



**RFP# 2024-04**

***REQUEST FOR PROPOSALS***

***COMMERCIAL HVAC PREVENTATIVE  
MAINTENANCE SERVICES AND REPAIRS  
FOR GREGG COUNTY, TEXAS***

**PROPOSAL DUE DATE:**

**By 2:00pm Monday, December 04, 2023**

*Gregg County Purchasing Office  
101 East Methvin Street, Suite 205  
Longview, Texas 75601*

## TABLE OF CONTENTS

Cover Page	Page 1
Table of Contents	Page 2
Notice of Intent	Page 3
Proposal Instructions	Page 4
Scope of Work	Pages 5-13
Proposal Submission Requirements	Pages 14
Evaluation Criteria	Page 15
RFP Forms Section	
✓ Proposal Fee Form	Pages 16-24
✓ Qualification Questionnaire	
✓ Compliance with Federal and State Laws	
✓ RFP Signature Form	
✓ Conflict of Interest Information	
Advertisement	Page 25
Exhibit A – Standard Terms and Conditions	
Exhibit B – Special Conditions	

*This Table of Contents is intended as an aid to bidders and not as a comprehensive listing of the RFP package. Respondents are responsible for reading the entire bid package and complying with all specifications.*

**GREGG COUNTY, TEXAS  
REQUEST FOR PROPOSALS**

In accordance with the Laws of the State of the Texas, Gregg County is seeking sealed proposals for Commercial HVAC Preventative Maintenance Services and Repairs for Gregg County, Texas.

**SEALED PROPOSALS** addressed to the Purchasing Agent for Gregg County, Texas must be received in the Purchasing Department at, 101 East Methvin, Suite 205, Longview, Texas 75601 not later than 2:00 p.m. on Monday, December 04, 2023 for the following:

**COMMERCIAL HVAC PREVENTATIVE MAINTENANCE SERVICES AND  
REPAIRS FOR  
GREGG COUNTY, TEXAS  
RFP 2024-04**

Solicitation documents are now posted on the Gregg County Website [www.co.gregg.tx.us](http://www.co.gregg.tx.us) on the Purchasing Department webpage. Please click on the **Current Bids Tab** to download the RFP document. Only paper responses are allowed for this RFP; facsimiles will not be accepted. Paper documents may also be obtained from the office of the Purchasing Agent.

All documents relating to this Request for Proposal including but not limited to, the RFP document, questions and their responses, addenda and special notices will be posted on the Gregg County Purchasing Department website under the **addendums tab** and available for download by bidders and other interested parties. *It is the bidders'/respondents' sole responsibility to review this site and retrieve all related documents prior to the Bid due date.*

## ***PROPOSAL INSTRUCTIONS***

- ❖ **Submission of Proposals:** Respondent shall submit (2) sets of proposals documents one with original signatures and one copy. Respondents shall also submit one flash drive (jump, thumb) with a copy of proposal. **All shall be sealed and marked RFP# 2024-04 Commercial HVAC Preventative Maintenance Services and Repairs for Gregg County, Texas** and mailed/hand delivered to the address below by the closing date specified. **A facsimile transmission is not an acceptable response to this RFP Process and will not be considered.**

Gregg County Purchasing  
Kelli Davis, NIGP-CPP, CPPB  
Purchasing Agent  
101 East Methvin, St. 205  
Longview, Texas 75601

- ❖ Questions concerning this sealed process shall be directed to Gregg County Purchasing Director by email to [purchasing@co.gregg.tx.us](mailto:purchasing@co.gregg.tx.us); Kelli Davis. Failure to comply with this guideline could result in disqualification.
- ❖ **All proposals must be sealed** when returned to Gregg County.
- ❖ RESPONSES WILL BE received and publicly acknowledged at the Gregg County Purchasing Department located at the address listed above on Monday, December 04, 2023 at 2:00PM. Respondents, their representatives and interested persons may be present; only the names of the Respondents who submitted a response will be read aloud – all information will remain confidential until a contract is awarded; if any.
- ❖ It is the Respondents sole responsibility to print and review all pages of the RFP document, attachments, questions and their answers, addenda and special notices. Failure to provide original signature on these forms could render statement non-responsive.
- ❖ Any Proposals received after the date and/or hour set for RFP opening will not be accepted. The late Respondent will be notified and will advise Gregg County Purchasing as to the disposition by either pick up, return at bidder's expense, or destroyed with written authorization.
- ❖ If responses are sent by mail to the Purchasing Department, the Respondent shall be responsible for actual delivery of the RFP to the Purchasing Department before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of Gregg County beyond the date and hour set for the RFP opening, proposals thus delayed will not be considered and will be disposed of as authorized.
- ❖ Respondents are encouraged to review this entire Request for Proposal Packet (RFP). All questions regarding this RFP must be in writing and sent by email to Purchasing Agent Kelli Davis at [kelli.davis@co.gregg.tx.us](mailto:kelli.davis@co.gregg.tx.us) or by fax to 903-237-2682. Contact with other personnel of the county other than the Purchasing Agent regarding the Request for Proposals may be grounds for elimination from the selection process. **Deadline for submitting questions is Monday, November 27, 2023 by 5:00PM**

