



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

BID NO. 19-001

EVENT	DATE
Issuance of ITB	April 8, 2019
1 ST Publication Date	April 11, 2019
2 nd Publication Date	April 18, 2019
Pre-Bid Conference/Facility Tour* 3:00 PM	April 24, 2019
Bid Due Date (10:00 AM)	May 3, 2019
Bid Opening (10:00 AM)	May 3, 2019
Council Award	May 16, 2019

*A Pre-bid Conference/Facility Tour is scheduled to discuss the City's requirements under this ITB. While attendance is at the discretion of the BIDDER, BIDDERS who do not attend will be deemed to have attended and to have received the information provided at that time.

Checklist of Documents to Return in Sealed Bid

- _____ Copies of licenses and training certificates for key personnel who would be assigned to perform services pursuant to the contract
- _____ Completed and Signed Non-Collusion Certificate
- _____ \$5,000 Bid Bond
- _____ Certificate of Insurance
- _____ Bidder Questionnaire
- _____ Notarized Texas Ethics Commission Certification
- _____ A minimum of two (2) references, ideally from customers with similar or larger size HVAC environments

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EXHBIT A – TERMS AND CONDITIONS AND CONDITIONS FOR BIDS

FORM: BIDDER QUESTIONNAIRE

FORM: COST TO PROVIDE HVAC SERVICES PURSUANT TO THIS ITB

NON-COLLUSION CERTIFICATE

I. General Terms and Conditions

A. INTENT

The intent of this ITB is to solicit bids from qualified contractors to provide HVAC Service and Maintenance at numerous City facilities for the City of Brenham. This covers **ALL** labor, materials, tools and equipment to perform HVAC Maintenance at including service and/or repair of air handlers, boilers, HVAC package units, dehumidifiers, and equipment identified under the SCOPE OF WORK set forth herein below.

All bids must be on the form contained herein, signed in the space provided and accompanied by a surety bond, certified or cashier's check in the amount of \$5,000.00, made payable to the City of Brenham and included in a sealed envelope. Additional relevant information or bid details should be attached on a separate page.

B. RECEIPT AND OPENING OF BIDS

The City of Brenham, (hereinafter called "CITY") invites bids on the form attached hereto. Sealed bids shall be submitted, **including one (1) marked original and one (1) marked duplicate** on the original forms and clearly marked with bid number and description no later than **10:00 a.m. on May 3, 2019**. This form must be fully completed and signed by an authorized agent when submitted. The name and address of BIDDER shall be marked on the outside of the submitted bid packet. **Any bid received after 10:00 a.m. on May 3, 2019 shall not be considered.**

Bids should be prepared simply, providing straightforward, concise delineation of the approach and capabilities necessary to satisfy the requirements of the ITB. Technical literature and elaborate promotional materials, if any, must be submitted separately. Emphasis in the bid should be on completeness, clarity of content and adherence to the presentation structure required by the Bid Documents.

C. QUESTIONS AND BID MODIFICATIONS

Any BIDDER may modify their bid by sealed written communication at any time, provided such communication is received by the City Secretary/Director of Administrative Services, P. O. Box 1059 (200 W. Vulcan St.), Brenham, TX 77834, **prior to the bid due date, May 3, 2019.**

CITY shall not provide interpretation of the meaning of the plans, specifications, or other pre-bid documents to any BIDDER orally. Such communication must be in writing. Every request for such interpretation should be in writing addressed to the City Secretary/Director of Administrative Services, P.O. Box 1059 (200 W. Vulcan St.), Brenham, TX 77834, or emailed to jbelling@cityofbrenham.org.

All requests must be received at least three (3) days prior to the scheduled time for the receipt of bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the enclosed specifications which, if issued, will be submitted to all prospective BIDDERS not more than three (3) working days prior to the scheduled time for receipt of bids. Failure of any BIDDER to receive any such addenda or interpretation shall not relieve BIDDER from any obligation of the submitted bid. All addenda issued shall become part of the contract documents and must be acknowledged as received on the submitted document.

D. METHOD OF AWARD

BIDDERS are encouraged to be creative in responding to this ITB, including proposing alternatives in addition to a traditional service delivery model. Bids will be evaluated by the CITY. The CITY will consider the completeness of a BIDDER's bid and how well the bid meets the needs of the CITY. In evaluating the bids, the CONTRACT will be awarded to the BIDDER who provides the services specified herein at the best value for the CITY, in compliance with Texas Local Government Code, Section 252.043.

Best value criteria includes:

- Price (25%)
- Experience working on similar service agreements (15%)
- Qualifications of key personnel to perform services pursuant to the contract (30%)
- Response of references (20%)
- Ability to meet required deadlines (10%)

The City of Brenham reserves the right to waive any informalities or technical errors, or consider alternate bids and award as lump sum, individual basis, or any combination that in its judgment will best serve the interests of the CITY.

The CITY reserves the right to request that any BIDDER clarify its bid or supply any additional material deemed necessary to assist in the evaluation of the bid.

The CITY reserves the right to make an award without further discussion of the submittals. Therefore, the bid should be initially submitted on the most favorable terms the BIDDER can offer. The BIDDER selected as the VENDOR will be expected to enter into a CONTRACT with the CITY based on the CITY's standard contract terms and conditions, attached hereto as EXHIBIT A to this ITB.

Any resultant CONTRACT may be further expanded to include any other item normally offered by the vendor, as long as the price of such additional products based on the same cost/profit formula as the listed items.

E. QUALIFICATIONS OF BIDDER

At the time of opening of bids, each BIDDER will be presumed to be thoroughly familiar with the specifications and contract documents (including all addenda, if any). The failure or omission of any BIDDER to examine any form, instrument, or document shall in no way relieve any BIDDER from any obligation in respect of the bid submitted by the BIDDER.

