchase have been satisfactorily delivered and accepted.

**E. BID NON-COLLUSION AFFADAVIT** – MUST BE RETURNED WITH BID, NOTARY REQUIRED

**F. SPECIFICATIONS FOR HVAC MAINTENANCE PROGRAM** – SCOPE OF WORK

**G. BID SHEET** – MUST BE RETURNED WITH BID, SIGNATURE REQUIRED

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**NON-COLLUSION AFFIDAVIT – RETURN WITH BID**

The undersigned certifies that the bid prices contained in this bid have been carefully reviewed and are submitted as correct and final. He further certifies that bidder agrees to furnish any and/or all items upon which prices are extended at the price offered, and upon the conditions contained in the specifications of the Invitation to Bid.

STATE OF TEXAS

COUNTY OF TITUS

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared \_\_\_\_\_, who after being by me duly sworn, did depose and say: "I, \_\_\_\_\_ am a duly authorized officer of/agent for \_\_\_\_\_ and have been duly authorized to execute the foregoing bid on behalf of the said \_\_\_\_\_. I hereby certify that the foregoing bid has not been prepared in collusion with any other bidder or other person or persons engaged in the same line of business prior to the official opening of this bid. Further, I certify that the bidder is not now, nor has he been for the past (6) months, directly or indirectly concerned in any pool or agreement or combination, to control the price of equipment, services, or supplies bid on, or to influence any person or persons to bid or not to bid thereon."

Name and address of bidder \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

By \_\_\_\_\_ Title \_\_\_\_\_  
Type Name

Signature \_\_\_\_\_

SUBSCRIBED AND SWORN to me by the above named \_\_\_\_\_

on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Texas



**SPECIFICATIONS  
FOR  
HVAC MAINTENANCE PROGRAM  
SCOPE OF WORK**

Scope of Work for Maintenance of the HVAC system located at Titus County buildings and offices. Bid must include service to other buildings as designated by Titus County Judge should the need arise.

Bids will be awarded based on (1) Hourly rate, (2) Overtime Rate, 3) Material Mark-up Percentage over Cost and (4) Applicable items in Section B, Condition 15 of the Invitation to Bid, and 5) Any additional charges or information submitted by the bidder. All additional charges to the County must be included on the Bid Sheet.

**REQUIRED SCOPE OF WORK**

1. Spring Tune Up – Performed between Feb 1 and April 1
  - Change Filters
  - Add solution to condensate drain
  - Tighten all wire connections
  - Inspect all contactors
  - Check for proper output on all capacitors
  - Check for proper voltage on compressors, condenser fans, evaporator fans
  - Change belts at least annually
  - Inspect crankcase heaters
  - 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
  - Lubricate shafts and bearings
  - 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 and Nov 1
  - Change Filters
  - Inspect Belts
  - Test all limit switches and safeties
  - Test all stages of equipment
  - Lubricate blower fans and motors
  - Lubricate shafts and bearings
  - Inspect heat exchanges 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 temperature rise at unit

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3. Contractor shall 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 Judge within one week of performing the services.
4. Checklist shall include any identified equipment in need of further repairs outside the scope of the spring and fall tune ups.
5. Prior approval from County Judge is required before any additional service work or repairs are initiated.
6. All work for this contract will be completed during regular county operating hours unless permitted by the Titus County Judge.
7. All technicians working on-site must be registered with the State of Texas.
8. Response time shall be within – 48 hours.
9. Unit pricing by hour or portion thereof.
10. Bidder must submit documentation with their bid of an estimate air filter costs. At any time during the year, Commissioners' Court or Auditor's office may request to see verification of the actual price paid by bidder in order to substantiate the application of the mark-up percentage.
11. Titus County reserves the right to provide air filters, if cost effective and in the best interest of the County.



