

EXHIBIT "A"

COUNTY OF HIDALGO COMMUNITY SERVICE AGENCY Repairs, Replacement and/or Retrofit Central Heating and/or Cooling Systems Bid No. 2010-286-00-00-OTM

SERVICE DELIVERY TERMS AND CONDITIONS AND PRODUCT AND SERVICE SPECIFICATIONS

CHCSA is seeking at a minimum of one (1) primary, one (1) secondary and one (1) tertiary qualified contractor to provide services to Repair, Replacement and Retrofit of HVAC Systems in eligible low-income dwellings throughout Hidalgo County. These services are delivered pursuant to the CEAP Program and are designed to lower utility usage and promote energy conservation.

A contract, if any, awarded pursuant to this solicitation will be for one (1) year and may be extended provided all terms and conditions, except for the contract period, remain unchanged and in full force and effect. This option, if exercised, requires the mutual agreement of BOTH parties. Refusal by either party to exercise this Option to extend shall require this contract to expire on the original or mutually agreed date. The normal extension period shall be in one (1) year increments. The total period of this contract, including all extensions, may not exceed a maximum combined period of five (5) years.

Funds for a contract, if any, resulting from this solicitation have been or are anticipated to be provided through the Texas Department of Housing and Community Affairs pursuant to the United States Department of Health and Human Services. Services under this program are contingent on CHCSA's receipt of CEAP Program funds.

Delivery of all products/services specified in this bid shall be made to the address shown on each individual service request. Such address shall be the home occupied by an eligible CEAP program participant residing anywhere within the service area.

Delivery of all products/service specified in this bid shall be made within 10 working days (defined as Monday through Friday except for Federal or State Holidays) or time agreed upon by said contractor and CHCSA. Exceptions to this requirement shall be allowed only in the event an eligible program participant is unavailable for service delivery scheduling (such instances must be documented and provided to CHCSA designated program staff).

Payment for Products/Services: There shall be no advance payment for products delivered and/or service provided for the successful bidder, if any, selected for contract pursuant to this procurement. Contractual payment terms and conditions, if a contract is awarded, shall specify that payment shall normally be made 45 to 60 days from the date the invoice/billing is submitted and upon agency approval.

All installations, repairs, disposals and any other service provided pursuant to this solicitation must meet applicable Federal, State and/or local codes, whichever shall be the most restrictive. Bidder shall be responsible for obtaining any required permits and payment of any required payment fee, as applicable.

All installations, repairs, and any other product or service provided pursuant to this solicitation must be guaranteed, in writing, for a minimum period of one year from the invoice date. Compressors for Central AC systems shall be warranted for a minimum period of three years.

The successful bidder, if any, shall be contractually obligated to complete any warranty work within 3 working days of notification. In life threatening situations (i.e. non-functioning heaters in winter or non-functioning AC's in summer and elderly or infirm clients residing in the household), the successful bidder shall be required to provide warranty work within 24 hours of notification

HVAC assessments, if any, completed pursuant to this solicitation must be completed by a licensed HVAC professional. The assessment of existing heating/cooling appliances should include at a minimum, the inspection of ductwork, refrigerant piping, electrical service, wiring, thermostat, condensate piping, flue piping, flue terminations, slabs, filter, driers, registers, grills, drain pans and evaporator coil (including heating/cooling appliance efficiency and heating appliance safety) and identification of eligible HVAC retrofit measures must be documented and submitted for agency review and approval. Bidder must complete a HVAC assessment form (see example Appendix I to this solicitation) for each HVAC assessment conducted pursuant to this solicitation.

EXHIBIT "A" con't

COUNTY OF HIDALGO COMMUNITY SERVICE AGENCY
Repairs, Replacement and/or Retrofit Central Heating and/or Cooling Systems
Bid No. 2010-286-00-00-OTM

MINIMUM STANDARDS

HEATING SYSTEMS

Central Heaters

Must be assessed by a HVAC professional

Electric

Condensing Unit

Energy Star Rated SEER 14.5

Gas

Furnaces

AFUE=.80

Ambient air within 5 feet of all existing gas or propane systems must be tested for Carbon Monoxide output during the assessment phase