## ***SCOPE OF WORK***

**Purpose:** Gregg County solicits services from qualified Respondents for Commercial HVAC Preventative maintenance services and repairs for Gregg County, Texas. Any proposed Respondent must have proper licensing at the time of submission of the response to this RFP. **The Respondent is responsible for verifying the equipment, size, and condition of all HVAC systems at the Gregg County facilities.** Gregg County reserves the right to add or remove facilities listed on pages 11-18 of this packet at any time.

In addition to the standard required Preventative Maintenance Service, emergency services may be needed occasionally and shall be rendered and made available on a twenty-four (24) hours per day basis. Any twenty-four hour emergency services shall include an answering service response system. **Respondent must be able to report to location within two (2) hours or less of placement of an emergency call.** An emergency is defined as a situation of extraordinary conditions where the normal operation of the County would cease or be seriously impaired if immediate action were not taken to correct and report the issue. Emergencies could also be in response to health and safety issues.

**Respondents shall give Gregg County facilities priority in inspecting, restoring, and repairing all HVAC systems in the case of events including but not limited to hurricane, hard freeze, tornado/wind events, or unplanned power outages.**

This Request for Proposal constitutes a solicitation for proposals but does not guarantee that any Respondent will be awarded a contract. Submission of an RFP response is voluntary and all costs of participation in this process will be the complete responsibility of the Respondent. The publication of this RFP does not guarantee that any contract award(s) will be made.

A pre-site visit is highly recommended at each of the facilities. Addresses, office hours, and contact information is listed with each of the separate specifications for the facilities on the following pages. You can email [purchasing@co.gregg.tx.us](mailto:purchasing@co.gregg.tx.us) to request a site visit and we will set that up for you.

## Preventative Maintenance

Gregg County is seeking proposals on preventative maintenance and services on HVAC equipment located within the Gregg County Courthouse. Each piece of equipment requires three (3) quarterly inspections and one (1) annual inspection and cleaning per year. Chillers will require oil and refrigerant analysis annually.

Preventative Maintenance on the following equipment:

**Location: Gregg County Courthouse 101 E. Methvin Longview, Texas 75601**

**Contact: Harry McMahan 903-237-2581 Office Hours- M-F 8 A.M to 5 P.M.**

### Cooling Towers

Equipment	Manufacturer	Model Number	Serial #'s
Cooling Tower	Delta	2501	64446
Cooling Tower	Delta	TM205312	649721
Cooling Tower	Delta	TM205312	649722

#### Quarterly Mechanical-Draft Cooling Tower Inspect (1 and 2 Cell)

- Inspect External Condition Of Tower
- Visual Inspection Of Mechanical Operating Unit
- Verify Water Level
- Check Condition Of Gear Box
- Fan Check For Cooling Tower

#### Annual Mechanical-Draft Cooling Tower Inspect and Clean (1 and 2 Cell)

- Inspect External Condition Of Tower
- Visual Inspection Of Mechanical Operating Unit
- Verify Water Level
- Tower Upper And Lower Basin Inspection And Clean
- Check Condition Of Gear Box
- Fan Check For Cooling Tower
- Cooling Tower Motor Check And Lube
- Basin Heater Inspection On Cooling Tower

### Chillers:

Equipment	Manufacturer	Model Number	Serial #'s
Centrifugal Chiller	Trane	CVHA025FHF	L80F10637

#### Centrifugal Chiller Operational Quarterly Inspection

- Initial Site Inspection
- TechView/KestrelView Connection
- Review Diagnostics
- Review Purge Report
- Oil Level And Temperature Check
- Run Service Report From TechView
- Manual Chiller Log (Applied)