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**BID SHEET – HVAC MAINTENANCE PROGRAM – RETURN WITH BID**

**Return SEALED BID for the purchase of HVAC maintenance program to:  
Titus County Auditor, 100 W. 1<sup>st</sup> Street, Suite 106, Mt. Pleasant, Texas 75455**

**The deadline to return the bid is 4:30 PM, May 19, 2020. Bids will be opened at 10:00 AM, on May 20, 2020 in Room 205 of the Titus County Courthouse. Bidders are invited to attend. Bids will be submitted for consideration on June 8, 2020 in Commissioners' Court, Room 205 of the Titus County Courthouse.**

**Bidder's sealed envelope must carry BIDDER'S NAME with the following NOTATION: "Bid # 2020-002 for the Purchase of HVAC Maintenance Program"**

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Company Name	Address	Phone Number
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**LIST OF SERVICE RATES:**

Hourly Rate: \_\_\_\_\_ Overtime Rate: \_\_\_\_\_

Service Hours: \_\_\_\_\_

Mark – Up Percentage on Cost of Materials: \_\_\_\_\_ %

Has bidder included an estimate of air filter costs with this bid sheet? Please circle: YES or NO

Other Charges (Describe in Detail):

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As a bidder, I understand that insurance certificates for general liability insurance and licenses for technicians are required before any work or delivery can be initiated.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name of Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Employer ID #: \_\_\_\_\_

**BID SHEET – HVAC MAINTENANCE PROGRAM – RETURN WITH BID**

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Titus County Auditor, 100 W. 1<sup>st</sup> Street, Suite 106, Mt. Pleasant, Texas 75455

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Bidder's sealed envelope must carry BIDDER'S NAME with the following NOTATION: "Bid # 2020-002 for the Purchase of HVAC Maintenance Program"

Wood Air Conditioning                      1164 US Hwy 67 E                      903 572 8549  
Company Name                                      Address                                      Phone Number

**LIST OF SERVICE RATES:**

Hourly Rate: SEE NOTES                      Overtime Rate: SEE NOTES

Service Hours: M-F 7AM-7PM


Mark – Up Percentage on Cost of Materials: \_\_\_\_\_ %

Has bidder included an estimate of air filter costs with this bid sheet? Please circle:  YES or NO

**Other Charges (Describe in Detail):**

We work and invoice on a "Flat Rate" basis, therefore we don't have an hourly or overtime rate. We have a set fee for service work to ensure all of our customers are charged the same every time we perform service. Our Flat Rate price includes all labor and material needed to complete the work.

As a bidder, I understand that insurance certificates for general liability insurance and licenses for technicians are required before any work or delivery can be initiated.

Authorized Signature:                       Title: President

Printed Name of Signature: Tommy James                      Date: 5-18-2020

Email: tommy@woodac.com                      Employer ID #: 75-149-2251



NON-COLLUSION AFFIDAVIT – RETURN WITH BID

The undersigned certifies that the bid prices contained in this bid have been carefully reviewed and are submitted as correct and final. He further certifies that bidder agrees to furnish any and/or all items upon which prices are extended at the price offered, and upon the conditions contained in the specifications of the Invitation to Bid.

STATE OF TEXAS

COUNTY OF TITUS

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared Kendall Edwards, who after being by me duly sworn, did depose and say: "I, Kendall Edwards am a duly authorized officer of/agent for Wood Air Conditioning and have been duly authorized to execute the foregoing bid on behalf of the said wood Air Conditioning. I hereby certify that the foregoing bid has not been prepared in collusion with any other bidder or other person or persons engaged in the same line of business prior to the official opening of this bid. Further, I certify that the bidder is not now, nor has he been for the past (6) months, directly or indirectly concerned in any pool or agreement or combination, to control the price of equipment, services, or supplies bid on, or to influence any person or persons to bid or not to bid thereon."

Name and address of bidder Wood Air Conditioning  
1164 us Hwy 67 E  
Mt. Pleasant, TX 75455  
Telephone 903-572-8549

By Kendall Edwards Title Manager  
Type Name  
Signature Kendall Edwards

SUBSCRIBED AND SWORN to me by the above named Kendall Edwards  
on this the 18th day of May, 2020.

