



TARRANT COUNTY PURCHASING DEPARTMENT

100 E. Weatherford St. #303 • Fort Worth, TX 76196 • (817) 884-1414 • (817) 884-2629 (Fax)

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NOTICE OF INTENT / RSVP TO PRE-BID CONFERENCE

RFB NO. 2023-142

ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

Tarrant County is requesting bids for its **ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES** for the **FACILITIES MANAGEMENT DEPARTMENT**. Those interested in participating in this process may download **ALL** documents related to this RFB from the Requests for Proposal/Bids section of the Purchasing Page on the Tarrant County website.

Download Instructions: Go to www.tarrantcountytx.gov; Click “Doing Business”; Click “Bid Opportunities”; Click “Bids/Request for Proposal (RFPs)”; Click “Current Solicitations”.

**BIDS ARE DUE IN THE PURCHASING DEPARTMENT ON
JUNE 1, 2023, AT 2:00 P.M. CST**

A Pre-Bid Conference Will Be Held:
WEDNESDAY, MAY 17, 2023 AT 2:00 P.M., CST
TARRANT COUNTY ADMINISTRATION BUILDING
100 E. WEATHERFORD STREET, SUITE 303
FORT WORTH, TEXAS 76196

TARRANT COUNTY WILL NOT PROVIDE COPIES OF RFB DOCUMENTS. PLEASE DOWNLOAD AND PRINT PRIOR TO MEETING.

RSVP: Vendors planning to attend the Pre-Bid Conference must RSVP to Sarah VanTassel, Buyer via fax 817-884-2629 or, if unable to fax, email to BidQuestions-RSVP@tarrantcountytx.gov by 5:00 p.m., CST, Tuesday, May 16, 2023. Confirmed receipt by Tarrant County of this email is required.

Company Name: _____ Contact Name _____

Planning to attend Pre-Bid Conference: _____ YES _____ NO

If yes, number of representatives from your company: _____

Tel. No.: _____ Fax No.: _____

E-Mail Address: _____

The deadline for receipt of all questions is 12:00 p.m., CST, Friday, May 17, 2023. After this deadline, all questions and responses will be posted on the website and available for download by interested parties.

All questions **must** be submitted in writing and directed to Sarah VanTassel, Buyer, via fax at **817-884-2629** or, if unable to fax, email to: BidQuestions-RSVP@tarrantcountytx.gov. The email must include the RFB No. in its subject and confirmation of receipt by Tarrant County is **required**.

All documents relating to this RFB, including, but not limited to, the RFB document, questions and responses, addenda and special notices will be posted under the RFB number on the Tarrant County website and available for download by Bidders and other interested parties. No documents will be faxed or emailed after the initial Notice of Intent prior to award. It is the Bidder's sole responsibility to review this site and retrieve all related documents up to the RFB due date.