- Techview/Kestrel View Disconnection
- Centrifugal Annual Inspection**

- Customer Notification
- Initial Site Inspection
- Review Purge Report
- Oil Level And Temperature Check
- Oil Analysis Per Circuit
- Lock Out Tag Out Chiller
- Purge Maintenance And Operation
- Purge Plus Expiration Date Check (High Performance)
- Vane Linkage And Oil Valve Lubrication
- Centrifugal Oil Filter Change
- Condenser Tube Brushing Including Head Removal
- Compressor Starter Inspection - Centrifugal
- Meg Compressor Motor
- Control Panel Electrical Inspection - Centrifugal
- Control Panel Calibration Check
- Low Temperature Sensor Calibration
- Drain Rupture Disc Vent Line
- Review Diagnostics
- Pre-Start Chiller Check
- Start Chiller
- High Side Leak Check Inspection
- Manual Log With Electronic Device

<b>Equipment</b>	<b>Manufacturer</b>	<b>Model Number</b>	<b>Serial #'s</b>
Centrifugal Chiller	Trane	CVHE040FE5	L12M05038
Centrifugal Chiller	Trane	CVHE040FE5	L14B00603

**Centrifugal Chiller Operational Quarterly Inspection**

- Customer Notification
- Initial Site Inspection
- Review Diagnostics
- Review Purge Report
- Oil Level And Temperature Check
- Lock Out Tag Out Units with Potentially High or Medium Voltage Starters
- Remove Lock Out Tag Out and Restore Power for Units with High or Medium Voltage Starters
- Return Unit to Normal Operation
- Manual Log With Electronic Device

**Centrifugal Annual Inspection**

- Customer Notification
- Initial Site Inspection
- Review Diagnostics
- Review Purge Report
- Oil Level And Temperature Check
- Oil Analysis Per Circuit
- Purge Maintenance And Operation
- Lock Out Tag Out Units with Potentially High or Medium Voltage Starters
- Purge Plus Expiration Date Check (High Performance)

- Vane Linkage And Oil Valve Lubrication
- Centrifugal Oil Filter Change
- Condenser Tube Brushing Including Head Removal
- Open Starter Panel Door(s)
- Compressor Starter Inspection - Centrifugal
- Meg Compressor Motor
- Close Starter Panel Door(s)
- Control Panel Electrical Inspection - Centrifugal
- Control Panel Calibration Check
- Low Temperature Sensor Calibration
- Drain Rupture Disc Vent Line
- Remove Lock Out Tag Out and Restore Power for Units with High or Medium Voltage Starters
- Pre-Start Chiller Check
- Start Chiller
- High Side Leak Check Inspection
- Manual Log With Electronic Device

### **Air Handler:**

<b>Equipment</b>	<b>Manufacturer</b>	<b>Model Number</b>	<b>Serial #'s</b>
Air Handler	Trane	CCBA63SHEA0	K80D01125
Air Handler	Trane	CCBA63SHEA0	K80D01123
Air Handler	Trane	CCBA63SHEA0	K80C04122
Air Handler	Trane	CCBA63SHEA0	U80D13844
Air Handler	Trane	CCBA63SHEA0	U80D13845
Air Handler	Trane	TCPA0D036V2M3022S012	M14M00282
Air Handler	Trane	TCPA0D054V2M3022S012	M14M00283

### **Central Air Handler Quarterly Maintenance**

- Customer Notification
- Unitary Visual Equipment Inspection
- Supply Fan and Motor Inspection (Belt Driven)
- Replace Belt(s) on Supply Fan (Per Fan)
- Filter Inspection only
- Condensate Drip Pan Inspection and Treatment
- Check Damper (Air Handler)
- Air Handler Control Valve Inspection (NTP)
- Electrical Inspection (Air Handler NTP)
- NTP Heating Inspection (Steam/Hot Water)
- Generic Check Delta T
- Log Unit (NTP Air Handler)

### **Central Air Handler Cooling Pre-Season Annual Maintenance**

- Customer Notification
- Unitary Visual Equipment Inspection
- Filter Inspection only
- Check Damper (Air Handler)
- Inspect Supply Fan Inlet Guide Vanes (NTP Air Handler)
- Supply Fan and Motor Inspection (Belt Driven)
- Replace Belt(s) on Supply Fan (Per Fan)
- Generic Meg (One) Fan Motor
- Condensate Drip Pan Inspection and Treatment



- Chilled Water Coil Cleaning-w/Solution
- Air Handler Control Valve Inspection (NTP)
- Electrical Inspection (Air Handler NTP)
- Log Unit (NTP Air Handler)

**Boilers:**

<b>Equipment</b>	<b>Manufacturer</b>	<b>Model Number</b>	<b>Serial #'s</b>
Boilers	Kewanee Boiler	L3W150KG	611661
Boilers	Lochinvar	FBN2500	A13H00053792
Boilers	Lochinvar	FBN2500	A13H00053802

