



Company Name:

TARRANT COUNTY
PURCHASING DEPARTMENT

MELISSA LEE, C.P.M., A.P.P.
PURCHASING AGENT

CHRIS LAX, CPSM, CPSD, CPCP
ASSISTANT PURCHASING AGENT

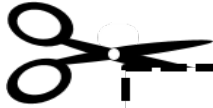
RFB NO. 2023-142

**REQUEST FOR BID
FOR
ANNUAL CONTRACT
FOR
HVAC AIR FILTERS AND
FILTER REPLACEMENT SERVICES**

**BIDS DUE JUNE 1, 2023
2:00 P.M. CST**

RFB NO. 2023-142

Please cut out and affix to the outside of your response package



**TARRANT COUNTY
SEALED BID/PROPOSAL/RESPONSE**

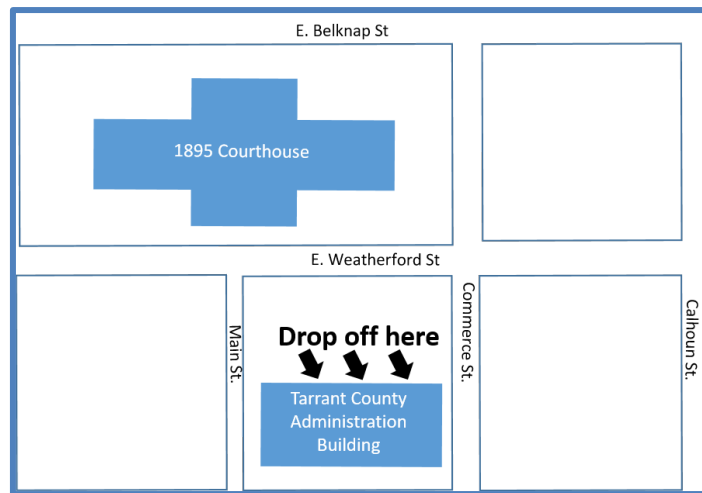
RFB No. 2023-142

**ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER
REPLACEMENT SERVICES**

Due Date: JUNE 1, 2023 at 2:00 PM. CST

**Tarrant County Administration Building
ATTN: Purchasing Department
100 E. Weatherford St., Third Floor, Suite 303
Fort Worth, Texas 76196-0104**

Street View



Building View

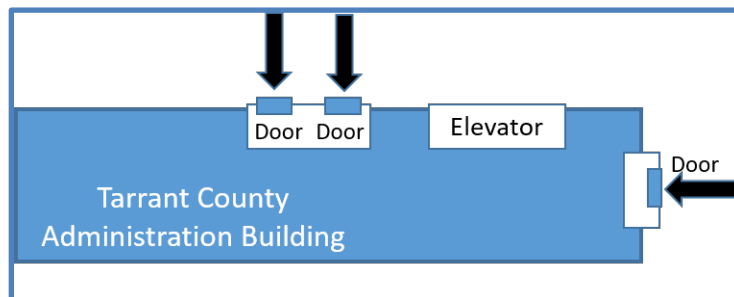


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ATTACHMENT B – MAP OF TARRANT COUNTY BUILDINGS

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

ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

PRE-BID CONFERENCE

All Bidders are encouraged to attend a Pre-Bid Conference to be held:

DATE: WEDNESDAY, MAY 17, 2023
TIME: 2:00 P.M., CST
**LOCATION: TARRANT COUNTY ADMINISTRATION BUILDING
PURCHASING DEPARTMENT CONFERENCE ROOM
100 E. WEATHERFORD STREET, ROOM 303
FORT WORTH, TEXAS 76196-0104**

Note: There is No opportunity for remote attendance of this meeting.

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.

Questions from bidders will be addressed at the pre-bid conference. Any vendor who submits a bid without attending the scheduled pre-bid conference does so at his own risk. Such applicant who submits a bid and does not attend the scheduled pre-bid conference waives any right to assert claims due to undiscovered conditions.

ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

Tarrant County is requesting bids for the **ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES** for the **FACILITIES MANAGEMENT DEPARTMENT**. All bids must be submitted on the attached Price Forms. Tarrant County will not enter into any contract where the cost is provisional upon such clauses as “escalator” or “cost-plus” clauses.

Original and One (1) Copy
OF
COMPLETED BID PROPOSALS
MUST BE RECEIVED IN THE
TARRANT COUNTY PURCHASING DEPARTMENT
AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76196-0104
ON OR BEFORE JUNE 1, 2023 AT 2:00 P.M. CST

All bids are due in the Tarrant County Purchasing Department by the due date in sealed envelopes or boxes. All bids must be clearly marked with the RFB Number, the name of the company submitting the bid, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt. The original bid must be clearly marked "ORIGINAL" and contain all original signatures. "No-Bid" Response to be returned on the form included in the section under Forms.

Any bid received after the date and/or hour set for bid opening will not be accepted. The Bidder will be notified and will advise Tarrant County Purchasing as to the disposition by either pick up, return at Bidder's expense, or destroyed with written authorization of the Bidder. If bids are sent by mail to the Tarrant County Purchasing Department, the Bidder shall be responsible for actual delivery of the bid to the Tarrant County 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 Tarrant County beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be disposed of as authorized.

Bids may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by Bidder guaranteeing authenticity. After the official opening, bids become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendation of the Tarrant County Purchasing Agent and the approval of Tarrant County Commissioners' Court.

Tarrant County is exempt from Federal Excise and State Sales Tax; therefore, tax must not be included in this RFB. Tarrant County is not exempt from Surplus Lines Tax or Texas Stamping Tax.

Tarrant County reserves the right to accept or reject in part or in whole any bids submitted and to waive any technicalities for the best interest of Tarrant County.

No oral explanation or instructions will be given by Tarrant County officials or employees in regard to the meaning of the specifications before the award of the contract unless authorized by the Tarrant County Purchasing Agent or their designee. Requests from interested bidders for additional information or interpretation of the information included in the specifications should be directed in writing, via fax or via email, to:

ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

SARAH VANTASSEL, BUYER

FAX: 817-884-2629

EMAIL: BidQuestions-RSVP@tarrantcountytx.gov

All documents relating to the 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.**

The deadline for receipt of all questions is 12:00 p.m., CST, Friday, May 19, 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, emailed to:

BidQuestions-RSVP@tarrantcountytx.gov

Faxed Questions: Faxed questions **must** reflect the RFB number **or** include the RFB cover page.

Emailed Questions: The email **must** include the RFB No. in its subject and confirmation of receipt by Tarrant County is **required**.

All bids shall specify terms and conditions of payment, which will be considered as part of, but not control, the award of RFB. County review, inspection, and processing procedures ordinarily require thirty (30) days after receipt of invoice, materials, or service. Bids which call for payment before thirty (30) days from receipt of invoice, or cash discounts given on such payment, will be considered only if, in the opinion of the Tarrant County Purchasing Agent, the review, inspection, and processing procedures can be completed as specified.

Invoices shall be sent directly to the Tarrant County Auditor's Office, Attention: Accounts Payable, 100 East Weatherford, Room 506, Fort Worth, Texas 76196, or email to SAP-invoices@tarrantcountytx.gov. In accordance with the Prompt Payment Act, it is the intention of Tarrant County to make payment on completed orders within thirty (30) days after receipt of invoice or items; whichever is later, unless unusual circumstances arise. **Invoices must be fully documented as to labor, materials, and equipment provided and must reference the Tarrant County Purchase Order Number in order to be processed. No payments shall be made on invoices not listing a Purchase Order Number.**

Continuing non-performance of the Vendor in terms of Specifications shall be a basis for the termination of the contract by Tarrant County. Tarrant County shall not pay for work, equipment, or supplies which are unsatisfactory. The Vendor will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

The **contract may be terminated** by either party upon written thirty (30) day notice prior to cancellation.

Bids will be considered non-responsive if they show any omissions, alteration of form, additions or conditions not called for, or inconsistencies of any kind. However, Tarrant County reserves the right to waive any inconsistencies and to make an award in the best interest of Tarrant County.

ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

Bids may be rejected, among other reasons, for any of the following specific reasons:

1. Bids containing any inconsistencies.
2. Unbalanced value of any items.

Bidders may be disqualified and their bids not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Bidders.
2. Reasonable grounds for believing that any Bidder is interested in more than one (1) Bid for the work contemplated.
3. Bidder being interested in any litigation against Tarrant County.
4. Bidder being in arrears on any existing contract or having defaulted on a previous contract.
5. Lack of competency as revealed, including but not limited to, by a financial statement, experience and equipment and questionnaires.
6. Uncompleted work, which in the judgment of Tarrant County, will prevent or hinder the prompt completion of additional work, if awarded.
7. Bidders shall not owe delinquent property tax in Tarrant County.
8. Limited competition.

It is the Bidders' sole responsibility to print and review all pages of the RFB document, attachments, questions and responses, addenda and special notices. The Signature Form must be signed and returned. Failure to provide a signature on the form renders bid non-responsive. Failure to complete and submit all required forms, including but not limited to References, Compliance With Federal and State Laws Form, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of the entire bid.

CONFIDENTIALITY: Any material that is to be considered confidential must be clearly marked as such and shall be treated as confidential to the extent allowable under Section 552.136, Texas Government Code. Notice will be sent to you pursuant to Section 552.305 of the Texas Government Code should Tarrant County receive an open records request to inspect your bid. This notice will allow you to assert any objections to the release of confidential information in response to an open records request. It is your responsibility to assert any objections to the release of your bid in response to an open records request. Tarrant County cannot argue on your behalf that the information contained in your bid is exempt from public release. Trade secrets or confidential information **MUST** be placed in a separate envelope marked **"CONFIDENTIAL INFORMATION."** Note: **PRICING INFORMATION IS NOT CONSIDERED CONFIDENTIAL AND IF MARKED AS SUCH, WILL RESULT IN REJECTION OF YOUR BID.**

Due care and diligence have been used in the preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely with the Bidder. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the Bidder to determine the full extent of the exposures.

Vendor may not assign their rights and duties under an award without the written consent of the Tarrant County Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

TO THE EXTENT PERMITTED BY LAW, VENDOR AGREES TO DEFEND, INDEMNIFY AND HOLD TARRANT COUNTY, ITS OFFICIALS, AGENTS, SERVANTS, AND EMPLOYEES, HARMLESS AGAINST ANY AND ALL CLAIMS, LAWSUITS, ACTIONS, COSTS AND EXPENSES OF ANY KIND, INCLUDING BUT NOT LIMITED TO, THOSE FOR PROPERTY DAMAGE OR LOSS (INCLUDING ALLEGED DAMAGE OR LOSS TO OWNER'S BUSINESS AND ANY RESULTING LOST PROFITS), EMPLOYMENT MATTERS, AND/OR PERSONAL INJURY, INCLUDING DEATH, THAT MAY RELATE TO OR ARISE OUT OF OR BE OCCASIONED BY (I) VENDOR'S BREACH OF ANY OF THE TERMS OF PROVISIONS OF THIS AGREEMENT OR (II) ANY NEGLIGENT ACT OR OMISSION OR INTENTIONAL MISCONDUCT OF VENDORS, ITS OFFICERS, AGENTS, ASSOCIATES, EMPLOYEES, CONTRACTORS OR SUBCONTRACTORS, RELATED TO THE PERFORMANCE OF THIS AGREEMENT.

VENDOR(S) WILL COMPLY WITH ALL STATE, FEDERAL, AND LOCAL LAWS INCLUDING BUT NOT LIMITED TO THE AMERICANS WITH DISABILITIES ACT, TITLE VII OF THE CIVIL RIGHTS OF 1964, AGE DISCRIMINATION IN EMPLOYMENT ACT, CIVIL RIGHTS ACT OF 1991, FEDERAL INSURANCE CONTRIBUTIONS ACT (FICA), FAIR LABOR STANDARDS ACT, EQUAL PAY ACT OF 1963 AND THE AFFORDABLE HEALTH CARE ACT, AS TO TREATMENT AND COMPENSATION OF ITS EMPLOYEES.

VENDOR(S) WILL PREPARE PAYROLL CHECKS, MAKE ALL NECESSARY DEDUCTIONS, AND PAY ALL TAXES, AND MAINTAIN INSURANCE REQUIRED BY FEDERAL, STATE, AND LOCAL LAWS. THE SUCCESSFUL VENDOR ACCEPTS FULL RESPONSIBILITY FOR THE PAYMENT OF WAGES, COMPENSATION, OVERTIME AND BENEFITS TO PERSONNEL. VENDOR ACCEPTS RESPONSIBILITY FOR PAYMENT OF ALL TAXES, ASSESSMENTS, FEES, AND FINES THAT MAY BE DUE AND OWING TO ANY LOCAL, STATE OR FEDERAL GOVERNMENT AGENCIES.

ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

Prices shall include all charges for freight, F.O.B. destination inside delivered to:

VARIOUS LOCATIONS WITHIN TARRANT COUNTY

Hours of operation shall be between 8:00 a.m. and 4:00 p.m., Monday through Friday.

Delivery date is important to Tarrant County and may be part of the bid and a factor in evaluation of each bid. Tarrant County considers delivery time to be that period elapsing from the time the individual order is placed until that order is received by Tarrant County at the specified delivery location. The delivery date indicates a guaranteed delivery to Tarrant County, Texas. Failure of the Vendor to meet guaranteed delivery dates or service performance could affect future Tarrant County orders.

Tarrant County reserves the right to demand bond or penalty to guarantee delivery by the date indicated. If the order is given and the Vendor fails to furnish the materials by the guaranteed date, Tarrant County reserves the right to cancel the order without liability on its part.

A **packing list** must accompany each shipment and must include but is not limited, to the following:

1. Tarrant County Purchase Order Number
2. Name and address of Vendor
3. Name and address of receiving department
4. Description of material shipped, including item numbers, quantity, etc.

ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. **CONTRACT TERMS:** Vendor(s) will be awarded a twelve (12) month contract, effective from the date of award or notice to proceed as determined by the Tarrant County Purchasing Department. At Tarrant County's option and approval by the Vendor, the contract may be renewed for two (2) additional twelve (12) month periods, as further explained in Renewal Options. **Prices must remain firm for the entire contract.**

2. **RENEWAL OPTIONS:** Tarrant County reserves the right to exercise an option to renew the contract of the Vendor for two (2) additional twelve (12) month periods, provided such option is stipulated and agreed upon by both parties. If Tarrant County exercises the right in writing, the Vendor must update and submit any documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. Required documents must be in force for the full period of the option. If the updated documents are not submitted by the Vendor in complete form within the time specified, Tarrant County may rescind its option or seek a new solicitation.

3. **SECONDARY/ALTERNATE AWARD:** Secondary or Alternate Vendors serve in a backup capacity only. In the event the Primary is unable to honor the terms and conditions of the contract, the Secondary Vendor(s) may be called. If the Secondary Vendor is unable to honor the terms and conditions of the contract the Alternate Vendor(s) may be called. The Primary Vendor is the first contact. Use of the Secondary or Alternate Vendor(s) must be approved, in writing, by the Tarrant County Purchasing Agent or his designee in compliance with Texas Local Government Code 262.027(g).
 - A. In the event the Secondary or Alternate Vendors are called upon, they will offer the materials and services at their awarded price(s), or better. Any attempt to increase their awarded price(s) may cause the removal of the Vendor from the contract. Calling upon the Secondary or Alternate Vendors does not necessarily affect the status of any awarded Vendor, including the Primary Vendor.
 - B. If a Secondary or Alternate Vendor represents themselves as the Primary Vendor without written authorization from the Tarrant County Purchasing Agent, or his designee, the Secondary or Alternate Vendor may be removed from the contract.
 - C. Would you, as the Vendor, be willing to accept a Secondary or Alternate Award based on the above?