The CITY may make such investigations as deemed necessary to determine the ability of the BIDDER to perform the work, and the BIDDER shall furnish to the CITY all such information and data for this purpose that the CITY may request. The CITY reserves the right to reject any bid if the evidence submitted by, or investigation of, the BIDDER fails to satisfy the CITY such that BIDDER is properly qualified to carry out the obligations of the contract and to complete the work described therein. Conditional bids will not be accepted.

The BIDDER is required to have the following minimum qualifications:

- BIDDER's submittal must clearly indicate compliance with the qualifications as required in Form #1 Contractor Qualification Certificate. Bids that do not meet these standards may be rejected without further consideration by the CITY.
- Factory trained technicians certified on the building controls platform used at Brenham City Hall and other CITY facilities.
- Ability to dispatch emergency service calls 24 hours per day, with a 2-hour response.
- Ability to place service calls via phone or email direct to dispatch.
- Five (5) years related experience.
- Strong written, verbal and interpersonal communication skills.
- Ability to meet required deadlines as demonstrated by prior project history.
- Strong expertise, knowledge and/or experience in requested services.

F. CONDITIONS OF WORK

Each BIDDER must inform itself fully of the conditions relating to the services of the contract and the employment of labor thereon. Failure to do so will not relieve a successful BIDDER of BIDDER's obligation to furnish all services and labor necessary to carry out the provisions of the contract.

G. LAWS AND REGULATIONS

The BIDDER'S attention is directed to the fact that all applicable state laws, federal laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over such services shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though therein written out in full.

The CONTRACTOR shall be responsible for the receipt and payment of any local, state, or federal permits required for the bid, if applicable.

H. SUBCONTRACTS

The awarded CONTRACTOR shall not subcontract without the written approval of the CITY. It is expressly understood and shall be agreed by both the CITY and CONTRACTOR that the CITY is contracting with the successful CONTRACTOR as independent contractor. No part of this contract shall be subcontracted out, without proper notification AND written consent from the CITY.

I. SAFETY STANDARDS AND ACCIDENT PREVENTION

With respect to all work performed under this contract, the CONTRACTOR shall:

- Maintain OSHA logs used for classifying occupational injuries and illnesses, and for noting the extent of each case. The log must show when the occupational injury or illness occurred, to whom, the regular job of the injured or ill person at the time of the injury or illness exposure, the department in which the person was employed, the kind of injury or illness, how much time was lost, whether the case resulted in a fatality.
- Have maintained an EMR Insurance Policy for a minimum of the past 3 years (2016-2018).
- Not have exceeded an Experience Modification Ratio (EMR) of .80 in the past 3 years (2016-2018). A rating below .80 will improve a respondent's rating in the 'best value criteria' outlined in Section D of this ITB.
- A BIDDER's total hours worked shall exceed 80,000 hours in each of the past 3 years (2016-2018).
- A BIDDER shall submit with their bid the BIDDER's OSHA 300, 300A, NCCI Workers Compensation Experience Rating reports for the past 3 years (2016-2018).

J. CONFLICT OF INTEREST

Chapter 176 of the Texas Local Government Code requires that any person who enters or seeks to enter into a contract for the sale or purchase of property, goods or services with a local government entity and who has an employment or other business relationship with a local government officer or a family member of an officer, as described by Texas Local Government Code Section 176.006 shall file a complete Conflict of Interest Questionnaire with the Purchasing Coordinator within seven (7) business days after the latter: 1) the date the person begins discussions or negotiations to enter into a contract, including submission of a bid or proposal, or 2) the date the person becomes aware of facts that require the statement to be filed. The Conflict of Interest Questionnaire (Form CIQ) is available from the City of Brenham Purchasing Department by emailing jbelling@cityofbrenham.org. Completed Conflict of Interest Questionnaire's may be mailed or delivered to the City Secretary/Director of Administrative Services, P.O. Box 1059 (200 W. Vulcan St.), Brenham, TX 77834. Please consult your own legal advisor if you have questions regarding the statute or this form.

K. DISCLOSURE OF INTERESTED PARTIES

Pursuant to Section 2252 of the Texas Local Government Code, as of January 1, 2016, any business entity entering into a contract with a local government that requires approval of the governing body must submit a Disclosure of Interested Parties to the local government prior to the execution

of the contract. The Texas Ethics Commission (TEC) has adopted a form for the Disclosure of Interested Parties, FORM 1295. The TEC has created a website application for business entities to submit the required information.

The City of Brenham requires Form 1295 to be filed electronically by the business entity and acknowledged electronically by the City of Brenham before entering into any contract requiring the approval of the City Council. The business entity must go to the Texas Ethics Commission Website <http://www.ethics.state.tx.us> and follow the login directions. The following information is required:

- Bid/Identification Number: 19-001
- Project Description: HVAC Service and Maintenance

When the form has been completed, the system will generate a Certificate number and filed date. Please print the form, have it notarized and send it in with your bid response. **NO HAND WRITTEN 1295 FORMS WILL BE ACCEPTED.** The receipt of this form in no way guarantees an award of contract.

L. NON-TRANSFERABLE AGREEMENT

The CONTRACTOR shall not assign, transfer, convey, sublet, or otherwise dispose of the contract, or any part thereof, to any person, partnership, company or corporate without prior written consent of the CITY.

M. PAYMENT AND PERFORMANCE BOND

The CONTRACTOR shall provide a Payment and Performance Bond covering all requirements of the contract concurrent with the execution of the contract. In lieu of a bond, a negotiable Certificate of Deposit from a bank in Washington County, Texas, Certified Check or an Irrevocable Letter of Credit from a bank in Washington County, Texas may be furnished in the amount of the contract.