COOLING SYSTEMS

Central Air

Must be assessed by a HVAC professional

Condensing Unit

Energy Star Rated SEER 14.5

DUCT SYSTEMS

Must be assessed by a HVAC professional

Must be repaired where feasible

Minimum of R8 insulation rating

**ASSESSMENT OF APPLIANCE(S) MUST BE THOROUGH,
ASSESSMENT FORM MUST BE COMPLETED AND MUST INCLUDE PICTURES OF THE
APPLIANCE(S) ASSESSED INCLUDING DUCT SYSTEMS**

WHEN HEATING AND/OR COOLING APPLIANCES ARE REPLACED, THE CLIENT MUST SURRENDER THE OLD UNIT(S) TO BE DISPOSED OF BY CONTACTOR ACCORDING TO APPLICABLE STATE AND FEDERAL LAWS. CONTRACTOR MUST REMOVE ALL HEATING AND/OR COOLING APPLIANCES FROM THE CLIENTS' HOME AND DESTROY BEYOND REPAIR.

COUNTY OF HIDALGO COMMUNITY SERVICE AGENCY
Repairs, Replacement and/or Retrofit Central Heating and/or Cooling Systems
Bid No. 2010-286-00-00-OTM

PAYMENT PROCEDURES AND GUIDELINES

THE COUNTY OF HIDALGO COMMUNITY SERVICE AGENCY REQUIRES COMPLIANCE TO THE FOLLOWING GUIDELINES AND PROCEDURES BEFORE PURCHASE ORDERS WILL BE ISSUED TO THE CONTRACTOR:

- 1) Must not exclude client from participation due to age, color, religion, sex, national origin, handicap, political affiliation or belief.
- 2) Must not accept any gifts, monetary or otherwise, from clients.
- 3) Will accept CHCSA Notice of Payment/Purchase Order as authorization and obligation of payment and only for the amount stated on the Notice of Payment/Purchase Order.
- 4) Will not alter the amount on Notice of Payment/Purchase Order.
- 5) Will contact CHCSA for prior approval should any additional repairs, replacement, size changes, etc. be required or forfeit payment if work is conducted without CHCSA prior approval. If additional work is justified, CHCSA will issue a Change Order approval to proceed.
- 6) Will be responsible for any damage occurring to central heating and/or cooling units after it is picked up from the proper vendor.
- 7) Will be responsible for any loss or theft occurring to the central heating and/or cooling units after it is picked up from the proper vendor.
- 8) Will test outlet for any potential electrical problem(s). If deemed unsafe, will notify CHCSA of the problem.
- 9) Will install central heating and/or cooling systems in location determined by CHCSA.
- 10) Will remove existing systems from the clients' home, destroy beyond repair and dispose according to all applicable laws. Existing systems once removed cannot be retrofitted and/or sold.
- 11) Will submit CHCSA document(s) with client signature where required.
- 12) Will submit itemized billing/invoice of actual work performed with corresponding documentation. For audit purposes, billing must include:
 - A) Name and address of vendor
 - B) Name and signature of client
 - C) Date(s) work was performed
 - D) Detail description of work performed and associated cost
 - E) Energy Guide
 - F) CHCSA Notice of Payment/Purchase Order number
 - G) Billing total amount

EXHIBIT "A" con't

COUNTY OF HIDALGO COMMUNITY SERVICE AGENCY
Repairs, Replacement and/or Retrofit Central Heating and/or Cooling Systems
Bid No. 2010-286-00-00-OTM

PAYMENT PROCEDURES AND GUIDELINES con't

- 13) Direct all Notice of Payments/Purchase Orders to include billings/invoices and complete assessment forms (including pictures) to County of Hidalgo Community Service Agency, P.O. Box 204 Edinburg, Texas 78540. The address has been provided on the purchase order.
- 14) Submittal of Notice of Payments/Purchase Orders will be at contractor's discretion, keeping in mind that work must be completed within 10 days as of date of Notice of Payment/Purchase Order. All Notice of Payments/Purchase Orders must be submitted by January 31 of the following year, in order to ensure payment.
- 15) Payment will be made to contractor approximately forty-five (45) to sixty (60) days after receipt of original Notice of Payment/Purchase Order, with all required documentation, at CHCSA office. Prompt payment will also depend on transaction of funds from the state level to CHCSA. Nevertheless, payment is guaranteed for all Notice of Payments/Purchase Orders completed and submitted by January 31 of the following year. CHCSA will not issue Notice of Payments/Purchase Orders unless it has a contractual amount to cover said amount.
- 16) CHCSA is a not-for-profit entity therefore is not subject to tax charges (tax-exempt status).
- 17) Completion of an IRS W-9 form is required in order to prevent the withholding of thirty-one percent (31%) of all payments.

