



Invitation to Bid (“ITB”) - HVAC Service and Maintenance

BID NO. 19-001 – Addendum No. 4 Clarification of ITB Intent; Revisions to the Bid Form and Bidder Questionnaire

II. Scope of Work

A. INTENT

*The intent of this ITB is to solicit bids to provide for the **regular maintenance and service and repair** of City of Brenham HVAC Systems at numerous CITY facilities such as replacing compressors, fan motors, duct work, insulating pipes, charge systems, evacuating systems, troubleshooting, etc. and other HVAC work as described by the City, including but not limited to: all staffing, insurance, specified operation materials and supplies, general "day to day" maintenance and programming, training, licensing, and operation of the facility as outlined herein. The services are to be performed in a substantial, complete, and professional manner in accordance with industry standards, all as requested by and in strict conformity with current health, safety and welfare regulations.*

Regular Maintenance and Service

Regular maintenance and service will be for the items listed in Section II. D. of the ITB. Bidders pricing should reflect the total cost to provide maintenance and service for those items, annually or semi-annually, as indicated in the ITB. The bid price shall include labor and any trip/mileage charges.

As outlined in Section II.A. of the ITB, all materials, parts and equipment shall be billed to the City with no more than a twenty percent (20%) mark-up. Contractor must supply copies of their supplier's invoice.

Repair

Any additional requests by the City for maintenance, service or repairs beyond the items listed in Section II.D. of the ITB will be considered repair items. All responsive bidders should provide their hourly labor rates. Hourly rates should include any trip/mileage charges.

As outlined in Section II.A. of the ITB, all materials, parts and equipment shall be billed to the City with no more than a twenty percent (20%) mark-up. Contractor must supply copies of their supplier's invoice.