N. INDEMNIFICATION

THE CONTRACTOR AGREES AND SHALL INDEMNIFY AND HOLD HARMLESS CITY, ITS OFFICERS, AGENTS, EMPLOYEES, AND ELECTED OFFICIALS FROM AND AGAINST ANY AND ALL CLAIMS, LOSSES, DAMAGES, CAUSES OF ACTION, SUITS, AND LIABILITY OF EVERY KIND, INCLUDING ALL, BUT NOT LIMITED TO, EXPENSES OF LITIGATION, COURT COSTS, AND ATTORNEY'S FEES, FOR INJURY TO OR DEATH OF ANY PERSON, OR DAMAGE TO ANY PROPERTY, ARISING OUT OF OR IN CONNECTION WITH THE ACTS AND/OR OMISSIONS OF CONTRACTOR UNDER THIS CONTRACT.

O. INSURANCE

The CONTRACTOR shall keep and maintain during the term of this CONTRACT, a comprehensive general liability policy, with the CITY named as Additional Named Insured, with limits of:

1. Commercial General Liability coverage with limits not less than \$1,000,000 per occurrence/\$2,000,000 annual aggregate.
2. Business Automobile Liability coverage with limits not less than \$1,000,000 per accident for any auto.
3. Workers' Compensation coverage as required by the Industrial Insurance Laws of the State of Texas.

Additional Insurance

Employee Dishonesty coverage endorsed for third party coverage for the CITY or with the CITY named as a loss payee with limits not less than \$100,000 per occurrence and as an annual aggregate.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the City.

Other Provisions

Commercial General Liability policies must be endorsed to:

1. Include the CITY, its officials, officers and employees as additional insured.
2. Provide that such insurance shall be primary as respects any insurance or self-insurance maintained by the CITY.
3. Thirty (30) days' prior notice of policy cancellation shall be provided to the CITY. The CONTRACTOR shall furnish the CITY with a Certificate of Insurance evidencing such coverage. Such insurance shall include contractual liability insuring the indemnity agreements contained in this CONTRACT.

Acceptability of Insurers

Insurance shall be placed with insurers with a rating acceptable to the City.

Verification of Coverage:

Vendor shall furnish the City with certificates of insurance required by this ITB. The certificates are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

Subcontractors

CONTRACTOR shall require subcontractors to provide coverage, which complies with the requirements stated herein.

A copy of ANY current Certificates of Insurance should be included with your bid.

Thirty (30) days prior notice of policy cancellation shall be provided to the CITY. The CONTRACTOR shall furnish the CITY with a Certificate of Insurance evidencing such coverage. Such insurance shall include contractual liability insuring the indemnity agreements contained in this CONTRACT.

P. TERM, RENEWAL AND TERMINATION

The CONTRACT shall be enforced for one (1) year from the date of execution by the City, with the possibility of two (2) additional one (1) year renewal periods, based on the same terms and conditions and mutual agreement of the CONTRACTOR and the CITY.

The CONTRACT will not automatically renew. The CONTRACTOR shall perform in accordance with the terms and conditions of the CONTRACT. Charges of poor performance shall be documented by the CITY and submitted to the CONTRACTOR for corrective action. If continued poor performance is communicated, this will be deemed as a breach of these specifications and shall be the cause for immediate termination of the CONTRACT.

If any section, sentence, phrase, clause, or any part of any section, sentence, phrase, or clause, of this CONTRACT shall, for any reason, not be legally or factually valid, such invalidity shall not affect the remaining portions of this CONTRACT.

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.

B. Basic Services

The CONTRACT will be for full service and shall include all labor and materials to maintain, repair and/or replace all failed HVAC equipment identified listed under the HVAC System Description. The City is looking for one CONTRACTOR to provide maintenance as requested in this bid along with conduct repair including parts to correct any issues related to faulty HVAC equipment.

Other requirements include:

- CONTRACTOR shall require, prior to work commencing, that all personnel working on CITY property undergo and pass a thorough and complete background check in accordance with applicable law or as set by the CITY, at the CITY's sole discretion, whichever is more stringent. All costs related to the background checks are the responsibility of the CONTRACTOR. ***Proof of screening for each employee must be submitted to the CITY at least seven (7) days prior to the start of services and the CITY shall be immediately notified thereafter of any change in circumstances for each such employee.**
- All personnel must be uniformly identified at all times. *The CITY shall have the right to request replacement of any of the CONTRACTOR's employees whose conduct, character or performance is detrimental to the best interest of the CITY, and the CONTRACTOR agrees to make such replacement within two (2) days of notification, or sooner if the infraction deems necessary.
- The chosen CONTRACTOR shall provide HVAC technicians who have been through a 4-5 year apprentice program, trained, and certified to service the HVAC equipment listed under the HVAC System Description Master List.
- CONTRACTOR shall provide service checklists detailing equipment and service performed.
- Coordinate all service with City of Brenham Maintenance Dept., Stephen Draehn at (979) 337-7541 or via e-mail at sdraehn@cityofbrenham.org.
- Debris associated with the maintenance and service of the equipment shall be removed from site when service is performed.
- Any non-covered chargeable work must be pre-authorized by the Brenham Public Works Director.
- During normal business hours, Service Technicians will check in with the Maintenance Supervisor or Asst. Maintenance Supervisor so notification can be given to the appropriate department.
- After hours, Service Technicians will be accompanied by a Maintenance Department employee.
- Emergency situations may arise and will require a technician to be on-site within 2 HR of first notification. Emergency situations will mostly involve server rooms associated with Brenham Communications Building, Brenham PD, Brenham FD and Brenham City Hall.