_____Yes _____No

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

4. **COOPERATIVE PURCHASING:** Tarrant County has the lead role in developing and encouraging Cooperative Purchasing efforts among governmental entities that participate in its Cooperative Purchasing Program. Cooperative Purchasing can be a great benefit to Tarrant County vendors by providing an avenue to offer materials and services to participating entities. A current list of participating entities is included in this solicitation and an up-to-date list can be found on the Tarrant County website: https://www.tarrantcountytx.gov/content/dam/main/purchasing/Cooperative_Purchasing/ParticipatingEntities.pdf

A. Should other Governmental Entities decide to participate in this contract, would you, as the Vendor, agree that all terms, conditions, specifications, and pricing would apply? **A “NO” answer could result in complete rejection of the bid.**

_____ Yes _____ No

1) If you, the Bidder, checked Yes, the following will apply:

- a) Governmental Entities utilizing Intergovernmental Contracts with Tarrant County will be eligible, but not obligated, to purchase materials and services under the contract(s) awarded because of the solicitation. All purchases by Governmental Entities other than Tarrant County will be billed directly to that Governmental Entity and paid by that Governmental Entity. Tarrant County will not be responsible for another Governmental Entity’s debts. Each Governmental Entity will order their own material and services as needed.
- b) Delivery to governmental entities located within Tarrant County will be at no charge or as otherwise provided for in the Award Document. Delivery charges, if any, for governmental entities located outside Tarrant County shall be negotiated between the Vendor and each governmental entity.
- c) Tarrant County utilizes County Purchase Orders as its primary means of encumbering funds and pays for goods and services utilizing Vendor invoices. In the event Governmental Entities utilizing InterGovernmental Contracts use other payment methods, including but not limited to, purchasing cards, debit cards, check requests or other methods which cause the Vendor to incur service, processing, or other fees, these fees are the responsibility of that Governmental Entity, unless otherwise negotiated with the Vendor.
- d) Vendor(s) awarded contract(s) resulting from bid will be responsible for providing to Tarrant County, at no additional charge, a complete list of all governmental entities currently utilizing the contract and their annual expenditures. This information should be provided ninety (90) days prior to the expiration of the contract, or as otherwise requested by Tarrant County.

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

5. MINIMUM INSURANCE REQUIREMENTS:

- A. Vendor shall take out, pay for and maintain at all times during the prosecution of the work under the contract, the following forms of insurance, in carriers acceptable to and approved by Tarrant County.
- 1) Workers' Compensation/Employer's Liability
 - a. Worker's Compensation — statutory
 - b. Employer's Liability — \$500,000
 - 2) Commercial General Liability:
 - a. Bodily Injury/Personal Injury/Property Damage —
\$1,000,000 per occurrence/\$2,000,000 aggregate
 - 3) Auto Liability:
 - a. Combined Single Limit (CSL) — \$500,000 per occurrence
- B. Tarrant County reserves the right to review the insurance requirements of this section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by Tarrant County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Vendor.
- C. Required Provisions:
- 1) Proof of Carriage of Insurance – All Certificates of Insurance will be required in duplicate and filed with the Tarrant County Purchasing Agent and the Budget and Risk Management Department at 100 East Weatherford Street, Suite 305, Fort Worth, Texas 76196 prior to work commencing.
 - 2) All Certificates shall provide Tarrant County with an unconditional thirty (30) days written notice in case of cancellation or any major change.
 - 3) As to all applicable coverage, policies shall name Tarrant County and its officers, employees, and elected representatives as an additional insured.
 - 4) All copies of the Certificates of Insurance shall reference the project name and solicitation number for which the insurance is being supplied.
 - 5) Vendor agrees to waive subrogation against Tarrant County, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent the loss, if any, is covered by the proceeds of insurance.
 - 6) If applicable, the Vendor is responsible for making sure any subcontractor(s) performing work under this agreement has the required insurance coverage(s) and supplies Tarrant County with the proper documents verifying the coverage.

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

6. CRIMINAL BACKGROUND CHECK:

- A. If this contract requires that Vendor personnel access Tarrant County Data (either on-site or remotely) or access secure areas of Tarrant County Facilities, then Vendor personnel may be required to undergo a fingerprint-based Criminal Justice Information Services (CJIS) Background Check, a Human Resources Criminal Background Check, or a Sheriff's Criminal Background Check. Criminal Background Checks will be paid for by Tarrant County.
1. The Vendor must provide information, including, but not limited to, employee name, date of birth, a clear copy of employee's driver's license, and a copy of employee's social security card for each individual required to pass a Criminal Background Check.
 2. Award of a contract could be affected by the Vendor's refusal to agree to these terms.
 3. Failure of the Vendor to supply personnel who pass a Criminal Background Check could affect the award of the contract or could result in the termination of the contract.
 4. The Criminal Background Check applies to the individual and not the Company.
 5. Passing status must be maintained by Vendor personnel for duration of the contract.

7. INFORMATION TECHNOLOGY HOSTED OR CLOUD SOLUTION:

- A. The following is only applicable when Vendor is providing Information Technology hosted or cloud solution:
1. **Confidentiality, Integrity, Availability (CIA)**
Vendor shall protect the Confidentiality, Integrity, and Availability (CIA) of all Tarrant County Data ensuring extra levels of security. All Tarrant County information must remain private and permit redaction of protected information before publication. Audit trails cannot be altered.
 2. **Breach Notification**
Vendor agrees that upon discovery of unauthorized access to Tarrant County Data, Vendor shall notify Tarrant County both orally and in writing. In no event shall the notification be made more than forty-eight (48) hours after Vendor knows or reasonably suspect unauthorized access has or may have occurred. In the event of a suspected unauthorized Access, Vendor agrees to reasonably coordinate with Tarrant County to investigate the occurrence.
 3. **Data**
All Tarrant County data will remain in the 48 contiguous United States at all times.

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

4. **Right to Audit**

Tarrant County reserves the right to audit vendor data centers which house Tarrant County Data or receive SSAE 16 SOC Type II audits from a reputable security advisory service firm (e.g. EY, Deloitte, KPMG, PWC, Coalfire, etc.).

ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

Evaluation Criteria will include, but is not limited to the following:

1. Unit Price
2. Delivery
3. Bidder's past performance record with Tarrant County
4. Tarrant County's evaluation of Bidder's ability to perform
5. Tarrant County's experience with products bid
6. Special needs and requirements of Tarrant County
7. Results of testing samples (if needed)

Quantities indicated on the Price Forms are estimates based upon the best available information. Tarrant County reserves the right to increase or decrease the quantities to meet its actual needs without any adjustments in the bid price.

Any **catalog, brand name or manufacturer's reference** used is considered to be descriptive - not restrictive -- and is indicative of the type and quality Tarrant County desires to purchase. Bids on similar items of like quality may be considered if the bid is noted and fully descriptive brochures are enclosed. If notation of substitution is not made, it is assumed the Vendor is bidding item specified. The Vendor will not be allowed to make unauthorized substitutions after award.

ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

TECHNICAL SPECIFICATIONS

I. INTRODUCTION

- A. Tarrant County is seeking vendors to bid on an annual agreement for the purchase of HVAC Filters and Replacement Services for HVAC Filters.
- B. Tarrant County's fiscal year starts on October 1 of every year. An individual Purchase Order will be issued for each building as listed on Attachment A – "Building List" for the year listing the size and description of filter, quantity, frequency of delivery and or removal and replacement services
- C. The bulk of this contract is filter purchase only to include delivery to each individual building located on Attachment A: Building List. Section 3 of pricing pages list those locations where there will be removal and replacement of filters in addition to the purchase of filters.
- D. Tarrant County has approximately seventy-four (74) buildings that will be serviced on this contract.