**Boiler Quarterly Maintenance**

- Water Boiler Maintenance Safety Check
- External Cleaning for Natural Gas/Propane Water Boiler (Commercial and Industrial)
- Burner Safety Inspection for Natural Gas/Propane Water Boilers (Commercial and Industrial)
- Boiler External Inspection for Water Boilers (Commercial and Industrial) (Natural Gas/Propane)

**Boiler Annual Maintenance**

- Water Boiler Maintenance Safety Check
- Shut Down Boiler
- Drain Boiler
- Boiler Internal Cleaning Natural Gas, Propane, Oil (Commercial and Industrial)
- Boiler Internal Inspection Natural Gas/Propane/Oil (Commercial and Industrial)
- External Cleaning for Natural Gas/Propane Water Boiler (Commercial and Industrial)
- Burner Safety Inspection for Natural Gas/Propane Water Boilers (Commercial and Industrial)
- Thermo Shock
- Boiler External Inspection for Water Boilers (Commercial and Industrial) (Natural Gas/Propane)

Gregg County is seeking bids on preventative maintenance/services on HVAC equipment located within the Gregg County Information Technology Computer room. Each piece of equipment requires three (3) quarterly inspections and one (1) annual inspection/cleaning per year. 1 indoor Liebert and two outdoor units.

Preventative Maintenance on the following equipment:

**Location: Gregg County Information Technology Vault 101 E. Methvin Longview, Texas 75601**

**Contact: Derold Miller 903-234-3171 Office Hours- M-F 8 A.M to 5 P.M.**

<b>Equipment</b>	<b>Manufacturer</b>	<b>Model Number</b>	<b>Serial #'s</b>
CRAC-1A 10 Ton	Liebert	GDF 432A	6510
CRAC-1B 10 Ton	Liebert	GDF 432A	6511

Gregg County is seeking bids on preventative maintenance/services on HVAC equipment located within the Gregg County Jail Facility. Each piece of equipment requires three (3) quarterly inspections and one (1) annual inspection/cleaning per year.

Preventative Maintenance on the following equipment:

**Location: Gregg County Jail 103 W. Whaley Longview, Texas 75601**

**Contact: Sheriff Maxey Cerliano 903-237-2508 Office Hours- M-F 8 A.M to 5 P.M.**

**Chilled Water Fan Coil Units:**

Equipment	Manufacturer	Model Number	Serial #'s	Belt	Filter
Chilled Water Fan Coil	Trane	BCHA036GRD	R95C24774	A43	16x16x2
Chilled Water Fan Coil	Trane	BCHA054GLD	R95C24771	A49	16x20x2 MX40-201
Chilled Water Fan Coil	Trane	BCHA072GLD	R95C24770	A41	20x20x2 MX40-203
Chilled Water Fan Coil	Trane	BCHA090GLD	R95C24772	A48	20x25x2 MX40-204
Chilled Water Fan Coil	Trane	CCHA090GRD	R95C24773	A49	20x25x2 MX40-204
Chilled Water Fan Coil	Trane	MCCA012BBD0A	K95C20587	BX46	16x20x2 MX40-201
Chilled Water Fan Coil	Trane	MCCA012BBD0A	K95C20491	BX46	16x20x2 MX40-201

**Blower Coil Air Handler:**

Equipment	Manufacturer	Model Number	Serial #'s
Air Handler	Trane	MCCA012GAj	K95C20494
Air Handler	Trane	MCCA012GAJ	K95C20590

**Chilled Water Fan Coil:**

Equipment	Manufacturer	Model Number	Serial #
Chilled Water Fan Coil	Trane	BCHA054	T09D96929
Chilled Water Fan Coil	Trane	BCHC054G2D0	

**Air Cooled Chiller:**

Equipment	Manufacturer	Model Number	Serial #
Air-Cooled Chiller	Trane	RTAA1404XG	U95E27839

**Air Handlers:**

Equipment	Manufacturer	Model Number	Serial #'s	Belt	Filter
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Air Handler	Magic Aire	120BHW6A	950425303	B60	16x32x2 MX40- 203
Air Handler	Magic Aire	1808HW6	950425760	A49	20x20x2 MX40- 203

Gregg County is seeking bids on preventative maintenance/services on HVAC equipment located at the East Texas Regional Airport. Each piece of equipment requires three (3) quarterly inspections and one (1) annual inspection/cleaning per year.