- Non-emergency calls will require a technician to be onsite within 24 hours of the initial notification including weekends and weekdays.
- Materials, Parts/Equipment shall be billed to the CITY at maximum of CONTRACTOR Cost + 20% mark-up percentage. CONTRACTOR shall supply copies of their supplier's invoice of materials upon request.
- CONTRACTOR shall submit shop drawing of all additions and modifications as requested by the CITY. Said drawings are to be of good and lasting quality as determined by the CITY. A fee for said drawings may be charged at the prevailing contract rate of the individual preparing the drawings.
- CITY of Brenham reserves the right to utilize another vendor in cases of emergency or if CONTRACTOR is unable to meet the delivery requirement stated in bid contract. Continuous inability to meet delivery requirements may result in termination of contract.
- CITY reserves the right to purchase parts and equipment for any job.

C. HVAC SYSTEM DESCRIPTION

The City of Brenham has numerous different facilities with a variety of HVAC components. Major facilities include Brenham Police Department, Brenham Fire Department, Brenham City Hall, Blue Bell Aquatic Center, Communication Building, Brenham Animal Shelter, and Visitors Center. These are just a few of the major facilities with many smaller facilities throughout. A complete list of units and components can be found below.

Type	Mfg	Location	Model No.	Serial No.
OUTSIDE CONDENSOR	ICP	911 COMMUNICATIONS CENTER	TF4B4821SA	W1N5229977
OUTSIDE CONDENSOR	ICP	911 COMMUNICATIONS CENTER	TCA048AKA4	L020485528
OUTSIDE CONDENSOR	ICP	911 COMMUNICATIONS CENTER	UNREADABLE TAG	UNREADABLE TAG
OUTSIDE CONDENSOR	ICP	911 COMMUNICATIONS CENTER	UNREADABLE TAG	UNREADABLE TAG
AIR HANDLER	BARD	911 COMMUNICATIONS TOWER	WA484-A05XPXXXJ	236A092596235-02
OUTSIDE CONDENSOR	INGERSOL RAND	BARNHILL CENTER	4TTA3036B3000AAA	13385UR83F
OUTSIDE CONDENSOR	INGERSOL RAND	BARNHILL CENTER	4TTA3048D3000CA	141130U63F
AIR HANDLER	TRANE	BARNHILL CENTER	YHD150F3RHA04D0B1C2A0B0040000000000000000	1430110262D
AIR HANDLER	TRANE	BARNHILL CENTER	YHD210F3RLA03D0B1C2A0B004A000000000000000	143110176D

AIR HANDLER	TRANE	BARNHILL CENTER	YHD240F3RLA03D0B1C 2A0B004A000000000000 000	143011052D
AIR HANDLER	TRANE	BARNHILL CENTER	YHD210F3RLA03D0B1C 2A0B004A000000000000 000	141110715D
AIR HANDLER	TRANE	BARNHILL CENTER	YHD210F3RLA03D0B1C 2A0B004A000000000000 000	141110729D
OUTSIDE CONDENSOR	TRANE	BARNHILL CENTER	4TTB3036B1000BA	10223BPY5F
OUTSIDE CONDENSOR	TRANE	BLUE BELL AQUATIC CENTER	YSC120F3ELA0000	
OUTSIDE CONDENSOR	TRANE	BLUE BELL AQUATIC CENTER	YSC120F3ELA0000	
OUTSIDE CONDENSOR	TRANE	BLUE BELL AQUATIC CENTER		
OUTSIDE CONDENSOR	TRANE	BLUE BELL AQUATIC CENTER		
OUTSIDE CONDENSOR	TRANE	BLUE BELL AQUATIC CENTER		
AIR HANDLER	POOL PAK	BLUE BELL AQUATIC CENTER	SWHP1005-07E-ACB- R410A	PPK180208
OUTSIDE CONDENSOR	NORTHSTAR	BLUE BELL AQUATIC CENTER	ACC0433	T18B14033
AIR HANDLER	POOL PAK	BLUE BELL AQUATIC CENTER	SWHP1005-07E-ACB- R410A	PPK180209
OUTSIDE CONDENSOR	POOL PAK	BLUE BELL AQUATIC CENTER	ACC0433	T18B14034
EXHAUST FAN	GREENHECK	BLUE BELL AQUATIC CENTER	100-4-X THRU 180-10-X	
EXHAUST FAN	GREENHECK	BLUE BELL AQUATIC CENTER	100-4-X THRU 180-10-X	
EXHAUST FAN	GREENHECK	BLUE BELL AQUATIC CENTER	100-4-X THRU 180-10-X	
EXHAUST FAN	GREENHECK	BLUE BELL AQUATIC CENTER	100-4-X THRU 180-10-X	
EXHAUST FAN	GREENHECK	BLUE BELL AQUATIC CENTER	100-4-X THRU 180-10-X	
EXHAUST FAN	GREENHECK	BLUE BELL AQUATIC CENTER	100-4-X THRU 180-10-X	
EXHAUST FAN	GREENHECK	BLUE BELL AQUATIC CENTER	100-4-X THRU 180-10-X	
OUTSIDE CONDENSOR	TRANE	BLUE BELL AQUATIC CENTER	YSC120F3EXA1WA	172410233L
OUTSIDE CONDENSOR	TRANE	BLUE BELL AQUATIC CENTER	YSC120F3RLA1W	180714093L
OUTSIDE CONDENSOR	TRANE	BLUE BELL AQUATIC CENTER	YCC042F3MOBE	R42249G1H
OUTSIDE CONDENSOR	TRANE	BLUE BELL AQUATIC CENTER	YCD150C3LOCA	R331101573 D
OUTSIDE CONDENSOR	TRANE	BLUE BELL AQUATIC CENTER	YCC042F3MOBD	P202TNP14

