

VAN ZANDT COUNTY, TEXAS

REQUEST FOR BID-HVAC

RETURN BID TO: VAN ZANDT COUNTY AUDITOR'S OFFICE
121 East Dallas, Room 102
Canton, Texas 75103

The enclosed INVITATION TO BID (ITB) and accompanying SPECIFICATIONS AND BID SHEETS are for your convenience in bidding the enclosed referenced products and / or services for VAN ZANDT COUNTY.

Sealed bids should be received no later than:

9:00 a.m., Monday Jan 07, 2019
MARK ENVELOPE: "HVAC Bids"

Please note that all bids **must be received at the designated location by the deadline shown**. Bids received after the deadline **will not be considered** for the award of the contract(s), and shall be considered void and unacceptable. Awarding is scheduled to be held in the Van Zandt County Commissioner's Court Room 206, Canton Texas at 9:00 a.m. on Wednesday January 09, 2019.

You are invited to attend.

Van Zandt County is aware of the time and effort you expend in preparing and submitting bids to the county. Please let us know of any bid requirements that are causing you difficulty in responding to our bids. We want to make the process as easy and painless as possible so that all responsible vendors can compete for the county's business. If you do not wish to bid at this time, but wish to remain on the bid list for this type commodity, please submit a "No Bid". If you wish to be removed from the bid list, please let us know.

The contract(s) may be awarded at the next regularly scheduled Commissioner's court meeting, but Van Zandt County reserves the right to delay awarding the bid for approximately two weeks if it appears to be in the best interest of the county. To obtain information regarding the award of the contract, please contact the **Van Zandt County Auditor's Office at (903)567-2171.**

**YOU MUST USE THE
ATTACHED
BID SPEC FORMS PROVIDED
BY VAN ZANDT COUNTY.**

**YOUR BID WILL NOT BE
CONSIDERED IF YOU DO
NOT COMPLETE THE
ATTACHED SPECS.**

BID SPECS ON HVAC FOR VAN ZNDT COUNTY JAIL, COURTHOUSE & ANNEX

*******MAINTENANCE AGREEMENT*******

4 VISITS PER YEAR (2 MAINTENANCE 2 VISUAL)

MAINTENCE VISIT:

- A. OILING OF MOTORS IF APPLICABLE.
- B. REPLACE BELTS ONCE A YEAR ON APPLICABLE EQUIPMENT.
- C. REPLACE FILTERS WITH A PLEATED TYPE FILTER.
- D. VISUALLY AND MANUALLY VERIFYING THE INTEGRITY OF ELECTRICAL CONNECTIONS.
- E. RECORD VOLTAGE AND AMPERAGE READING OF ELECTRICAL MOTORS.
- F. VERIFY AND RECORD REFRIGERANT PRESSURES.
- G. PERFORM AN OPERATING TEST OF EQUIPMENT TO INSURE PROPER OPERATION OF THE INTERNAL CONTROLS, RELAYS, STARTERS, THERMOSTATS, AND SAFETY LIMITS.
- H. PERFORM AN OPERATING TEST FOR HEAT PUMPS WHICH WILL INCLUDE REVERSING VALVES, DEFROST OPERATION, AUXILLARY AND EMERGENCY HEAT.
- I. INSPECT EVAPORATOR COILS AND ADVISE WHEN CLEANING IS NECESSARY.
- J. CHECK BLOWER WHEELS FOR DIRT ACCUMULATION AND ADVISE WHEN CLEANING IS NECESSARY.
- K. INSPECT AND CLEAN CONDENSER WHEELS ONCE A YEAR.
- L. CLEAN CONDENSATE DRAINS.
- M. CHECK OPERATION OF CONDESATEPUMPS. (IF APPLICABLE)
- N. INSPECT DUCTWORK FOR AIR LEAKS AND BREAKS IN INSTALATION. (IF APPLICABLE)
- O. INCLUDES 2 SWITCHOVERS PER YEAR ON COURTHOUSE.

VISUAL VISIT:

- A REPLACE FILTERS WITH PLEATED TYPE FILTER
- B. VISUAL INSPECTION

ANNUAL COSTS:

- 1. COURTHOUSE _____
- 2. ANNEX _____
- 3. COUNTY JAIL _____

*******RESPONSE AGREEMENT*******

((**SEPARATE FROM MAINTENANCE AGREEMENT**))

1. Agrees to respond to jail needs within 6 hours 24/7 of call
2. Agrees to respond to court house and annex needs ASAP of call.

HOURLY RATES ON SERVICES OUTSIDE OF MAINTENANCE AGREEMENT

NORMAL BUISNESS HOURS : 8:00 AM TO 5:00 PM
Monday thru Friday (excluding holidays)

State time when charges begin _____

Service call \$ _____

Normal hour rate \$ _____

AFTER NORMAL BUSINESS HOURS

State time when after hour charges begin _____

Service call after hours \$ _____

After hour rate \$ _____

VAN ZANDT COUNTY

BIDDERS NAME _____

ADDRESS _____

PHONE NUMBER () _____

AUTHORIZED SIGNATURE _____

DATE _____