Preventative Maintenance on the following equipment:

**Location: East Texas Regional Airport 269 Terminal Circle Longview, Texas 75603**

**Contact: Roy Miller 903-234-3194 Office Hours- M-F 8 A.M to 5 P.M.**

**Chillers:**

Equipment	Type	Tons	Manufacturer	Model #	Serial #'s
Chillers	Packaged Recip – AC	100	Trane	CCAD106RDN	L87F02846
Chillers	Packaged Screw – AC	100	Trane	RTAA100AYT01A3C0KNBDF	U07A01892

**Unitary DX:**

Equipment	Type	Tons	Manufacturer	Model #	Serial #'s
RTU 1	Roof Top Unit	10	Trane	TTA120A300FA	5481WT5AD
RTU 2	Roof Top Unit	10	Trane	TTA120A300FA	5481WT8AD
Split 1	Split System	3	Carrier	58PAV11-20	2497A04668
Split 2	Split System	3	Trane	FEM4P3600AL	F190148640
Split 3	Split System	3	Carrier	FB4ANF036	3898A30500
Split 4	Split System		Carrier	FX4DNF061	1416A90594
Split 5	Split System		Goodman	GSC130601DC	1408125970

**Central Station AHUs:**

Equipment	AHU Location	Fan HP	Manufacturer	Model #	Serial #'s
AHU 1	Main Building	40	Trane	CSAA05	K13430540
AHU 2	Main Building	40	Trane	CSAA012	K13B10724
AHU 3	Main Building	40	Trane	CSAA010	K13B10717

**Boilers:**

Equipment	Type	HP	Manufacturer	Model #	Serial #'s
Boiler	Raytherm	TBD	Raytherm	H7-0850A	1303214737
Boiler	Raytherm	TBD	Raytherm	H7-0850A	1303214736

**Pumps and VFDs:**

Equipment	Type	HP	Manufacturer	Model #	Serial #
VFD 1	VFD	40	Trane	TR200	001127H145
VFD 2	VFD	TBD	Trane	TR200	701802Y103
VFD 3	VFD	TBD	Trane	TR200	139602Y173

Gregg County is seeking bids on **HVAC Airport Controls located at the East Texas Regional Airport**. On-line help desk and telephone support, support set point adjustment and time of day schedule, comfort system performance, onsite system commissioning and calibration, and alarm trending and review meetings.

**Location: East Texas Regional Airport 269 Terminal Circle Longview, Texas 75603**

**Contact: Roy Miller 903-234-3194 Office Hours- M-F 8 A.M to 5 P.M.**

Gregg County is seeking bids on preventative maintenance/services on HVAC equipment located at the Gregg County Juvenile Facility. Each piece of equipment requires three (3) quarterly inspections and one (1) annual inspection/cleaning per year.

Preventative Maintenance on the following equipment:

**Location: Gregg County Juvenile Facility 310 Turk St. Longview, Texas 75601**

**Contact: Cathy Cerliano 903-758-0121 Office Hours- M-F 8 A.M to 5 P.M.**

Equipment	Belt	Filter	Manufacturer	Model #	Serial #	Loc.
Cond. Heat Pump			Trane	TWA09043AAA	21051241YA	C-Hall
Air Handler	A47	(3) 16X15X2	Trane	TWE09043AA	20521735BA	
Heat Pack			Trane	BAYHTR325A	21061040LA	

Equipment	Belt	Filter	Manufacturer	Model #	Serial #	Loc.
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Cond. Heat Pump			Trane	TWA09043AAA	20432392YA	Vacca's Office
Air Handler	A47	(3) 16X15X2	Trane	TWE09043AA	20521727BA	
Heat Pack			Trane	BAYHTR325A	21051163LA	

Equipment	Belt	Filter	Manufacturer	Model #	Serial #	Loc.
Cond. Heat Pump			Trane	TWA09043AAA	20421324YA	JDC/Control RM
Air Handler	A47	(3) 16X15X2	Trane	TWE09043AA	20521729BA	
Heat Pack			Trane	BAYHTR325A	21042924LA	

Equipment	Belt	Filter	Manufacturer	Model #	Serial #	Loc.
Cond. Heat Pump			Trane	TWA09043AAA	21051131YA	By Lauries
Air Handler	A47	(3) 16X15X2	Trane	TWE09043AA	21022759BA	
Heat Pack			Trane	BAYHTR325A	210429261A	

Equipment	Belt	Filter	Manufacturer	Model #	Serial #	Loc.
Cond. Heat Pump			Trane	TWA09043AAA	21051238YA	Bing's Office
Air Handler	A47	(3) 16X15X2	Trane	TWE09043AA	21031019BA	
Heat Pack			Trane	BAYHTR325A	21051530LA	

Equipment	Belt	Filter	Manufacturer	Model #	Serial #	Loc.
Cond. Heat Pump			Trane	TWA09043AAA	21051132YA	JDC Kitchen
Air Handler	A47	(3) 16X15X2	Trane	TWE09043AA	20361610BA	
Heat Pack			Trane	BAYHTR325A	21042923LA	