AIR HANDLER	POOL PAK	BLUE BELL AQUATIC CENTER	SWHP1005-07E-ACB-R410A	PPK180208
OUTSIDE CONDENSOR	NORTHSTAR	BLUE BELL AQUATIC CENTER	ACC0433	T18B14033
AIR HANDLER	POOL PAK	BLUE BELL AQUATIC CENTER	SWHP1005-07E-ACB-R410A	PPK180209
OUTSIDE CONDENSOR	POOL PAK	BLUE BELL AQUATIC CENTER	ACC0433	T18B14034
AIR HANDLER	LENNOX	BOYS AND GIRLS CLUB	LCC060S28F	N/A
AIR HANDLER	LENNOX	BOYS AND GIRLS CLUB		
AIR HANDLER	LENNOX	BOYS AND GIRLS CLUB		
AIR HANDLER	LENNOX	BOYS AND GIRLS CLUB	LCA120H2BK	
AIR HANDLER	LENNOX	BOYS AND GIRLS CLUB	LCA090H2BJ	
AIR HANDLER	LENNOX	BOYS AND GIRLS CLUB	LCC060S2BF1G	5604A09666
AIR HANDLER	LENNOX	BOYS AND GIRLS CLUB	LCA120H2BK1G	5604A09358
AIR HANDLER	LENNOX	BOYS AND GIRLS CLUB	LCC048S2BF1G	5604A09706
AIR HANDLER	CARRIER	BRENHAM ANIMAL SHELTER	59SC2C060S171116	0316A61026
AIR HANDLER	CARRIER	BRENHAM ANIMAL SHELTER	59SC2C040S14111Q	4315A59399
AIR HANDLER	CARRIER	BRENHAM ANIMAL SHELTER	59SC2C080S211120	0416A60244
AIR HANDLER	CARRIER	BRENHAM ANIMAL SHELTER	59SC2C080S211120	0416A60237
AIR HANDLER	CARRIER	BRENHAM ANIMAL SHELTER	59SC2C080S211120	0416A60243
AIR HANDLER	CARRIER	BRENHAM ANIMAL SHELTER	59SC2C080S211120	0416A60248
AIR HANDLER	CARRIER	BRENHAM ANIMAL SHELTER	59SC2C060S171116	0316A61008
OUTSIDE CONDENSOR	CARRIER	BRENHAM ANIMAL SHELTER	24ABB348A510	3015E03816
OUTSIDE CONDENSOR	CARRIER	BRENHAM ANIMAL SHELTER	24ABB336A510	4115E14373
OUTSIDE CONDENSOR	CARRIER	BRENHAM ANIMAL SHELTER	24ABB360A520	0216E00329
OUTSIDE CONDENSOR	CARRIER	BRENHAM ANIMAL SHELTER	24ABB360A520	4515E10845
OUTSIDE CONDENSOR	CARRIER	BRENHAM ANIMAL SHELTER	24ABB360A520	4515E10849
OUTSIDE CONDENSOR	CARRIER	BRENHAM ANIMAL SHELTER	24ABB360A520	0216E00345
OUTSIDE CONDENSOR	CARRIER	BRENHAM ANIMAL SHELTER	24ABB348A510	4415E10913
DEHIMIDIFIER	DAIKIN	BRENHAM ANIMAL SHELTER	DPS006AHCG2DW-4	FBOU151101565
DEHIMIDIFIER	DAIKIN	BRENHAM ANIMAL SHELTER		
DEHIMIDIFIER	DAIKIN	BRENHAM ANIMAL SHELTER	DPS006AHCG2DW-4	FBOU151101604
AIR HANDLER	CARRIER	BRENHAM FIRE DEPARTMENT	39MDSTW04JFPXXXJCH	1709U08007
OUTSIDE CONDENSOR	CARRIER	BRENHAM FIRE DEPARTMENT	38AKS028---601--	1209Q27959
OUTSIDE CONDENSOR	DAIKIN	BRENHAM FIRE DEPARTMENT	REYQ96TYDN	1510322608
OUTSIDE CONDENSOR		BRENHAM MUNICIPAL AIRPORT	WCA3602GKA1	X092465825
AIR HANDLER		BRENHAM MUNICIPAL AIRPORT	582AV070-12	5101A76633