II. REQUIRED SAMPLES SUBMITTAL

- A. Bidders must include one (1) sample filter with their bid for evaluation. Sample will be free to the County. Sample will not be returned to the vendor. **Failure to provide sample will be justification for bid rejection.** Tarrant County reserves the right to determine equals. Samples must be the same product as product offered for this solicitation. Sample size to be provided is as follows:
 1. STANDARD PLEATED FILTER 8 x 19 x 1, MERV 11 filter (quantity: 1)

III. ACCEPTANCE OF FILTERS

- A. After award, if a filter is delivered that does not meet the criteria per each filter specification, vendor will replace with the acceptable filter.
- B. To ensure the quality of offered filters, bidders should submit the following documents with their bid:
 1. American Society of Heating, Refrigeration and Air Conditioning (ASHRAE) test results. Should state compliance with ASHRAE 52.2 standard. Test results are to be not more than five (5) years old. Filters not meeting this quality standard will be cause for rejection.
 2. Underwriters Laboratories (UL) test results. Document should show compliance with the UL900 standard. Test results are to be not more than five (5) years old. Filters not meeting this quality standard will be cause for rejection.
 3. Product Specification Data Sheets for the following filters:
 - i. STANDARD PLEATED FILTERS
 - ii. HEPA FILTERS
 - iii. V-CELL BOX FILTERS

ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

IV. STANDARD PLEATED FILTERS

- A. STANDARD PLEATED FILTERS must meet the following specifications at a minimum:
1. Able to Withstand 180 Degrees Fahrenheit
 2. Compliant with ASHRAE 52.2 or Current ASHRAE Air Filter Unit Standard
 3. UL 900 Listed or Listed with Current UL Air Filter Unit Standard
 4. Filters are to Bear the UL Mark
 5. All Delivery/ Freight /Fuel/Travel Costs to be Included in Unit Pricing
- B. Filter Media
1. Constructed of 100% Synthetic Fibers, No Cotton/Poly Blends
 2. Pleated in Tapered Radial Configuration
 3. Electrostatically Charged to Not Support Microbial Growth
 4. Fibers Thermally Bonded
 5. Fibers Engineered into a Gradient Structure
 6. Media Area per Square Foot:
 - i. 1" Pleated Filter Shall be No Less Than 1.97 Square Feet of Media per 1 Square Foot of Filter Face Area
 - ii. 2" Pleated Filter Shall be No Less Than 4.40 Square Feet of Media per 1 Square Foot of Filter Face Area
 - iii. 4" Pleated Filters Shall be No Less Than 6.80 Square Feet of Media per 1 Square Foot of Filter Face Area
 7. Frame
 - i. Constructed from Heavy-Duty, Moisture Resistant Beverage Board
 - ii. Internally Laminated to the Pleated Cartridge Apexes
 - iii. Encases Entire Filter Assembly
 8. Media Support Grid
 - i. Constructed of Galvanized Metal to Resist Rust/Corrosion
 - ii. Laminated to Air Leaving Side of Filter with Thermo Setting Adhesive
 - iii. Constructed to Maintain Continuity of Media Pleating

ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

V. HEPA FILTERS

- A. HIGH-EFFICIENCY PARTICULATE ARRESTANCE (HEPA) FILTERS must meet the following specifications at a minimum:
1. Able to Withstand 180 Degrees Fahrenheit
 2. Compliant with ASHRAE 52.2 or Current ASHRAE Air Filter Unit Standard
 3. UL 900 Listed or Listed with Current UL Air Filter Unit Standard
 4. Filters are to Bear the UL Mark
 5. All Delivery/ Freight /Fuel/Travel Costs to be Included in Unit Pricing
 6. Filter Media:
 - i. Constructed from High Efficiency Glass Micro Fibers
 - ii. Bonded by Self-Extinguishing Adhesive for Air Bypass Prevention
 - iii. Media Area per Square Foot:
 - a. No Less Than 230 Square Feet of Media per Filter
 7. Frame:
 - i. Constructed from Heavy Duty Particle Board
 - ii. Encases Media Pack Assembly
 - iii. To Include an External Neoprene Gasket
 8. Rolled Edge Separators:
 - i. Constructed from Aluminum
 - ii. Inserted Between Each Pleat for Airflow Maximization and Unit Stability

VI. V-CELL BOX FILTERS

- A. V-CELL BOX FILTERS must meet the following specifications at a minimum:
1. Able to Withstand 150 Degrees Fahrenheit
 2. Compliant with ASHRAE 52.2 or Current ASHRAE Air Filter Unit Standard
 3. UL 900 Listed or Listed with Current UL Air Filter Unit Standard
 4. Filters are to Bear the UL Mark
 5. All Delivery/ Freight /Fuel/Travel Costs to be Included in Unit Pricing
 6. Filter Media:
 - i. Constructed of Mechanical, Non-Woven Wet Laid Micro-Glass
 - ii. Pleated in Tapered Radial Configuration
 - iii. Electrostatically Charged to Not Support Microbial Growth
 - iv. Fibers Thermally Bonded
 - v. Fibers Engineered into a Gradient Structure
 - vi. Filters Shall be No Less Than 190 Square Feet of Media per 24x24x12 Filter

ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

7. Frame
 - i. Constructed from Polypropylene Plastic
 - ii. Internally Laminated
 - iii. Encases Entire Filter Assembly
8. Media Support Grid
 - i. Constructed of Galvanized Metal to Resist Rust/Corrosion
 - ii. Laminated to Air Leaving Side of Filter with Thermo Setting Adhesive
 - iii. Constructed to Maintain Continuity of Media

VII. SPECIFICATIONS FOR “DELIVERED ONLY” FILTERS

- A. The current procedure that Tarrant County employs for the purchase of filters is to create a purchase order for an entire year’s worth of filters. This purchase order will have a schedule for delivery with the number of filters to be delivered on each date.
- B. “Delivered Only” filters must have the following information visibly and legibly marked on the outside packaging of the filters:
 1. Filter Type, Size, and MERV Rating
 2. Quantity
 3. Purchase Order Number
 4. Delivery Address
- C. Bidders are to Include all fuel, delivery, and freight costs in unit pricing for “Delivered Only” filters.

VIII. SPECIFICATIONS FOR FILTER REPLACEMENT SERVICE

- A. The current procedure that Tarrant County employs for the purchase of filter replacement services is to create a purchase order for an entire year’s worth of filter replacements. This purchase order will have a schedule of service dates with the number of filters to be replaced on each date.
- B. A FILTER REPLACEMENT SERVICE CALL must include, but is not limited to, the following services:
 1. Remove and properly dispose of old filter(s)
 2. Replace old filter(s) with new filter(s)
- C. Filter replacement personnel may be required to access roof areas or confined spaces in order to complete filter replacement service.
- D. Bidders are to Include all labor, parts, fuel, delivery, and freight costs in unit pricing for the following:
 1. Filters installed by awarded contractor
 2. Services call rates for filter replacement

ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

IX. SUBCONTRACTING

- A. The intent of this contract is to award to Contractor(s) who will be performing most of the scope of work with their own hired staff. There may be, on occasion, some portion of the work that will require the need to hire a sub-contractor to perform a portion of the work.
- B. Should sub-contracting be required, the Contractor must first obtain approval of Owner prior to any work being performed by a sub-contractor.
- C. Subcontractors must carry and maintain insurance coverages in accordance with those listed in this RFB document.
- D. Bidders intending to use subcontractors must state their intent to do so by filling out the provided Sub-Contractor form provided in this RFB document.

X. SCHEDULING REQUIREMENTS

- A. Awarded contractors must schedule service and delivery dates with appointed Tarrant County personnel. Vendor must not complete service or deliveries without prior approval to proceed from Tarrant County personnel. Changes in schedule for any reason (including inclement weather) must be approved by Tarrant County.
- B. Awarded vendors shall contact the appropriate Tarrant County personnel and sign-in before work is started and sign-out when work is completed. When completing services during non-regular working hours, awarded contractors are to make arrangements with Tarrant County personnel to check in before service begins and check out when service is completed.

XI. WORK SITE REQUIREMENTS

- A. Awarded vendors are to supply a copy of SDS sheets of all chemicals/products that are routinely used for the completion of services. Tarrant County reserves the right to disallow the use of any chemicals/products in the completion of services under this RFB.
- B. Awarded vendors will be responsible for cleanup of debris and spills resulting from work completed while completing services under this RFB.
- C. Awarded vendors shall not use Tarrant County dumpsters to dispose of any refuse.
- D. Awarded vendors shall be responsible for replacing, at no cost to Tarrant County, any damages incurred during completion of services under this Request for Bid. Awarded vendor's personnel includes any personnel sub-contracted by the awarded vendor for the completion of services under this Request for Bid.

XII. CONTRACTOR STAFF REQUIREMENTS

- A. Awarded vendors must maintain an adequate number of staff to complete required service calls.
- B. Awarded vendors must provide technicians that are trained to complete requested services for filter replacement.

ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

XIII. ADDITIONAL FILTERS OR SERVICES NOT LISTED

- A. Tarrant County reserves the right to add or delete filters or services as needed. In the event a filter or service is not listed in this Request for Bid, Tarrant County will request a written quotation of same or similar product or services from the Contractor. Awarded contractors shall submit, in writing, a fair and reasonable price for the requested product or service based on current bid prices submitted by the contractor for this RFB. If it is determined the quote is excessive, Tarrant County reserves the right to request quotations from additional sources.