Equipment	Belt	Filter	Manufacturer	Model #	Serial #
Cond. Heat Pump			Trane	TWA09043AAA	21051267YA
Air Handler	A47	(3) 16X15X2	Trane	TWE09043AA	21022755BA
Heat Pack			Trane	BAYHTR325A	2102265LA

Equipment	Belt	Filter	Manufacturer	Model #	Serial #	Loc.
Condenser			ICP	N4A348GHB200	E114810384	N. Wing
Air Handler		20X25X2	ICP	FXM4X4800A	A123084408	
Heat Pack			ICP			

## ***PROPOSAL SUBMISSION REQUIREMENTS***

Qualified professional firms interested in responding to this RFP should include the following information along with your submission. All information should be current within the past twenty four (24) months. **The Respondent shall submit responses in the order listed below.**

**Prepare a table of contents for the response being submitted and label in the following order.**

**A. Qualifications and Experience**

- ✓ Include company name, address and contact information.
- ✓ Include the history and size of the company.
- ✓ Include name and title of the person authorized to contractually obligate company with response and future negotiations; if any.
- ✓ Include any lawsuit information the firm has been involved in the last five (5) years.
- ✓ Include companies audited financial statement (please note this will remain confidential)
- ✓ Provide a listing of all county government clients during the last four years.
- ✓ Provide any additional information that would demonstrate your companies experience and competence in providing the services requested.
- ✓ Identify the responsible probable staff that will be working on these services.
- ✓ Include resumes for each staff member and experience working with county government

**B. References & Recommendations**

- ✓ Include the minimum of five (5) references for the company and include the contact information for each.

**C. Forms & Documents**

- ✓ Include completed forms as required in this RFP document.
- ✓ Include insurance certificate and or a statement from your insurer verifying your insurance coverages.

**D. Fee / Price**

- ✓ Provide all fee's associated to the cost of the services.
- ✓ Fee estimates and actual billing are to be itemized

**E. Service**

- ✓ Including the ability to meet the special needs of the County.
- ✓ Description of additional services Respondent offers that are not covered in this RFP. Include your approach to scheduling and handling the required services in this RFP.
- ✓ Include capability to service residential size unites 6,000 tons and under.

## **EVAULATION CRITERIA AND PROCESS**

After public opening of submissions, an evaluation committee will score and rank the returns based on the criteria listed below. After a short list has been determined, the committee may interview some or all of the top ranked firms. The Respondent(s) with the highest scores may be invited to prepare a Best and Final Offer for consideration by the evaluation committee. The evaluation committee will determine the most highly qualified firm based on the information submitted and will begin contract negotiations. If a contract cannot be negotiated with the highest ranked firm then the County will formally end negotiations and will notify the second ranked firm for negotiation, and so on. Gregg County reserves the right at its sole discretion to determine if pursuing contract negotiations in in the best interest of the County. The County is under no obligation to pursue contract negotiations.

During the evaluation process the county may at its discretion, request one or all of the firms to make oral presentations. The County also reserves the right to request additional information or clarifications from proposers or to allow corrections of errors or omissions as deemed in the best interest of the County. Gregg County reserves the right at its sole discretion to determine if presentations are in the best interest of the county and is under no obligation to request presentations from all Respondents. Gregg County reserves the right to request presentations from one or all firms.

Gregg County reserves the right at its sole discretion to determine the process for proposal evaluation and may elect to accelerate the evaluation process by combining or eliminating any or all of the evaluation phases. Gregg County reserves the right without prejudice to reject any or all submittals to this RFP.

### **Evaluation Criteria**

1. Qualifications and Experience of the Respondent to include work related with similar projects for County Government Entities.	<b>25 points</b>
2. References and Recommendations from past county clients.	<b>10 points</b>
3. Forms and Documents to include insurance certificate	<b>15 points</b>
4. Fee/Price	<b>25 points</b>
5. Services and ability to meet special needs.	<b>25 points</b>

# Required Forms



**PROPOSAL FEE FORM**

Courthouse Facility	(1) Annual	(3)Quarterly	Total
	\$	\$	\$

Jail Facility	(1) Annual	(3)Quarterly	Total
	\$	\$	\$

Airport Facility	(1) Annual	(3)Quarterly	Total
	\$	\$	\$

Airport Controls	(1) Annual		Total: \$
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Juvenile Facility	(1) Annual	(3)Quarterly	Total
	\$	\$	\$