AIR HANDLER		BRENHAM MUNICIPAL AIRPORT	582AV070-12	5101A76579
AIR HANDLER	CARRIER	BRENHAM MUNICIPAL AIRPORT	58STX110-10122	3702A45163
AIR HANDLER	CARRIER	BRENHAM MUNICIPAL AIRPORT	58STX110-10122	3702A45126
OUTSIDE CONDENSOR	CARRIER	BRENHAM MUNICIPAL AIRPORT	38TRA060330	3302E0591
OUTSIDE CONDENSOR	CARRIER	BRENHAM MUNICIPAL AIRPORT	38TRA060330	1202E03126
OUTSIDE CONDENSOR	CARRIER	BRENHAM MUNICIPAL AIRPORT	38TRA036330	1202E01840
OUTSIDE CONDENSOR	CARRIER	BRENHAM MUNICIPAL AIRPORT	38TRA036330	1202E01796
AIR HANDLER		BRENHAM MUNICIPAL AIRPORT	582AV115-20	0202A73660
EXHAUST FAN	LARKIN	BRENHAM MUNICIPAL AIRPORT	SC-96048	?...91557
AIR HANDLER	CARRIER	BRENHAM POLICE DEPARTMENT	39MN30C0116H812XGS	2109U10301
MINI-SPLIT	GREE	BRENHAM POLICE DEPARTMENT	GWH12AB-A3DNA1B/I	47370100004 89
AIR HANDLER	LIEBERT	BRENHAM POLICE DEPARTMENT	MMD36E-X00D0	S0833N1720 94
MINI-SPLIT	GREE	BRENHAM POLICE DEPARTMENT	LIVS36HP230V1BH	2917GS0481 1
OUTSIDE CONDENSOR	CARRIER	BRENHAM POLICE DEPARTMENT	507ND055FDI01410 (?)	
OUTSIDE CONDENSOR	GREE	BRENHAM POLICE DEPARTMENT	GWH12AB-A3DNA1B/0	
OUTSIDE CONDENSOR	CARRIER	BRENHAM POLICE DEPARTMENT		
OUTSIDE CONDENSOR	LIEBERT	BRENHAM POLICE DEPARTMENT	PFH037A-AL3	S0908N1809 38
OUTSIDE CONDENSOR	CARRIER	BRENHAM POLICE DEPARTMENT	38AH-064---621--	1809Q28167
MINI-SPLIT	GREE	BRENHAM POLICE DEPARTMENT	V136HP230V1BO	2917GS0290 0
AIR HANDLER	TRANE	CENTRAL WAREHOUSE	12043AAA00A000000000 00000000000000000000	18171225BA
AIR HANDLER	ICP	CENTRAL WAREHOUSE	FAS120MAAA0A0AA	U103019647
OUTSIDE CONDENSOR	TRANE	CENTRAL WAREHOUSE	TTA12043AAA00AE000 00000000000000000000 000	18221485YA
OUTSIDE CONDENSOR	ICP	CENTRAL WAREHOUSE	CAS121HAG0A00AA	G101410075
AIR HANDLER	CARRIER	CITY HALL	50A3-040-Q-621HH	115U45454
AIR HANDLER	CARRIER	CITY HALL	50A3-020-N-621HJ	2614U44238
AIR HANDLER	CARRIER	CITY HALL	50A3-020-1A621HJ	2217U45356
AIR HANDLER	CARRIER	CITY HALL	50A3-040-Q-621HH	0416U46921
AIR HANDLER	TEAM AIR INC	CITY HALL	CAH12000DX30T	101807-297
AIR HANDLER	TRANE	CITY HALL	YSC120A3BLA???	750102154L?
AIR HANDLER		ELECTRIC DEPARTMENT/WAREHOUSE	N/A	N/A
OUTSIDE CONDENSOR	ICP	ELECTRIC DEPARTMENT/WAREHOUSE	CA9C48VED2 (UNREADABLE)	AHO480..(UN READABLE)
AIR HANDLER	GOODMAN	FIRE MUSEUM	ARUF486016AA	0609653907

AIR HANDLER	GOODMAN	FIRE MUSEUM	ARUF486016AA	0609653908
OUTSIDE CONDENSOR	GOODMAN	FIRE MUSEUM	GSC130603AA	0609040598
OUTSIDE CONDENSOR	GOODMAN	FIRE MUSEUM	GSC130603AC	0703155104
MINI-SPLIT	LG	FIREMANS PARK	LSN090HSV4	708KAPB06U00
MINI-SPLIT	GREE	FIREMANS PARK	VIR36HP230V1AH	1416GS01844
MINI-SPLIT	LG	FIREMANS PARK	LSN090HSV4	708KAZK03B85
MINI-SPLIT	GREE	FIREMANS PARK	VIR36HP230V1AH	0416GS04250
MINI-SPLIT	LG	FIREMANS PARK	LSN090HSV4	708KAGS06U07
MINI-SPLIT	LG	FIREMANS PARK	LSU090HSV4	610KAED06H40
OUTSIDE CONDENSOR	TEMPSTAR	FIREMANS PARK	NXA448GKC101	E184600443
OUTSIDE CONDENSOR	GREE	FIREMANS PARK	VIR36HP230V1A0	1516GS00555
MINI-SPLIT	LG	FIREMANS PARK	LSU090HSV4	610KAMZ06H39
OUTSIDE CONDENSOR	GREE	FIREMANS PARK	VIR36HP230V1A0	1516GS00557
MINI-SPLIT	LG	FIREMANS PARK	LSU090HSV4	610KADT06H38
MINI-SPLIT	GREE	GAS DEPARTMENT	GWH12AB-A3DNA1B/I	N/A
AIR HANDLER		GAS DEPARTMENT	FSM2X3600A	A072986341
MINI-SPLIT	GREE	GAS DEPARTMENT	GWH12AB-A3DNA1B/O	N/A
MINI-SPLIT	IHI	GAS DEPARTMENT	GAW14L36C21SA	W1C6440702
MINI-SPLIT	GREE	HENDERSON PARK	NEO24HP230V1AH	N/A
MINI-SPLIT	GREE	HENDERSON PARK	NEO24HP230V1A0	N/A
AIR HANDLER	CARRIER	HOHLT PARK	58STA070---14122	4710A15476
OUTSIDE CONDENSOR	CARRIER	HOHLT PARK	24ABB336A310	0811E24141
AIR HANDLER	CARRIER	HOHLT PARK	58STA110-22	0411A14362
OUTSIDE CONDENSOR	CARRIER	HOHLT PARK	24ABB360A320	2710E10382
MINI-SPLIT	GREE	JACKSON STREET PARK	GWH18AC-D3DNA1B/O	N/A
AIR HANDLER	ICP	LAKE PUMP STATION	WAHM244A	A102176142
OUTSIDE CONDENSOR	ECO TEMP	LAKE PUMP STATION	WCA3244GKA1	X102360837
AIR HANDLER	ICP	LINDA ANDERSON PARK	FEM4P2400A	A130268316
OUTSIDE CONDENSOR	ECO TEMP	LINDA ANDERSON PARK	WCA3244GKA1	X102964787
AIR HANDLER	LUXAIRE	RECYCLING CENTER	AHR24B3XH21B	W1K3078987
OUTSIDE CONDENSOR	LUXAIRE	RECYCLING CENTER	TCJD24S41S3A	W1M3211028
AIR HANDLER		STREET DEPARTMENT	FA4ANF036	1599A18389
OUTSIDE CONDENSOR	TEMPSTAR	STREET DEPARTMENT	N/A	