Janice McCain  
Notary Public in and for the State of Texas





**WE DO HEREBY PROPOSE THE FOLLOWING FOR:**  
*Titus County*  
*5/18/2020*

**SCOPE OF WORK:**

**Bi-yearly Maintenance Inspections on HVAC Equipment**  
**Maintenance Inspections every 6 months to maximize energy efficiency**  
**Priority service with a 15% Discount on parts and labor**

- Complete inspection of all cooling components
  - Wash condenser coils and rinse with cleaning solution all accessible evaporator coils
  - Inspect all belts and pulleys, adjust belts as necessary
  - Grease motor bearings as needed
  - Flush drain line to prevent overflow
  - Verify proper refrigerant charge
  - Ensure all electrical connections are secure and proper amp draw is achieved
  - Verify proper temperature drop
- Complete inspection of all heating components
  - Inspect all gas fittings and piping
  - Inspect heat exchanger
  - Inspect/clean pilot and burner assembly
  - Test all safety controls

High efficiency pleated filters for maximum air filtration (provided by Wood Air Conditioning)

**EXCLUSIONS:**

**ANYTHING NOT SPECIFICALLY MENTIONED ABOVE**

**TOTAL INVESTMENT EXCLUDING TAXES**

**\$149 per system**  
**(\$6705 based on 45 systems)**

**ACCEPTANCE OF PROPOSAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**WOOD AIR CONDITIONING REPRESENTATIVE:** Kendall Edwards  
*Kendall Edwards*



DATE

INVOICE #

TECH: \_\_\_\_\_



Where Your Future Comfort Begins

1164 US HWY 67 E • Mt. Pleasant, Texas 75455  
903-572-8549 • TACLA013338C

# SYSTEM PERFORMANCE REPORT

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**SAFETY INSPECTION ITEMS BELOW ARE PRINTED IN RED**

THERMOSTAT				DUCTWORK SYSTEM				FURNACE / AIR HANDLER CONT.			
	GOOD N/A	MAYBE	BAD		GOOD N/A	MAYBE	BAD		GOOD N/A	MAYBE	BAD
1. Energy-saving thermostat existing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28. Show cleanliness of ductwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	57. Measure temp rise:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Batteries replaced (homeowner supplied)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29. Supply ducts insulated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	58. Adjust gas pressure:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Thermostat mounted firmly to wall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30. Are the boots sealed to the floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	59. Check limit switches and mounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Program set to clients needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31. Overall condition of the ductwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	60. Check burner crossover ports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>AIR CONDITIONING / HEAT PUMP</b>				32. Duct is properly strapped and connected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	61. Vacuum furnace area and burners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Log compressor amps: SR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33. Return FG sized min. 140 sq. in. per ton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	62. Check for sufficient comb. air	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Condenser fan amps/condition:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	34. Return duct insulated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	63. Clean combustion air vent screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Capacitor uF value: C F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35. Platform return needs sealed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	64. Inspect heat exchanger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Volt drop/inspect contactor:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36. Ductwork sealed to less than 15% leakage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	65. Check hoses for cracks & wear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Outdoor Temp: Indoor WB Temp:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>FURNACE / AIR HANDLER CONT.</b>				66. Check pressure switch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Unit superheat:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	37. Return static pressure:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	67. Check for proper flue rise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Unit sub cool:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38. Supply static pressure:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	68. Measure flue clearances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Tighten wire connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	39. Evaporator coil cleaning needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	69. Check flue pipe for leaks and rust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Condition of start assist device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40. Inspect start collar seal at plenum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	70. Inspect PVC for leaks, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Test defrost timer operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	41. Inspect blower cabinet insulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	71. Test gas connections for leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Test reversing valve operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	42. Inspect blower wheel cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	72. Any flammables near furnace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Check condition of coil fins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	43. Inspect all electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	73. Check for proper ignition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Check for refrigerant leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	44. Check circuit board for burn marks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	74. Run furnace in all stages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. O-ring Schrader caps installed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45. Check blower wheel bearings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	75. Test gas shut off operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Condition of electrical disconnect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	46. TXV bulb mounted @10 or 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	76. Carbon Monoxide detector installed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Tighten lugs in disconnect & circuit breaker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	47. Inspect for signs of refrigerant leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	77. Surge protection installed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Verify proper circuit breaker size to nameplate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	48. Primary drain ran properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	78. UV germicidal lamp needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Verify proper wire size to unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	49. Secondary drain ran to daylight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	79. Clean / wax outside of the furnace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Low voltage wire condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	50. Check condensate pump	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	80. Filter change/clean (standard size or club)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Condensing unit is level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51. Inspect drain safety switch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	81. Install sticker on front of furnace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Shrubs are cut back from unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	52. Pan treatment needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	82. Show owner post operation of furnace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Line set is insulated to condensing unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	53. All screws replaced in cabinet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>ADDITIONAL ITEMS</b>			
27. Install sticker on outdoor unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	54. Read blower motor amps: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	83. _____ OTHER _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				55. Check inducer motor amps: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	84. _____ OTHER _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				56. Blower capacitor uF value: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	85. _____ OTHER _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ADDITIONAL INSTALLATIONS / PROPOSED WORK**