XIV. INVOICING

- A. Purchase orders for HVAC filters for each location are typically issued at beginning of the Tarrant County fiscal year during the month of October.
- B. All invoices are to be sent to the Tarrant County Auditor's Office at SAP-Invoices@tarrantcountytx.gov as well as the Tarrant County Facilities Management Business Office at TCFMInvoices@tarrantcountytx.gov. Invoices will be time/date stamped and will be forwarded to the appropriate building manager to complete the requisition. Successful Contractor(s) must provide back-up documentation (such as supplier invoices) for each invoice for auditing purposes. Invoices are to include service tickets with labor hours and supplier invoices for goods purchased. Contractor shall attach invoices for anything they purchase and provide Tarrant County with a markup indicated on the invoice.
- C. Tarrant County reserves the right to request supporting documents for typical truck stock items, if needed. If there are questions or discrepancies about an invoice or some other document that has been submitted with invoice, Contractor will be contacted by a member of the Facilities Management Staff.
- D. Priority must be given to correcting invoices, or providing the additional information, when contacted by Tarrant County Facilities Management Staff in a timely manner or within one (1) to two (2) days after a request has been made by Tarrant County Facilities Management Staff.
- E. All invoices must be dated for the same month the invoice is being submitted. All invoices must specify date of service and be accompanied by a work order or job ticket. Tarrant County Facilities Management will not sign work order or job tickets; thereby unknowingly agreeing to any other terms and conditions that may be listed on their sign-in sheets.
- F. Awarded contractor shall not charge Tarrant County a separate "trip charge" or "truck charge" on any service call performed under this annual contract.
- G. Tarrant County will not reimburse for parking expenses. There is limited Contractor parking available on a first come first service basis offered by Tarrant County. Bidders should be aware that Tarrant County buildings in the Downtown Fort Worth area have very limited parking.



TARRANT COUNTY

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

I. POLICY STATEMENT

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

II. DEFINITIONS

Historically underutilized businesses (HUBs), also known as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Tarrant County.

Businesses include firms, corporations, sole proprietorships, vendors, suppliers, contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provision that requires competitive bidding for many items valued at greater than \$50,000.

III. POLICY GUIDELINES

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County does recognize other agencies' certifications. Tarrant County reserves the right to review the certification status of any vendor applying to do business with the County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
 1. Target goals should consider:
 - the availability of HUB firms within the specific category of goods or services to be procured; and
 - the diversity of the county's population.
 2. The goals should be reviewed and amended periodically.
 3. The program may apply to all County procurements including construction and professional services.
 4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
 5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

- D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
 2. Continuing to seek new communication links with HUB vendors, professionals and contractors to involve them in the procurement process.
 3. Continuing to advertise bids on the County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
 4. Continuing to provide bid notifications to minority Chambers of Commerce.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process by:
1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
 2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
 3. Specification of reasonable, realistic delivery schedules consistent with the County's actual requirements.
 4. Specifications, terms and conditions reflecting the County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Tarrant County Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.

- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder meeting specifications as required by law. This policy is narrowly tailored in accordance with applicable law.

IV. ADMINISTRATIVE GUIDELINES

- A. The Tarrant County Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.
 - 1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
 - 2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
 - 3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
 - 4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
 - 5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased, percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

510 Historically Underutilized Businesses Policy

Adopted: Court Order 64788 (December 17, 1990)
Amended: Court Order 69958 (December 7, 1993)
Amended: Court Order 99651 (December 28, 2006)
Amended: Court Order 127875 (June 19, 2018)

ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in Tarrant County's bid process. The Purchasing Department will provide additional clarification of specifications, assistance with Price Forms, and further explanation of bidding procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

Tarrant County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Procurement and Support Services
Statewide HUB Program
1711 Jacinto Blvd.
PO Box 13047
Austin, Texas 78711-3047
(512) 463-5872

OR

North Central Texas
Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, Texas 76011
(817) 640-0606

IF YOUR COMPANY IS CERTIFIED, ATTACH A COPY OF THE CERTIFICATION TO THIS FORM AND RETURN WITH BID.

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____ FAX NO. _____

Indicate all that apply:

- _____ Minority-Owned Business Enterprise
- _____ Women-Owned Business Enterprise
- _____ Disadvantaged Business Enterprise

NOTE: WITHOUT A VALID CERTIFICATION ON FILE, YOU WILL NOT BE EVALUATED AS A HUB/DBE.

IF THIS DOES NOT APPLY TO YOUR COMPANY, PLEASE CHECK THIS BOX AND RETURN THIS FORM WITH YOUR RESPONSE.

ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

REFERENCES

Please list three (3) references, **other than past or present employees of Tarrant County**, who can verify your performance as a Vendor. Performance includes, but is not limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine Vendor’s ability to provide the intended goods or service of the bid. Tarrant County **PREFERS** references to be from Government customers. References must be able to verify the quality of service Vendor’s company provides and that the Bidder has completed a project of similar size and scope of work in this response. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your bid.

Failure to supply the required references will deem the bid as non-responsive and will not be considered for award.

Bidder involvement with reference checks is not permitted. Only Tarrant County or its designee will conduct reference checks. Any deviation to this will result in rejection of your response.

REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCES MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

REFERENCES

REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCES MUST BE RETURNED WITH BID!

SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Bidder, agrees this bid becomes the property of Tarrant County after the official opening.

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

The undersigned agrees, on behalf of Bidder, that if the bid is accepted, Bidder will 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 bid will be ninety (90) calendar days.

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

Vendor hereby assigns to Tarrant 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 will result in the rejection of the entire bid.**

Signature _____ **X**

Authorized Representative

Legal Name of Company

Date

Street Address

Printed Name of Authorized Representative

City, State and Zip

Title of Authorized Representative

Telephone Number

Fax Number

E-Mail Address

AFTER HOURS EMERGENCY CONTACT:

Name: _____

Tel. No. _____

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND ONE (1) COPY MUST BE RETURNED WITH BID!



Did you sign and submit all
required forms?
If not, your Bid will be
rejected!

ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

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 _____

Unique Entity Identifier (UEI) Number: _____

CAGE Code: _____

COMPLIANCE WITH FEDERAL AND STATE LAWS

CERTIFICATION OF ELIGIBILITY

By submitting a Bid in response to this solicitation, the Bidder 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 the list between the time of Bid submission and time of award, the Bidder will notify the Tarrant 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 KNOWN FOREIGN TERRORIST ORGANIZATIONS.

Bidder verifies that they do not boycott Israel and will not boycott Israel in accordance with Texas Government Code Section 2270.001(2) during the term of this contract. Bidder further verifies pursuant to Texas Local Government Code Section 2252.152 that they are not engaged in business with Iran, Sudan, or any foreign terrorist organization. The term "foreign terrorist organization" means an organization designated as a 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 nonexempt business entity unless the business entity submits a disclosure of interested parties to the governmental entity. By submitting a Bid in response to this solicitation, the Bidder agrees to comply with HB 1295, Government Code 2252.908. Bidder agrees to provide Tarrant 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.

VENDOR IS EXEMPT FROM CERTIFICATION REGARDING ENERGY COMPANIES AND FIREARM ENTITIES OR FIREARM TRADE ASSOCIATIONS:

Vendor is a sole proprietorship OR is a non-profit entity OR Vendor is a company that does NOT have 10 or more full-time employees AND/OR this contract does NOT have a value of \$100,000.00 or more that is to be paid wholly or partly paid from public funds of the governmental entity.

If the Vendor Cannot Certify that it is EXEMPT as Above, Vendor Must Certify as Follows:

Vendor is NOT EXEMPT and Certifies as follows:

Boycott of Energy Companies Prohibited. In compliance with Section 2274.002 of the Texas Government Code (added by 87th Legislature S. B. 13), Vendor verifies that it does not boycott energy companies and will not boycott energy companies during the term of the above-described contract. "Boycott energy company" is defined in Section 809.001(1) (added by 87th Legislature, S. B. 13) and means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described by subsection (A).