AIR HANDLER	ICP	TRANSFER/COLLECTION STATION	FXM4X3600A	A110282528
MINI-SPLIT	SAMSUNG	TRANSFER/COLLECTION STATION	AR09KSWSJWKX	A3LSWL-CQ51
OUTSIDE CONDENSOR	ICP	TRANSFER/COLLECTION STATION	T4A430GKD200	E093814597
AIR HANDLER	CARRIER	WASTEWATER TREATMENT PLANT		
AIR HANDLER	CARRIER	WASTEWATER TREATMENT PLANT		
AIR HANDLER	CARRIER	WASTEWATER TREATMENT PLANT	FC4CNF024	1104A84191
AIR HANDLER	TEMPSTAR	WASTEWATER TREATMENT PLANT	FEM43P000A	A131469592
AIR HANDLER	CARRIER	WASTEWATER TREATMENT PLANT	FC4CNF048	1604A70565
OUTSIDE CONDENSOR	CARRIER	WASTEWATER TREATMENT PLANT	38BRC060360	1304E04896
OUTSIDE CONDENSOR	ICP	WASTEWATER TREATMENT PLANT	WCA3422GKR2	X132671386
OUTSIDE CONDENSOR	CARRIER	WASTEWATER TREATMENT PLANT	38BRC024330	1504E09188
OUTSIDE CONDENSOR	ICP	WASTEWATER TREATMENT PLANT	N4A330GKC200	E122425418
OUTSIDE CONDENSOR	CARRIER	WASTEWATER TREATMENT PLANT	38BRC048370	1404E16323
MINI-SPLIT	GREE	WATER CONSTRUCTION DEPARTMENT	LIVS12HP115V1BH	4716GS03723
MINI-SPLIT	GREE	WATER CONSTRUCTION DEPARTMENT	GWH09-A3DNA1B/I	N/A
MINI-SPLIT	GREE	WATER CONSTRUCTION DEPARTMENT	LIVS12HP115V1BO	4716GS03649
MINI-SPLIT	GREE	WATER CONSTRUCTION DEPARTMENT	GWH09-A3DNA1B/O	N/A

D. SERVICE SCHEDULE AND TECHNICAL REQUIREMENTS

1. **Air Filter Replacement-** Air filters will be replaced by City of Brenham Employees.
2. **Outside Air Handlers-** The outside Air Handlers unit fan coil units shall be serviced two (2) times annually. Service shall include checking:
 - belts
 - pulley sheave inspection and alignment
 - condensate pan
 - vibration
 - coil condition
 - supply voltage
 - motor amps
 - damper operation
 - lube all damper pivot points and linkage
 - condition of intake screens
 - test proper performance of float switches
 - inspection of proper operation of UV lighting.

3. **Boilers Gas Fired-** Each boiler shall be serviced one (1) time annually. Services shall be a basic inspection of operational performance and include visual inspection of boiler, controls and piping, flame color and size, make-up water strainers, expansion tank level, entering and leaving temperatures, voltage, amp draw, relief valve lift and check for proper seating, pressures and temperatures, low water cutoff, operating safeties and limits.
4. **VAV Controllers-** VAV Control units shall be serviced one (1) time annually. VAV shall be checked for:
 - Unusual noise and vibrations
 - Inspect belts for proper tension and wear
 - Inspect fan and motor assembly for proper alignment
 - Provide lubrication if necessary
 - Check fan intake grills for dirt and debris
 - Inspect fan blades and moving parts for excessive wear
 - Inspect all fan wiring for deterioration
 - Ensure tightness of all electrical connections
5. **Dampers-** Smoke fire dampers in the three Outside Air Units shall be serviced one (1) time annually. Each damper shall be visually inspected and operated fully closed then opened and checked for binding. Lubrication of all pivot points and linkage shall be completed at this time.
6. **Split A/C-** Split A/C units shall be serviced one (1) time annually. Indoor unit shall be checked for:
 - coil condition
 - check filter condition, remove filter, wash and reinstall
 - air temperature in and out
 - inspects fan blades
 - fan motor voltage and amp draws.
 - check humidifier and clean
 - check fan and motor bearings, lubricate as required
 - check thermostat operation
 - check all wiring
 - check insulation, vibration, and any unusual noise
 - check all safety and operating controls
 - check compressor general operation and condition
 - check discharge pressure and suction pressure
 - check refrigerant charge
 - check drip pan and drain condition

Outdoor unit service shall include:

- coil inspection and cleaning
- compressor superheat
- voltage
- amperage,
- fan inspected and cleaned