IT Computer Room	(1) Annual	(3)Quarterly	Total
	\$	\$	\$

Business hours service call hourly rate: \$ \_\_\_\_\_

After hour's service call hourly rate: \$ \_\_\_\_\_

Holiday hour's service call hourly rate: \$ \_\_\_\_\_

Rate per man per hour: \$ \_\_\_\_\_

Mark-up percent on parts: \$ \_\_\_\_\_

Truck Charge: \$ \_\_\_\_\_

Any other applicable Fees: \$ \_\_\_\_\_

Total HVAC yearly maintenance: \$ \_\_\_\_\_

- **Gregg County shall not pay for mileage/hours to and from our facilities.**

Comments:

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Project Warranty Information:

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**QUALIFICATIONS QUESTIONNAIRE**

This questionnaire is to be completed in its entirety. No modifications to the wording are permitted. Proposals submitted with Qualifications Questionnaires that are incomplete or incorrect, or that have been altered, are subject to rejection.

1. Full Legal Name of Business:

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2. Address of Headquarters:

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3. Address of Local Office, if different:

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4. Date of Current Business Organization (Month/Year): \_\_\_\_\_

5. Names and Dates of Predecessor Business Organization(s):

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6. Type of Business: \_\_\_\_\_

(i.e. Individual, Partnership, Association, Corporation, etc.)

7. Business Telephone and Fax Number(s):

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8. List of Principals, Titles:

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9. Proposer Representative and Contact Information:

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## Project Management

10. List the name of the person who will be directly responsible for project management and the performance of the Project services and indicate the number of years of experience managing projects of similar size.

11. List the names of proposed team members, position/title, and years of experience.

List of Project Team Staff

Name	Position/Title	Years of Experience	License #

## COMPLIANCE WITH FEDERAL AND STATE LAWS

### CERTIFICATION OF ELIGIBILITY

By submitting a Proposal in response to this solicitation, the Respondent certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities.

In the event of placement on list between the time of Proposal submission and time of award, the Respondent will notify Gregg County Purchasing Agent. Failure to do so may result in terminating this contract for default.

### RELATING TO STATE CONTRACTS WITH AND INVESTMENTS IN COMPANIES THAT BOYCOTT ISRAEL AND INVESTMENTS IN COMPANIES THAT DO BUSINESS WITH IRAN, SUDAN, OR ANY OTHER FOREIGN TERRORIST ORGANIZATIONS.

Effective September 1, 2017, Respondent verifies that they do not boycott Israel and will not boycott Israel during the term of this contract. The term "boycott Israel" is defined by Texas Government Code Section 808.001, effective September 1, 2017. Respondent further verifies that they are not engaged in business with Iran, Sudan, or any foreign terrorist organization by the United States Secretary of State as authorized by 8 U.S.C. Section 1189.

### DISCLOSURE OF INTERESTED PARTIES

The law states that a governmental entity may not enter into certain contracts with a non-exempt business entity unless the business submits a disclosure of interested parties to the governmental entity. By submitting a Bid in response to this solicitation, the Respondent agrees to comply with HB 1295, Government Code 2252.908. Respondent agrees to provide Gregg County Purchasing Agent, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

## RFP SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Respondent, agrees this Proposal becomes the property of Gregg County after the official opening.

The undersigned affirms the Respondent has familiarized itself with the local conditions under which the work is to be performed; satisfied itself of the conditions of delivery, handling and storage of equipment and all other matters that may be incidental to the work, before submitting a proposal.

The undersigned agrees, on behalf of Respondent, that if this Proposal is accepted, to furnish all materials and services upon which price(s) are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Proposal will be (90) calendar days.

The undersigned affirms that they are duly authorized to execute this contract, that this Proposal has not been prepared in collusion with any other Respondent, nor any employee of Gregg County, and that the contents of this Proposal have not been communicated to any other Respondent or to any employee of Gregg County prior to the official opening of this Proposal.

Respondent hereby assigns to Gregg County all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this solicitation. ***Failure to sign and return this form may result in the rejection of the entire Proposal.***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**LEGAL NAME AND ADDRESS OF RESPONDENT:**

Name \_\_\_\_\_ Title \_\_\_\_\_

Tel. No. \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**COMPANY IS:**

Business included in a Corporate Income Tax Return?     YES     NO

Corporation organized & existing under the laws of the State of \_\_\_\_\_

Partnership consisting of \_\_\_\_\_

Individual trading as \_\_\_\_\_

Principal offices are in the city of \_\_\_\_\_

To: Vendors of Gregg County, Texas  
From: Kelli L. Davis, CPPB, Purchasing Agent  
Re: ***Conflict of Interest Form (CIQ)***

Vendor;

Below, please find link below to a Conflict of Interest Questionnaire. Please complete this form if you have a conflict of interest with any Gregg County Official, Employee, or Department. The questionnaire should reflect the name of the individual with whom the conflict of interest occurs. If you have any questions regarding compliance with Chapter 176 of the Texas Local Government Code, please consult your legal representative. Compliance is the responsibility of each individual, business, agent or representative who is subject to the law's filing requirements.

<http://www.ethics.state.tx.us/forms/CIQ.pdf>

Original completed forms should be filed with the County Clerk's Office and a copy sent to the Gregg County Purchasing Department either through RFP return, fax, or email. Please see contact information below.

**Gregg County Clerk**  
Gregg County Courthouse  
101 East Methvin, St. 200  
Longview, Texas 75601  
Ph; 903-236-8430

**Gregg County Purchasing Department**  
Email: [purchasing@co.gregg.tx.us](mailto:purchasing@co.gregg.tx.us)  
Ph: 903-237-2684  
Fx: 903-237-2682

### ***Applicable Law***

Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Gregg County (County Clerk) no later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Texas Local Government Code.

## VENDOR COMPLIANCE WITH RECIPROCITY ON NON- RESIDENT BIDDERS

Texas Government Code Section 2252.002 provides that in order for nonresident bidders to be awarded a governmental contract, the bidder must bid projects for construction, improvements, supplies, or services in Texas at an amount lower than the lowest Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid the nonresident bidder in order to obtain a comparable contract in the nonresident bidder's state. A nonresident bidder is a person, including a contractor, whose principal place of business or corporate office is outside of the state of Texas. This requirement does not apply to a contract involving Federal funds. The appropriate blanks in Section A must be filled out by all nonresident bidders in order for your bid to meet specifications. The failure of a nonresident bidder to do so will automatically disqualify that bidder. Resident bidders must check the blank in Section B.

- A. Non-resident vendors in \_\_\_\_\_ (give state), our principal place of business, are required to be \_\_\_\_\_ percent lower than resident bidders by state law. A copy of the statute is attached.

Non-resident vendors in \_\_\_\_\_ (give state), our principal place of business, are not required to underbid resident bidders.

- B. Our principal place of business or corporate office is in the state of Texas: \_\_\_\_\_.

BIDDER:

\_\_\_\_\_  
Company

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
By (print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title (print)

**THIS FORM MUST BE RETURNED WITH THE BID**





## Gregg County Purchasing Department

Kelli L. Davis, CPPB Purchasing Agent

101 E. Methvin St., Suite 205, Longview, Texas 75601

Phone (903) 237-2684 Fax (903) 237-2682 [purchasing@co.gregg.tx.us](mailto:purchasing@co.gregg.tx.us)

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November 13, 2023

To: Longview News-Journal

From: Kelli L. Davis, CPPB

Subject: Advertisement RFP# 2024-04 Commercial HVAC Preventative Maintenance Services and Repairs for Gregg County, Texas

Please run the following ad on Wednesday, November 15, 2023 and Wednesday, November 22, 2023 in the Longview-News Journal.

### PUBLIC NOTICE

Sealed proposals will be received by the County Purchasing Agent, Kelli Davis at the Purchasing Department, at 101 E. Methvin St., Suite 205, Longview, TX 75601, on Monday, December 04, 2023 by 2:00 PM for RFP No. 2024-04 Commercial HVAC Preventative Maintenance Services and Repairs for Gregg County, Texas. Late proposals will not be accepted. Specifications will be available on Wednesday, November 15, 2023 by visiting [www.co.gregg.tx.us](http://www.co.gregg.tx.us) on the Purchasing Department web page, or request by e-mail at [purchasing@co.gregg.tx.us](mailto:purchasing@co.gregg.tx.us) or by calling (903)-237-2684. Payment will be made after items have been received in accordance with award. Vendors must bid unit costs, but may offer lump sum discounts. Gregg County reserves the right to accept or reject in whole or in part any RFP received and to waive any irregularities or formalities in the best interest of Gregg County.

## **EXHIBIT B:**

### **Special Conditions:**

1. Contractor shall carry required Worker's Compensation insurance with coverage amounts per the General Conditions.
2. Contractor should schedule work so as not to cause unnecessary conflicts with other construction or unnecessary inconvenience to the public or to local businesses. Contractor shall prosecute the work regularly and uninterruptedly with such force as to complete the work and minimize the effects on the Counties scheduled activities.
3. Access and Safety Access must be maintained at all times. Appropriate barriers and signs shall be placed to protect employees and private citizens from worksite hazards.
4. In the event other Contractors are doing work in the same area simultaneously with other projects, the Contractor shall coordinate with the other Contractors.