COMPLIANCE WITH FEDERAL AND STATE LAWS

Discrimination against Firearm Entities or Firearm Trade Associations Prohibited. In compliance with Section 2274.002 of the Texas Governmental Code (added by 87th Legislature, S. B. 19), Vendor verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the above-described contract] against a firearm entity or firearm trade association. “Discriminate against a firearm entity or firearm trade association” is defined in Section 2274.001(3) (added by 87th Legislature, S. B. 19) and means, with respect to the entity or association, to (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; the term *does not include*: (i) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; and (ii) a company’s refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship: (aa) to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency; or (bb) for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity’s or association’s status as a firearm entity or firearm trade association.

Vendor Hereby Certifies (Mark Applicable Certification):

_____ Vendor is EXEMPT from Certification as set out above.

_____ Vendor is NOT EXEMPT from Certification as set out above, and Vendor Certifies that it does not and will not Boycott Energy Companies and that it does not and will not engage in prohibited Discrimination against Firearm Entities or Firearm Trade Associations.

Signature _____ X

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND ONE (1) COPY MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

AFFIRMATIONS/FORMS/DOCUMENTS

✓ Check Indicates Completion	
	1. References. Bidder has provided references, other than Tarrant County. References must be able to verify the quality of service the company provides and that the company has completed a project of similar size and scope of work in this RFB.
	2. Signatures. All forms requiring a signature must be signed. Bids not signed will be rejected.
	3. Price Forms. All sections of Price Forms have been completed.
	4. Bidder has acknowledged Secondary/Alternate Award and Cooperative Purchasing opportunities in the Special Terms and Conditions on pages 7 and 8.
	5. Insurance Certificates (If required). Bidders must submit all Insurance Certificates prior to commencement of work. If no insurance requirements specified, mark N/A.
	6. Addenda. When applicable, Bidder acknowledges receipt of all Addenda and any revised Forms. Bidder must sign and submit any required signature forms.
	7. It is the Bidders' sole responsibility to print and review all pages of the RFB document, attachments, questions and responses, addenda and special notices. The Signature Form must be signed and returned. Failure to provide a signature on the form renders bid non-responsive. Failure to complete and submit all required forms, including but not limited to References, Compliance With Federal and State Laws Form, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid.
	8. Bidder has read, understands, and agrees to Tarrant County's Criminal Background Check requirements.
	9. Accuracy for all mathematical and numerical entries is the sole responsibility of the Bidder. Tarrant County will not be responsible for errors made by the Bidder.
	10. Bidder's company is registered on TVORS (Tarrant Vendor On-Line Registration System).
	11. Bidder has sealed and marked the envelope with the Company Name, RFB Number, RFB Title, and due date.

THE ORIGINAL AND ONE (1) COPY OF THIS FORM SHOULD BE RETURNED WITH BID!

ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

AFFIRMATIONS/FORMS/DOCUMENTS

✓ Check Indicates Completion	
	12. REQUIRED SAMPLES SUBMITTAL OF ONE (1) STANDARD PLEATED FILTER 8 x 19 x 1, MERV 11 FILTER.
	13. American Society of Heating, Refrigeration and Air Conditioning (ASHRAE) test results or other evidence indicating submitted products are compliant with the ASHRAE 52.2 Standard.
	14. Underwriters Laboratories (UL) test results or other evidence indicating submitted products are compliant with the UL 900 Standard.
	15. Product Specification Data Sheets for STANDARD PLEATED FILTERS, HEPA FILTERS, and V-CELL BOX FILTERS.

THE ORIGINAL AND ONE (1) COPY OF THIS FORM SHOULD BE RETURNED WITH BID!

ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

SUBCONTRACTORS

Bidders shall list below **all** work that will be subcontracted under this contract. Provide the company name of all sub-contractors identified by the bid due date in the space provided. Bidders should also indicate which areas will be subcontracted to DBE firms and the percentage to be subcontracted to DBE firms.

AREA TO BE SUBCONTRACTED	COMPANY NAME OF SUB-CONTRACTOR	DOLLAR VALUE	DBE PARTICIPATION		DBE %
			CHECK ONE YES (or) NO		
TOTAL					

THE ORIGINAL AND ONE (1) COPY OF THIS PAGE MUST BE RETURNED WITH BID!

NO-BID RESPONSE

In the event that your organization chooses not to submit a bid/proposal for this solicitation, the Tarrant County Purchasing Department is interested in the reasons why vendors have chosen not to submit bids/proposals in order to better serve the taxpayers of Tarrant County. Please indicate your reason(s) by checking all applicable items below and return this form to the address shown below.

- Could not meet specifications.
- Items or materials requested not manufactured by us or not available to our company.
- Insurance requirements too restricting.
- Bond requirements too restricting.
- The scope of services not clearly understood or applicable (too vague, too rigid, etc.)
- The project not suited to our organization.
- Quantities too small.
- Insufficient time allowed for preparation of bid/proposal.
- Other (please specify).

Vendor Name: _____

Contact Person: _____

Telephone: _____

Email: _____

Please send your response to:

Tarrant County Purchasing Department
100 E. Weatherford, Suite 303
Fort Worth, TX 76196-0104

ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

PRICE FORM

ITEM NO.	DESCRIPTION	UNIT PRICE	EST. QTY	EXT. PRICE
SECTION 1: STANDARD PLEATED FILTERS (DELIVERED ONLY)				
1.	8 x 19 x 1, MERV 11	\$ _____ x	6	= \$ _____
2.	8 x 33 x 1, MERV 11	\$ _____ x	6	= \$ _____
3.	8.5 x 29.5 x 1, MERV 11	\$ _____ x	24	= \$ _____
4.	9.5 x 21.5 x 1, MERV 11	\$ _____ x	24	= \$ _____
5.	9.75 x 15.5 x 2, MERV 11	\$ _____ x	6	= \$ _____
6.	11.75 x 26 x 1, MERV 11	\$ _____ x	18	= \$ _____
7.	11.75 x 40 x 1, MERV 11	\$ _____ x	12	= \$ _____
8.	12 x 14 x 1, MERV 11	\$ _____ x	20	= \$ _____
9.	12 x 20 x 2, MERV 11	\$ _____ x	12	= \$ _____
10.	12 x 24 x 2, MERV 11	\$ _____ x	683	= \$ _____
11.	12 x 24 x 4, MERV 11	\$ _____ x	48	= \$ _____
12.	12 x 25 x 2, MERV 11	\$ _____ x	12	= \$ _____
13.	12 x 30 x 1, MERV 11	\$ _____ x	60	= \$ _____

BIDDERS MUST BID ALL SECTIONS AND ALL ITEMS.

ALL DELIVERY/FREIGHT/TRAVEL/FUEL/SERVICE CALL COSTS TO BE INCLUDED IN UNIT PRICING.

***Use the Price per filter times the number of estimated quantity equals Extended Price.
Quantity listed are estimates only and not guaranteed.***

ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

PRICE FORM

ITEM NO.	DESCRIPTION	UNIT PRICE	EST. QTY	EXT. PRICE
SECTION 1: STANDARD PLEATED FILTERS (DELIVERED ONLY)				
14.	12 x 32 x 1, MERV 11	\$ _____ x	6	= \$ _____
15.	12 x 36 x 1, MERV 11	\$ _____ x	28	= \$ _____
16.	14 x 24 x 1, MERV 11	\$ _____ x	18	= \$ _____
17.	14 x 25 x 1, MERV 11	\$ _____ x	12	= \$ _____
18.	14 x 25 x 2, MERV 11	\$ _____ x	36	= \$ _____
19.	14 x 28 x 1, MERV 11	\$ _____ x	6	= \$ _____
20.	15 x 21 x 2, MERV 11	\$ _____ x	12	= \$ _____
21.	16 x 16 x 1, MERV 11	\$ _____ x	72	= \$ _____
22.	16 x 20 x 1, MERV 11	\$ _____ x	168	= \$ _____
23.	16 x 20 x 2, MERV 11	\$ _____ x	800	= \$ _____
24.	16 x 20 x 4, MERV 11	\$ _____ x	36	= \$ _____
25.	16 x 24 x 2, MERV 11	\$ _____ x	24	= \$ _____
26.	16 x 25 x 1, MERV 11	\$ _____ x	350	= \$ _____

BIDDERS MUST BID ALL SECTIONS AND ALL ITEMS.