III. Alternate Bid

**ITB Bid No. 19-001
HVAC Service and Maintenance**

Alternate Bid – Nancy Carol Roberts Memorial Library

Type	Mfg.	Location	Model Number	Serial Number
AIR HANDLER	LG	NANCY CAROL ROBERTS MEMORIAL LIBRARY	LSU120HSV4	KASLOL 90?
AIR HANDLER	AAON	NANCY CAROL ROBERTS MEMORIAL LIBRARY	RN-006-8-0-EB09- 12A	201510- ANEF13113
AIR HANDLER	TRANE	NANCY CAROL ROBERTS MEMORIAL LIBRARY	4WCC4036A1000A A	154011788L
AIR HANDLER	TRANE	NANCY CAROL ROBERTS MEMORIAL LIBRARY	4WCC4030A1000A A	154112328L
AIR HANDLER	TRANE	NANCY CAROL ROBERTS MEMORIAL LIBRARY	4WCC4030A1000A A	154112355L
AIR HANDLER	TRANE	NANCY CAROL ROBERTS MEMORIAL LIBRARY	4WCC4030A1000A A	154110996L
AIR HANDLER	AAON	NANCY CAROL ROBERTS MEMORIAL LIBRARY	RQ-004-8-V-EA09- 12A	201510- AYED02372
AIR HANDLER	AAON	NANCY CAROL ROBERTS MEMORIAL LIBRARY	RQ-004-8-V-EA09- 12A	201510- AYED02340
AIR HANDLER	TRANE	NANCY CAROL ROBERTS MEMORIAL LIBRARY	4WCC4024A1000A A	154111122L
AIR HANDLER	TRANE	NANCY CAROL ROBERTS MEMORIAL LIBRARY	4WCC4024A1000A A	154111763L
AIR HANDLER	TRANE	NANCY CAROL ROBERTS MEMORIAL LIBRARY	4WCC4024A1000A A	154112288L
AIR HANDLER	AAON	NANCY CAROL ROBERTS MEMORIAL LIBRARY	RN-006-8-0-EB09- 12A	201510- ANEF13114
AIR HANDLER	TRANE	NANCY CAROL ROBERTS MEMORIAL LIBRARY	4WCC4036A1000A A	154012439L

BIDDER QUESTIONNAIRE

Questionnaire must be completed by ALL BIDDERS and returned with bid response. Any additional pages provided should be clearly labeled.

GENERAL COMPANY INFORMATION:

Company Name: _____

Address: _____

Owner Name: _____

Contact Person: _____ Phone: _____

Contact Person's Title: _____ E-Mail: _____

MINIMUM QUALIFICATIONS:

1. Texas State Department Tax Identification Number _____

2. Active Texas State Contractor License #: _____

3. Current Employment Security #: _____

4. Verify the following

a) Choose one:

_____ BIDDER has current industrial insurance coverage for employees working in Texas.

or

_____ BIDDER is not required to have industrial insurance coverage for employees working in Texas.

b) Choose one:

_____ Proposer has not been disqualified or debarred from bidding on any federal or state bidding.

or

_____ Proposer has been disqualified or debarred from bidding on any federal or state bidding.

Explain: _____

ADDITIONAL QUALIFICATIONS:

- 4. Number of Years in Business under Current Company Name/License #: _____
- 5. Number of employees in your company: _____
- 6. Experience working with municipal and/or regulatory entities: _____

- 7. Please provide a list of “key personnel” that will be assigned to supervise or work on City contracted site, including name, job title and years of experience. Attach copies of Licenses/certifications.

- 8. Please describe current screening process for hiring employees. _____

- 9. Please describe current employee training and/or relevant certifications. _____

- 10. Please provide a list of your companies recent experience in the type of service described in this ITB.

COST TO PROVIDE HVAC SERVICES PURSUANT TO THIS ITB

BASE BID

Bid No. 19-001: HVAC Service and Maintenance

Quarterly Cost: \$ _____

TOTAL Annual Cost (4 quarters): \$ _____

Contractor Initials: _____

ALTERNATE BID

Bid No. 19-001: HVAC Service and Maintenance – Alternate Bid

Quarterly Cost: \$ _____

TOTAL Annual Cost (4 quarters): \$ _____

Contractor Initials: _____

BID SUBMISSION AUTHORIZATION

- An authorized representative must sign bids, with the BIDDER's address, telephone and email information provided. Unsigned bids may not be considered.
- If the bid is made by an individual, the name, mailing address and signature of the individual must be shown.
- If the bid is made by a firm or partnership, the name and mailing address of the firm or partnership and the signature of at least one of the general partners must be shown.
- If the bid is made by a corporation, the name and mailing address of the corporation and the signature and title of the person who signs on behalf of the corporation must be shown.
- The CITY reserves the right to request documentation showing the authority of the individual signing the bid to execute contracts on behalf of anyone, or any corporation, other than himself/herself. Refusal to provide such information upon request may cause the bid to be rejected as non-responsive.

The undersigned certifies that the information provided above is a true representation of its company's qualifications and agrees to comply with these assurances following award of the Contract and during the performance of the Contract.

Signature: _____

Printed Name: _____

Title: _____ Date: _____

Address: _____

INFORMATION SECURITY REQUIREMENTS

Consultants with access to City data or systems shall provide their services in a manner consistent with the City's Information Security policies. This includes, but is not limited, to ensuring that user accounts are known only by the individual assigned access, and not shared with anyone unless approved by the City in advance. If Consultants have remote access into systems with City data, Consultants shall ensure that the remote access is conducted from IT systems which have the latest security patches, anti-virus, and malware signatures.

These requirements are not substitutes for the Contractor's obligations under applicable regulatory requirements including, but not limited to, the Payment Card Industry (PCI), Criminal Justice Information System (CJIS), the Health Insurance Portability and Accountability Act (HIPAA), or State Laws. If Contractor has access or retains data that is considered critical or confidential by the City, Contractor acknowledges that it will properly turn over or destroy all data upon termination of the contract. Contractor shall provide prompt notice to the City of any confirmed or suspected security breach affecting the City's data or informational infrastructure that supports the City's contracted services. Prompt notice shall mean within four (4) hours of discovery of the confirmed breach. Notice will be provided by e-mail and telephone to City's primary technical contact and primary business contact.

NON-COLLUSION CERTIFICATE

STATE OF _____

COUNTY OF _____

The undersigned, being duly sworn, deposes and says that the person, firm, association, co-partnership or corporation herein named, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competition in the preparation and submission of a bid to the City of Brenham for consideration in the award of a contract on the improvement described as follows:

BID NO. _____ - HVAC Service and Maintenance for City of Brenham

(Name of Firm)

By: _____
(Authorized Signature)

Title: _____

Sworn to before me this _____ day of _____, 2019.

Notary Public

NOTARY SEAL: