

Wichita County, Texas

Request for Proposal for HVAC MAINTENANCE AND REPAIR

I. Background

Wichita County is requesting a quote to provide preventative maintenance and hourly service rates to maintain and repair HVAC systems located at all county buildings.

Please provide a comprehensive list of the maintenance items you will perform for spring and fall maintenance. Including but not limited to:

- Belt replacement and alignment when required 1x per year minimum
- Condenser coils cleaned 1x a year minimum, evaporator coil cleaning as needed
- Chilled and Hot water coils cleaned 1x a year.
- Any other service that you provide that could be of additional value in repair and maintenance of HVAC systems

II. RFP Questions

Bidders are encouraged to submit questions if clarification is needed on any RFP requirement. Specific questions concerning this Request for Proposal (RFP) and resultant proposal responses should be directed in writing to: Ricky Sikes at Ricky.sikes@co.wichita.tx.us

Any attempt by the Bidder to contact other individuals at Wichita County without prior consent will be grounds for immediate Bidder disqualification.

III. Proposal Delivery and Delivery Date

Proposals must contain one bound and **sealed** copy marked **HVAC RFP** and sent to:

Bound Copy: Wichita County Commissioners Court
Attn: Nancy Gregory
900 7th Street
Wichita Falls, Texas 76301

In order to be considered for this project, proposals must be sent in sufficient time for receipt no later than opening in Commissioners Court at **10:00 a.m. Monday, October 18, 2021.**

IV. Experience and References

Bidders are expected to have considerable experience installing and maintaining commercial HVAC systems including but not limited to chillers, package units, split units, air handlers, rooftop units as well as automated controls. The Bidder must also demonstrate to the satisfaction of Wichita County their experience in sales, installation, and maintenance of the system in previous reference implementations.

V. General Description and Minimum Requirements

Filter Changes:

All filters should be replaced on a quarterly basis using a minimum merv 8 filter type media. Some locations and rooftop units may use 2" pleated type filters

Please provide labor rates for the following:

Troubleshooting and repair

Normal business hours 8:00am – 5:00pm M-F

\$____ per hour Additional man (if needed) \$____ per hour

After normal hours 5:01pm – 7:59am M-F

\$____ per hour Additional man (if needed) \$____ per hour

Saturdays

\$____ per hour Additional man (if needed) \$ ____ per hour

Sundays and Vendor Holidays

\$____ per hour Additional man (if needed) \$____ per hour

Preventative Maintenance

Normal business hours 8:00am – 5:00pm M-F

\$____ per hour Additional man (if needed) \$____ per hour

After normal hours 5:01pm – 7:59am M-F

\$____ per hour Additional man (if needed) \$____ per hour

Saturdays

\$____ per hour Additional man (if needed) \$ ____ per hour

Sundays and Vendor Holidays

\$____ per hour Additional man (if needed) \$____ per hour

VI. Proposals

At a minimum, the proposal must include the following information:

1. Cover letter with at least three references
2. Proof of insurance
3. Quote of proposed charges