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ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

PRICE FORM

ITEM NO.	DESCRIPTION	UNIT PRICE	EST. QTY	EXT. PRICE
SECTION 1: STANDARD PLEATED FILTERS (DELIVERED ONLY)				
27.	16 x 25 x 2, MERV 11	\$ _____ x	610	= \$ _____
28.	16 x 30 x 1, MERV 11	\$ _____ x	36	= \$ _____
29.	16 x 31 x 1, MERV 11	\$ _____ x	24	= \$ _____
30.	17 x 31 x 1, MERV 11	\$ _____ x	12	= \$ _____
31.	18 x 20 x 2, MERV 11	\$ _____ x	24	= \$ _____
32.	18 x 24 x 1, MERV 11	\$ _____ x	36	= \$ _____
33.	18 x 24 x 2, MERV 11	\$ _____ x	216	= \$ _____
34.	18 x 24 x 4, MERV 11	\$ _____ x	36	= \$ _____
35.	18 x 25 x 2, MERV 11	\$ _____ x	60	= \$ _____
36.	20 x 11 x 1, MERV 11	\$ _____ x	6	= \$ _____
37.	20 x 20 x 1, MERV 11	\$ _____ x	298	= \$ _____
38.	20 x 20 x 2, MERV 11	\$ _____ x	1,046	= \$ _____
39.	20 x 20 x 4, MERV 11	\$ _____ x	96	= \$ _____

BIDDERS MUST BID ALL SECTIONS AND ALL ITEMS.

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ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

PRICE FORM

ITEM NO.	DESCRIPTION	UNIT PRICE	EST. QTY	EXT. PRICE
SECTION 1: STANDARD PLEATED FILTERS (DELIVERED ONLY)				
40.	20 x 24 x 1, MERV 11	\$ _____ x	108	= \$ _____
41.	20 x 24 x 2, MERV 11	\$ _____ x	66	= \$ _____
42.	20 x 24 x 4, MERV 11	\$ _____ x	54	= \$ _____
43.	20 x 25 x 1, MERV 11	\$ _____ x	176	= \$ _____
44.	20 x 25 x 2, MERV 11	\$ _____ x	366	= \$ _____
45.	20 x 30 x 1, MERV 11	\$ _____ x	6	= \$ _____
46.	20 x 31 x 1, MERV 11	\$ _____ x	6	= \$ _____
47.	20 x 35 x 2, MERV 11	\$ _____ x	20	= \$ _____
48.	21 x 23 x 1, MERV 11	\$ _____ x	12	= \$ _____
49.	21 x 24 x 1, MERV 11	\$ _____ x	6	= \$ _____
50.	21 x 33.5 x 1, MERV 11	\$ _____ x	12	= \$ _____
51.	22 x 22 x 1, MERV 11	\$ _____ x	174	= \$ _____
52.	22.5 x 27.5 x 1, MERV 11	\$ _____ x	6	= \$ _____

BIDDERS MUST BID ALL SECTIONS AND ALL ITEMS.

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ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

PRICE FORM

ITEM NO.	DESCRIPTION	UNIT PRICE	EST. QTY	EXT. PRICE
SECTION 1: STANDARD PLEATED FILTERS (DELIVERED ONLY)				
53.	24 x 24 x 1, MERV 11	\$ _____	x 12	= \$ _____
54.	24 x 24 x 2, MERV 11	\$ _____	x 2,330	= \$ _____
55.	24 x 24 x 4, MERV 11	\$ _____	x 108	= \$ _____
56.	25 x 11 x 1, MERV 11	\$ _____	x 12	= \$ _____
57.	8 x 24 x 1, MERV 13	\$ _____	x 6	= \$ _____
58.	10 x 28 x 1, MERV 13	\$ _____	x 24	= \$ _____
59.	12 x 12 x 1, MERV 13	\$ _____	x 6	= \$ _____
60.	12 x 16 x 1, MERV 13	\$ _____	x 12	= \$ _____
61.	12 x 24 x 2, MERV 13	\$ _____	x 728	= \$ _____
62.	12 x 24 x 4, MERV 13	\$ _____	x 152	= \$ _____
63.	12 x 24 x 4, MERV 13, with Single Header	\$ _____	x 40	= \$ _____
64.	12 x 36 x 1, MERV 13	\$ _____	x 12	= \$ _____
65.	14 x 24 x 1, MERV 13	\$ _____	x 12	= \$ _____

BIDDERS MUST BID ALL SECTIONS AND ALL ITEMS.

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ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

PRICE FORM

ITEM NO.	DESCRIPTION	UNIT PRICE	EST. QTY	EXT. PRICE
SECTION 1: STANDARD PLEATED FILTERS (DELIVERED ONLY)				
66.	14 x 25 x 2, MERV 13	\$ _____ x	16	= \$ _____
67.	16 x 16 x 1, MERV 13	\$ _____ x	48	= \$ _____
68.	16 x 16 x 2, MERV 13	\$ _____ x	24	= \$ _____
69.	16 x 20 x 2, MERV 13	\$ _____ x	1,568	= \$ _____
70.	16 x 20 x 4, MERV 13	\$ _____ x	372	= \$ _____
71.	16 x 24 x 2, MERV 13	\$ _____ x	26	= \$ _____
72.	16 x 25 x 1, MERV 13	\$ _____ x	48	= \$ _____
73.	16 x 25 x 2, MERV 13	\$ _____ x	2,063	= \$ _____
74.	18 x 24 x 2, MERV 13	\$ _____ x	32	= \$ _____
75.	20 x 20 x 1, MERV 13	\$ _____ x	156	= \$ _____
76.	20 x 20 x 2, MERV 13	\$ _____ x	1,256	= \$ _____
77.	20 x 20 x 4, MERV 13	\$ _____ x	64	= \$ _____
78.	20 x 20 x 4, MERV 13, with Single Header	\$ _____ x	96	= \$ _____

BIDDERS MUST BID ALL SECTIONS AND ALL ITEMS.

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ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

PRICE FORM

ITEM NO.	DESCRIPTION	UNIT PRICE	EST. QTY	EXT. PRICE
SECTION 1: STANDARD PLEATED FILTERS (DELIVERED ONLY)				
79.	20 x 24 x 1, MERV 13	\$ _____ x	6	= \$ _____
80.	20 x 24 x 2, MERV 13	\$ _____ x	1,748	= \$ _____
81.	20 x 24 x 4, MERV 13	\$ _____ x	120	= \$ _____
82.	20 x 24 x 4, MERV 13, with Single Header	\$ _____ x	60	= \$ _____
83.	20 x 25 x 1, MERV 13	\$ _____ x	6	= \$ _____
84.	20 x 25 x 2, MERV 13	\$ _____ x	3,288	= \$ _____
85.	20 x 25 x 4, MERV 13	\$ _____ x	510	= \$ _____
86.	20 x 30 x 2, MERV 13	\$ _____ x	48	= \$ _____
87.	24 x 24 x 2, MERV 13	\$ _____ x	1,484	= \$ _____
88.	24 x 24 x 4, MERV 13	\$ _____ x	584	= \$ _____
89.	24 x 24 x 4, MERV 13, with Single Header	\$ _____ x	52	= \$ _____
90.	24 x 28 x 2, MERV 13	\$ _____ x	24	= \$ _____
SECTION 2: HEPA FILTERS (DELIVERED ONLY)				
91.	24 x 24 x 12, MERV 11, HEPA	\$ _____ x	1	= \$ _____

BIDDERS MUST BID ALL SECTIONS AND ALL ITEMS.

ALL DELIVERY/FREIGHT/TRAVEL/FUEL/SERVICE CALL COSTS TO BE INCLUDED IN UNIT PRICING.

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ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

PRICE FORM

ITEM NO.	DESCRIPTION	UNIT PRICE	x	EST. QTY	=	EXT. PRICE
SECTION 3: STANDARD PLEATED FILTERS (WITH REPLACEMENT SERVICE)						
ADULT HEALTH SERVICE						
2596 E Arkansas Lane, Suite 190, Arlington, TX 76014						
92.	20 x 24 x 2, MERV 11	\$ _____	x	24	=	\$ _____
93.	FILTER REPLACEMENT SERVICE CALL <i>Installation of 4 Filters Per Visit, 6 Visits per Year</i>	\$ _____	x	6	=	\$ _____
ARKANSAS WIC CLINIC						
2596 E Arkansas Lane, Suite 180, Arlington, TX 76014						
94.	16 x 24 x 2, MERV 11	\$ _____	x	24	=	\$ _____
95.	FILTER REPLACEMENT SERVICE CALL <i>Installation of 4 Filters Per Visit, 6 Visits per Year</i>	\$ _____	x	6	=	\$ _____
CNET OFFICE						
4228 North Freeway, Fort Worth, TX 76137						
96.	16 x 25 x 2, MERV 11	\$ _____	x	48	=	\$ _____
97.	16 x 16 x 2, MERV 11	\$ _____	x	16	=	\$ _____

BIDDERS MUST BID ALL SECTIONS AND ALL ITEMS.

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ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

PRICE FORM

ITEM NO.	DESCRIPTION	UNIT PRICE	x	EST. QTY	=	EXT. PRICE
SECTION 3: STANDARD PLEATED FILTERS (WITH REPLACEMENT SERVICE)						
98.	FILTER REPLACEMENT SERVICE CALL <i>Installation of 16 Filters Per Visit, 4 Visits per Year</i>	\$ _____	x	4	=	\$ _____
EASTSIDE WIC CLINIC 1100 Bridgewood Dr., Suite 110, Fort Worth, TX 76112						
99.	20 x 20 x 2, MERV 11	\$ _____	x	24	=	\$ _____
100.	20 x 25 x 2, MERV 11	\$ _____	x	72	=	\$ _____
101.	FILTER REPLACEMENT SERVICE CALL <i>Installation of 16 Filters Per Visit, 6 Visits per Year</i>	\$ _____	x	6	=	\$ _____
EULESS WIC CLINIC 417 W. Euless Blvd, Suite 200, Euless, TX 76040						
102.	16 x 25 x 2, MERV 11	\$ _____	x	24	=	\$ _____
103.	FILTER REPLACEMENT SERVICE CALL <i>Installation of 4 Filters Per Visit, 6 Visits per Year</i>	\$ _____	x	6	=	\$ _____
BIDDERS MUST BID ALL SECTIONS AND ALL ITEMS.						
ALL DELIVERY/FREIGHT/TRAVEL/FUEL/SERVICE CALL COSTS TO BE INCLUDED IN UNIT PRICING.						
Use the Price per filter times the number of estimated quantity equals Extended Price. Quantity listed are estimates only and not guaranteed.						

ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

PRICE FORM

ITEM NO.	DESCRIPTION	UNIT PRICE	EST. QTY	EXT. PRICE
SECTION 4: STANDARD PLEATED FILTERS (WITH REPLACEMENT SERVICE)				
GREEN OAKS WIC CLINIC				
2001 SE Green Oaks Blvd., Suite 150, Arlington, TX 76018				
104.	16 x 16 x 2, MERV 11	\$ _____	x 24	= \$ _____
105.	16 x 25 x 2, MERV 11	\$ _____	x 36	= \$ _____
106.	FILTER REPLACEMENT SERVICE CALL <i>Installation of 10 Filters Per Visit, 6 Visits per Year</i>	\$ _____	x 6	= \$ _____
HALTOM CITY WIC CLINIC				
4113 Denton Hwy, Haltom City, TX 76117				
107.	18 x 24 x 2, MERV 11	\$ _____	x 24	= \$ _____
108.	20 x 20 x 2, MERV 11	\$ _____	x 24	= \$ _____
109.	20 x 25 x 2, MERV 11	\$ _____	x 24	= \$ _____
110.	FILTER REPLACEMENT SERVICE CALL <i>Installation of 12 Filters Per Visit, 6 Visits per Year</i>	\$ _____	x 6	= \$ _____
BIDDERS MUST BID ALL SECTIONS AND ALL ITEMS.				
ALL DELIVERY/FREIGHT/TRAVEL/FUEL/SERVICE CALL COSTS TO BE INCLUDED IN UNIT PRICING.				
Use the Price per filter times the number of estimated quantity equals Extended Price. Quantity listed are estimates only and not guaranteed.				

ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

PRICE FORM

ITEM NO.	DESCRIPTION	UNIT PRICE	EST. QTY	EXT. PRICE
SECTION 4: STANDARD PLEATED FILTERS (WITH REPLACEMENT SERVICE)				
MANSFIELD WIC CLINIC 1585 E. Broad St., Suite 104, Mansfield, TX 76063				
111.	20 x 20 x 1, MERV 11	\$ _____	x 12	= \$ _____
112.	FILTER REPLACEMENT SERVICE CALL <i>Installation of 2 Filters Per Visit, 6 Visits per Year</i>	\$ _____	x 6	= \$ _____
WIC WARHOUSE 7721 Sand St, Building 10, Fort Worth, TX 76118				
113.	16 x 24 x 2, MERV 11	\$ _____	x 24	= \$ _____
114.	20 x 25 x 2, MERV 11	\$ _____	x 6	= \$ _____
115.	FILTER REPLACEMENT SERVICE CALL <i>Installation of 5 Filters Per Visit, 6 Visits per Year</i>	\$ _____	x 6	= \$ _____
BIDDERS MUST BID ALL SECTIONS AND ALL ITEMS.				
ALL DELIVERY/FREIGHT/TRAVEL/FUEL/SERVICE CALL COSTS TO BE INCLUDED IN UNIT PRICING.				
<i>Use the Price per filter times the number of estimated quantity equals Extended Price. Quantity listed are estimates only and not guaranteed.</i>				

ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

PRICE FORM

ITEM NO.	DESCRIPTION	UNIT PRICE	EST. QTY	EXT. PRICE
SECTION 4: STANDARD PLEATED FILTERS (WITH REPLACEMENT SERVICE)				
WHITE SETTLEMENT WIC CLINIC				
1638 S. Cherry Lane, White Settlement, TX 76108				
116.	20 x 20 x 1, MERV 11	\$ _____	x 24	= \$ _____
117.	FILTER REPLACEMENT SERVICE CALL <i>Installation of 4 Filters Per Visit, 6 Visits per Year</i>	\$ _____	x 6	= \$ _____

BIDDERS MUST BID ALL SECTIONS AND ALL ITEMS.

ALL DELIVERY/FREIGHT/TRAVEL/FUEL/SERVICE CALL COSTS TO BE INCLUDED IN UNIT PRICING.

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ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

PRICE FORM

ITEM NO.	DESCRIPTION	UNIT PRICE	EST. QTY	EXT. PRICE
SECTION 5: V-CELL BOX FILTERS (WITH REPLACEMENT SERVICE)				
MEDICAL EXAMINER'S OFFICE				
200 Feliks Gwozdz Place, Fort Worth, TX 76104				
118.	12 x 24 x 12, MERV 14	\$ _____	x 12	= \$ _____
119.	20 x 24 x 12, MERV 14	\$ _____	x 16	= \$ _____
120.	24 x 24 x 12, MERV 14	\$ _____	x 30	= \$ _____
121.	FILTER REPLACEMENT SERVICE CALL <i>Installation of 58 Filters Per Visit, 1 Visit per Year</i>	\$ _____	x 1	= \$ _____
Total Bid Price:				\$ _____
Indicate how many technicians your firm has for completing service calls: _____				
<i>BIDDERS MUST BID ALL SECTIONS AND ALL ITEMS.</i>				
<i>ALL DELIVERY/FREIGHT/TRAVEL/FUEL/SERVICE CALL COSTS TO BE INCLUDED IN UNIT PRICING.</i>				
<i>Use the Price per filter times the number of estimated quantity equals Extended Price. Quantity listed are estimates only and not guaranteed.</i>				

ANNUAL CONTRACT FOR HVAC AIR FILTERS AND FILTER REPLACEMENT SERVICES

PRICE FORM

VENDOR QUESTIONNAIRE

List Number of Trained Technicians that your firm currently employs: _____

List Training Programs your firm uses to Train Technicians: _____

List Maximum Response Time for Standard Call: _____/HRS

List Maximum Response Time for Emergency Call: _____/HRS

List Address of Primary Service Location. For additional service locations, please provide a separate list attached to bid response:

List Contact Person for Requesting On-Site Service:

Name: _____

Phone: _____

E-Mail: _____

List Contact Person for Requesting After Hours On-Site Service:

Name: _____

Phone: _____

E-Mail: _____

List Contact Person for Resolving Invoice Issues:

Name: _____

Phone: _____

E-Mail: _____