ITEM #	DESCRIPTION OF ATTENTION NEEDED	Work Done	Standard Rate	Club Rate
		Yes / No	\$	\$
		Yes / No	\$	\$
		Yes / No	\$	\$
		Yes / No	\$	\$
		Yes / No	\$	\$

ACCEPTANCE OF WORK PERFORMED: I acknowledge satisfactory completion of the above described work and that the premises has been left in satisfactory condition. I understand that if my check does not clear, I am liable for the check and any charges from the bank. I agree to pay 1.75% per month for past due contracts (minimum charge \$15). In the event that collection efforts are initiated against me, I shall pay for all associated fees at the posted rates as well as all collection fees and reasonable attorney fees. I agree that the amount set forth in the space marked "Total Amount Due" is the total upfront price I have agreed to.

TECHNICIAN'S SIGNATURE  
X

CUSTOMER'S SIGNATURE  
X

It makes good sense to consider all of your options when it comes to repairing or replacing a part, fixture or piece of equipment. Many times, replacing a defective unit will provide you with a greater benefit and peace-of-mind than repairing an older model.

**Thank you very much for your business!**

Please call if you have any questions about the work we have completed or estimated for you. Work Proposals are valid for 30 days.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/17/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Offenhauser & Co 1011 N Jefferson Ave  Mt Pleasant TX 75455		<b>CONTACT NAME:</b> Rosalie Hopkins <b>PHONE (A/C, No, Ext):</b> (903) 255-6241 <b>FAX (A/C, No):</b> (903) 255-6141 <b>E-MAIL ADDRESS:</b> rhopkins@fwoins.com	
<b>INSURED</b> Wood Air Conditioning Inc 1164 E US Highway 67  Mount Pleasant TX 75455-2204		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Acadia Insurance Company	<b>NAIC #</b> 31325
		<b>INSURER B:</b> Travelers Property Casualty Company Of America	25674
		<b>INSURER C:</b> Texas Mutual Insurance Company	22945
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** CL19121621707      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CPA473677513	01/01/2020	01/01/2021	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			CPA473677513	01/01/2020	01/01/2021	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			ZUP41M8965020NF	01/01/2020	01/01/2021	EACH OCCURRENCE	\$ 5,000,000
	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	0002007938	01/01/2020	01/01/2021	PER STATUTE	\$ 1,000,000
							OTH-ER	\$ 1,000,000
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Coverage in Force As of Today

**CERTIFICATE HOLDER**

Wood Air Conditioning Inc  
 1164 US Hwy 67 E  
  
 Mount Pleasant TX 75455

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



5-19-20 @ 10:30 AM / B28

Wood Air Conditioning, Inc  
1164 US HWY 67 E,  
Mt Pleasant, TX 75455

County Auditor's Office  
Titus County Courthouse  
100 W 1<sup>st</sup> ST, Suite 106  
Mt Pleasant, TX 75455  
Bid: #2020-002 for HVAC Maintenance Program







TITUS COUNTY  
BID 2020-002  
HVAC MAINTENANCE

NON-COLLUSION AFFIDAVIT – RETURN WITH BID

The undersigned certifies that the bid prices contained in this bid have been carefully reviewed and are submitted as correct and final. He further certifies that bidder agrees to furnish any and/or all items upon which prices are extended at the price offered, and upon the conditions contained in the specifications of the Invitation to Bid.

STATE OF TEXAS

COUNTY OF TITUS

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared LEARN A. ROBERTS, who after being by me duly sworn, did depose and say: "I, LEARN A. ROBERTS am a duly authorized officer of/agent for ROBERTS AIR CONDITIONING and have been duly authorized to execute the foregoing bid on behalf of the said ROBERTS AIR CONDITIONING. I hereby certify that the foregoing bid has not been prepared in collusion with any other bidder or other person or persons engaged in the same line of business prior to the official opening of this bid. Further, I certify that the bidder is not now, nor has he been for the past (6) months, directly or indirectly concerned in any pool or agreement or combination, to control the price of equipment, services, or supplies bid on, or to influence any person or persons to bid or not to bid thereon."

Name and address of bidder ROBERTS AIR CONDITIONING  
2650 WEST FERGUSON ROAD  
MT. PLEASANT, TEXAS 75455

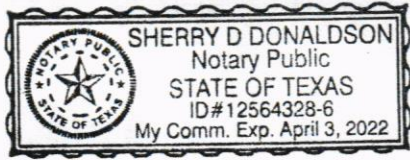
Telephone 903-572-1857

By LEARN A. ROBERTS Title OWNER  
Type Name

Signature Learn A. Roberts

SUBSCRIBED AND SWORN to me by the above named Learn A Roberts  
on this the 18<sup>th</sup> day of May, 2020

Sherry D Donaldson  
Notary Public in and for the State of Texas



FROM: ROBERTS AIR CONDITIONING  
2650 WEST FERGLSON RD. 5/18/2020  
MT. PLEASANT, TEXAS 75455 903-572-4857

## ESTIMATE OF COST FOR AIR FILTERS

17 - MERV 8-5" THICK FILTERS

CHANGE TWICE PER YEAR  $34 @ \$27 = \$918.00$

18 - 1" FILTERS

CHANGE TWICE PER YEAR  $36 @ \$4 = \$144.00$

1 - 2" FILTER

CHANGE TWICE PER YEAR  $2 @ \$6 = \$12.00$

TOTAL FILTER COST ESTIMATE \$1068.00

THE 1" & 2" FILTERS MAY ~~BE~~ NEED TO BE  
CHANGED MORE THAN TWICE PER YEAR.



**STATE OF TEXAS**

**LEARON AUBREY ROBERTS**

AIR CONDITIONING &  
REFRIGERATION CONTRACTOR  
ROBERTS REFRIGERATION



LIC.# TACLA3706C  
EXPIRES 02/22/2021

**TEXAS DEPARTMENT OF LICENSING AND REGULATIO**

**STATE OF TEXAS**

**CODY ROBERTS**

REGISTERED AIR CONDITIONING &  
REFRIGERATION TECHNICIAN



REGISTRATION NUMBER 97752  
EXPIRES 06/04/2020

**TEXAS DEPARTMENT OF LICENSING AND REGULATIO**

**STATE OF TEXAS**

**HUNTER SHANN ROBERTS**

REGISTERED AIR CONDITIONING &  
REFRIGERATION TECHNICIAN



REGISTRATION NUMBER 98208  
EXPIRES 06/19/2020

**TEXAS DEPARTMENT OF LICENSING AND REGULATIO**



R

Roberts Air Conditioning  
2650 West Ferguson Rd.  
Mt Pleasant, TX 75455

FROM: ROBERTS AIR CONDITIONING  
TEXAS  
LICENSE : TACLA 003706C

Auditor Office

MAY 18 2020 *mm*

Received

11:50 *mm*

*Moved date  
stamp not thinking  
we just had a  
weekend.*

BID: # 2020-002

FOR: HVAC MAINTENANCE PROGRAM

COUNTY AUDITOR'S OFFICE  
TITUS COUNTY COURTHOUSE  
100 W. 1<sup>st</sup> STREET, SUITE 106  
MT. PLEASANT, TEXAS  
75455

TITUS COUNTY  
BID 2020-002  
HVAC MAINTENANCE

## INVITATION TO BID

### HVAC MAINTENANCE PROGRAM

From: Titus County Auditor  
100 W. 1<sup>st</sup> Street, Suite 106  
Mt. Pleasant, Texas 75455

BID NO. 2020-002

Bids will be received at the Titus County Auditor's Office until **4:30 PM on May 19, 2020**. Bids will be opened May 20, 2020 at 10:00 AM, in Room 205 of the Titus County Courthouse. Bidders are invited to attend. Bids will be presented for consideration at the Commissioners Court meeting on Monday, June 8, 2020 at 9:00 AM in Room 205 of the Titus County Courthouse.

#### A. Scope of Bid

Bids are solicited for furnishing the merchandise, supplies, service, and/or equipment set forth in this bid request in accordance with the following conditions:

#### B. Conditions

1. Upon acceptance and approval by the Commissioners' Court this bid affects a working contract between Titus County and the successful bidder for **1 year with option to renew each year for 2 additional years upon agreement by vendor and county. Bids are initially effective July 1, 2020.**
2. Bids must be received in the Titus County Auditor's Office at the time and date specified. The mere fact that a bid was dispatched will not be considered; the bidder must have the bid actually delivered in a timely manner.
3. The County reserves the right to accept or reject in part or in whole any bids submitted, and to waive any technicalities for the best interest of the County.
4. Titus County shall not be responsible for any verbal communication between any employee of the County and any potential bidder. Only written specifications and written price quotations will be considered.
5. Titus County reserves the right to reject any bid that does not fully respond to each specified item.
6. Bidder should include employer identification number or social security number.
7. Bidder's sealed envelope must carry **BIDDER'S NAME** with the following NOTATION:  
**"BID: #2020-002 for HVAC MAINTENANCE PROGRAM"**
8. Bids must be submitted on the BID SHEET attached to the specifications.  
Other material may be included with proposals as is deemed necessary by the bidder.
9. All merchandise should be new unless otherwise specified in **BOLD LETTERING**. Warranties should be furnished with all bids if applicable. Used merchandise may be furnished, if applicable and so noted on bid. Used merchandise may be substituted if like new, and warranty/maintenance contract can be furnished with the bid. All dealer rebates and or discounts offered to purchaser should be stated on bid. Titus County shall act as sole judge in determining equality and acceptability of used merchandise.
10. Should there be a change in ownership or management, the contract shall be canceled unless a mutual agreement is reached with the new owner or manager to continue the contract with its present provisions and prices. This contract is non-transferable by either party.
11. Titus County may cancel this contract at any time for any reason including consistently unsatisfactory service from the other party provided a thirty day written notice is given to the



TITUS COUNTY  
BID 2020-002  
HVAC MAINTENANCE

**BID SHEET – HVAC MAINTENANCE PROGRAM – RETURN WITH BID**

Return SEALED BID for the purchase of HVAC maintenance program to:  
Titus County Auditor, 100 W. 1<sup>st</sup> Street, Suite 106, Mt. Pleasant, Texas 75455

The deadline to return the bid is 4:30 PM, May 19, 2020. Bids will be opened at 10:00 AM, on May 20, 2020 in Room 205 of the Titus County Courthouse. Bidders are invited to attend. Bids will be submitted for consideration on June 8, 2020 in Commissioners' Court, Room 205 of the Titus County Courthouse.

Bidder's sealed envelope must carry BIDDER'S NAME with the following NOTATION: "Bid # 2020-002 for the Purchase of HVAC Maintenance Program"

Team North Texas 901 Johnson St. Greenville, TX <sup>75401</sup> (903) 883-8686  
Company Name Address Phone Number

LIST OF SERVICE RATES:

Hourly Rate: \$120/hr Overtime Rate: \$165/hr

Service Hours: \_\_\_\_\_

Mark - Up Percentage on Cost of Materials: 20 %

Has bidder included an estimate of air filter costs with this bid sheet? Please circle: YES or NO  
Can be provided based on size of unit/filter type

Other Charges (Describe in Detail):

N/A

As a bidder, I understand that insurance certificates for general liability insurance and licenses for technicians are required before any work or delivery can be initiated.

Authorized Signature:  Title: President  
Printed Name of Signature: Joseph Armstrong Date: 5/18/20  
Email: jarmstrong@teammnorthtexas.net Employer ID #: 47-2598968



TITUS COUNTY  
BID 2020-002  
HVAC MAINTENANCE

NON-COLLUSION AFFIDAVIT - RETURN WITH BID

The undersigned certifies that the bid prices contained in this bid have been carefully reviewed and are submitted as correct and final. He further certifies that bidder agrees to furnish any and/or all items upon which prices are extended at the price offered, and upon the conditions contained in the specifications of the Invitation to Bid.

STATE OF TEXAS

COUNTY OF TITUS

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared Joseph Armstrong, who after being by me duly sworn, did depose and say: "I, Joseph Armstrong am a duly authorized officer of/agent for Team North Texas and have been duly authorized to execute the foregoing bid on behalf of the said Corporation. I hereby certify that the foregoing bid has not been prepared in collusion with any other bidder or other person or persons engaged in the same line of business prior to the official opening of this bid. Further, I certify that the bidder is not now, nor has he been for the past (6) months, directly or indirectly concerned in any pool or agreement or combination, to control the price of equipment, services, or supplies bid on, or to influence any person or persons to bid or not to bid thereon."

Name and address of bidder Team North Texas  
1901 Johnson St.  
Greenville, TX 75401  
(903) 883-8686

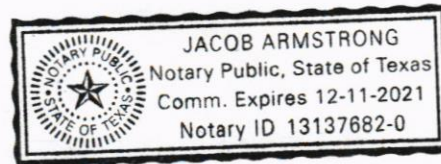
Telephone  
By Joseph Armstrong Title President  
Type Name

Signature [Handwritten Signature]

SUBSCRIBED AND SWORN to me by the above named person

on this the 18th day of May, 2020

[Handwritten Signature]  
Notary Public in and for the State of Texas







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/07/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Keystone Southwest Insurance member of K & S Group, Inc. P O Box 1747 Rockwall TX 75087-1747	CONTACT NAME: Elizabeth Gilbert PHONE (A/C, No, Ext): (972) 771-3861 E-MAIL ADDRESS: egilbert@kswins.com	FAX (A/C, No): (972) 772-1021
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Akrongoniaios, Inc., DBA: Team North Texas P.O. Box 8601 Greenville TX 75404	<b>INSURER A:</b> Employers Mutual Casualty Company NAIC #: 21415	
	<b>INSURER B:</b> Texas Mutual Insurance Co. NAIC #: 22945	
	<b>INSURER C:</b> Federal Insurance Company NAIC #: 20281	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** 19-20 w. Crime, Upd WC      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.


INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			6D06030	06/15/2019	06/15/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/>			6E06030	06/15/2019	06/15/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$			6J06030	06/15/2019	06/15/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	SBP0001281230	01/12/2020	01/12/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Crime			8260-5214	11/25/2019	11/25/2020	Employee Theft \$500,000 Forgery \$500,000 Computer Fraud \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The General Liability policy includes a blanket automatic additional insured endorsement that provides additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status.

The Auto Liability policy includes a blanket automatic additional insured endorsement that provides additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status.

**CERTIFICATE HOLDER****CANCELLATION**

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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**STATE OF TEXAS**

**JONATHON PAUL HOLCOMB**

**AIR CONDITIONING &  
REFRIGERATION CONTRACTOR  
AMERICAN MECHANICAL PARTNERS**



**LIC.# TACLA67269C  
EXPIRES 05/29/2021**

**TEXAS DEPARTMENT OF LICENSING AND REGULATION**



Auditor Office

MAY 19 2020

*Received*

1:09PM

TEAM NORTH TEXAS

ID: #2020-002 for HVAC Maintenance Program