Authorized Representative Signature

Date

Print Name of Authorized Representative

Title of Authorized Representative

Telephone number

Name of Contact Person

EXHIBIT "B"

COUNTY OF HIDALGO COMMUNITY SERVICE AGENCY
Repairs, Replacement and/or Retrofit Central Heating and/or Cooling Systems
Bid No. 2010-286-00-00-OTM

Scoring Criteria

Points will be given to each of the contractual considerations including financial resources & integrity, bidders technical knowledge, and price of materials and labor.

Scoring Breakdown

I.	Financial Resources & Integrity	20	Points
II.	Technical Knowledge & Experience	30	Points

Bidders with a minimum score of 20 points in the Financial Resources & Integrity Section and a minimum score 28½ in the Technical Knowledge & Experience Section will be deemed qualified for evaluation of prices as submitted.

III.	Material and Labor Price	50	Points
Total Possible Points		100	Points

The bidder with the lowest material and labor price will be awarded a maximum of 50 points. All other bidders will receive points based on the following formula:

Lowest bid price	÷	bid price	X 50	=	points awarded
Example \$1000	÷	\$1200 = .833	X 50	=	41.6666

Note: A contract will be awarded to the most qualified bidder whose bid is most advantageous to CHCSA with price and other factors considered.

COUNTY OF HIDALGO COMMUNITY SERVICE AGENCY
Repairs, Replacement and/or Retrofit Central Heating and/or Cooling Systems
Bid No. 2010-286-00-00-OTM

INTEGRITY & FINANCIAL RESOURCES

Bidder's Name: _____

- I. INTEGRITY-** Please list two references of persons or firms that you have conducted business with in the past 12 months who are familiar with your work.

*The following questions that will be asked when we contact the references.
2.25 points have been assigned to each question, only favorable responses will be receive points.
13.50 points maximum may be received.*

- Q.1. Do they honor their prices?
Q.2. To the best of your knowledge has this firm or person consistently conducted their business affairs in a manner to reflect sound business judgment?
Q.3. Would you characterize this vendor as honest, fair and responsible?*

Reference 1

Name: _____

Address: _____

Company: _____ Phone # _____

Corporate Phone # _____ Corporate Fax # _____

Reference 2

Name: _____

Address: _____

Company: _____ Phone # _____

Corporate Phone# _____ Corporate Fax # _____

EXHIBIT "C" con't

COUNTY OF HIDALGO COMMUNITY SERVICE AGENCY
Repairs, Replacement and/or Retrofit Central Heating and/or Cooling Systems
Bid No. 2010-286-00-00-OTM

INTEGRITY & FINANCIAL RESOURCES con't

Bidder's Name: _____

II. FINANCIAL RESOURCES- Please answer the following questions.

6.50 points maximum may be received, only favorable responses will receive points

*1.5 points have been assigned to question A:
(2 part question-.75 pts per part)
No Exceptions*

- A. Part 1: Does your firm/company have the financial capabilities to provide materials up to a maximum of thirty (30) days before receiving payment?
 YES NO

Part 2: Please submit a copy of your firm's most recent (within the last 12 months) financial statement.

1 point has been assigned to questions B through F:

- B. Will you hold material until we are ready to pick-up/install?
 YES NO
- C. Are you or have you been involved in a Chapter 13 bankruptcy proceeding?
 YES NO
- D. Are there any liens against your firm/company?
 YES NO
- E. Are there any lawsuits against your firm/company?
 YES NO
- F. Have any complaints been filed against your firm with the Better Business Bureau?
 YES NO

If yes, describe the nature of the complaint and its resolution.

EXHIBIT "D"

COUNTY OF HIDALGO COMMUNITY SERVICE AGENCY
Repairs, Replacement and/or Retrofit Central Heating and/or Cooling Systems
Bid No. 2010-286-00-00-OTM

TECHNICAL KNOWLEDGE AND EXPERIENCE

Bidder's Name: _____

I. TECHNICAL KNOWLEDGE -List three work references of persons or firms for whom you have worked as a contractor to perform heating and cooling work such as:

Assessing heating and cooling systems
including duct systems
Installing central heating and cooling units

Repair and/or installing duct systems
Repair of central heating and cooling systems

*The following questions will be asked when we contact the references.
2 points has been assigned to each question, only favorable response will receive points.
24 points maximum may be received.*

- 1) *Is the quality of work of this firm or person satisfactory or poor? (2 part question-1pt for each part)
If satisfactory, specify in what way.
If not satisfactory, specify in what way.*
- 2) *Has this firm or person been timely in completing projects?*
- 3) *Has this firm or person's crew operated, to the best of your knowledge,
with good behavior at work sites?*
- 4) *If the occasion arose, would you subcontract again with this firm or person
to do a job for you?*

Reference 1
Name: _____ Phone#: _____
Address: _____ Fax#: _____
Company: _____

Reference 2
Name: _____ Phone#: _____
Address: _____ Fax#: _____
Company: _____

Reference 3
Name: _____ Phone#: _____
Address: _____ Fax#: _____
Company: _____

EXHIBIT "D" con't

COUNTY OF HIDALGO COMMUNITY SERVICE AGENCY
Repairs, Replacement and/or Retrofit Central Heating and/or Cooling Systems
Bid No. 2010-286-00-00-OTM

TECHNICAL KNOWLEDGE AND EXPERIENCE con't

Bidder's Name: _____

II. LENGTH OF EXPERIENCE -1 point has been assigned for each year
5 points maximum may be received

State the number of years you have done professional heating and cooling work or general contracting work.
_____ years

III. GENERAL - 1 point maximum has been assigned

Are you a "Certified HUB" minority-owned or women-owned enterprise? _____

EXHIBIT "E"

COUNTY OF HIDALGO COMMUNITY SERVICE AGENCY
Repairs, Replacement and/or Retrofit Central Heating and/or Cooling Systems
Bid No. 2010-286-00-00-OTM

A. Labor for Central Heating and Cooling Systems

TECHNICAL SPECIFICATIONS

1. **HVAC Assessment.** HVAC assessments, if any, completed pursuant to this solicitation must be completed by a licensed HVAC professional. The assessment of existing heating/cooling appliances should include, at a minimum, the inspection of ductwork, refrigerant piping, electrical service, wiring, thermostat, condensate piping, flue piping, flue terminations, slabs, filter, driers, registers (temperature), grills, drain pans and evaporator coil (including heating/cooling appliance efficiency and heating appliance safety). Assessments must be documented and submitted for agency review and approval. A carbon monoxide test must be conducted and results provided to the Agency for every gas unit assessed pursuant to this solicitation. A HVAC assessment form (see example Appendix I to this solicitation) must be completed for each HVAC assessment conducted pursuant to this solicitation. Assessment must include photograph of appliances and ducts assessed.
2. **HVAC Assessment/Service call** cost will only be paid if central system does not receive additional services. In the event that cleaning, repair, retrofit, or replacement services are required, the HVAC Assessment/Service Call fee will be credited to the overall cost of the cleaning, repair, retrofit or replacement cost.
3. **Heat Load Calculation (Manual J).** International Residential Codes (IRC) require that HVAC systems be properly sized. Proper sizing is critical to achieving the rated efficiency of air conditioning equipment and maintaining control of humidity (www.energycodes.gov/implement/case_studies/texas/stm). A heat load calculation will be required for each central unit replacement (condensing unit and/or air handler) recommended as a result of the assessment. Required data must be collected by selected contractor (s) on site, blueprints are not available therefore will not be provided. Upon qualification bidders will be required to submit a sample of a heat load calculation. Contractor is expected to use same software used in the sample heat load throughout the contract period and any Uextension thereof.
3. **Any additional repairs, replacement, size changes, etc., incurring extra cost must be authorized by CHCSA through a Change Order process before contractor can proceed.**
4. No separate mileage charge is permitted, must be included in assessment/service call fee.

EXHIBIT "E" con't

COUNTY OF HIDALGO COMMUNITY SERVICE AGENCY
 Repairs, Replacement and/or Retrofit Central Heating and/or Cooling Systems
 Bid No. 2010-286-00-00-OTM

A1. Assessment

Item	Labor	Quantity*	Grand Total
1. HVAC Assessment Fee/Service Call	\$ _____ X	300	= \$ _____
2. Heat Load Calculation (Manual J)	\$ _____ X	100	= \$ _____

A2. Labor for Central Heating and Cooling Systems

Appliance	Labor	Quantity*	Grand Total
3. Central Unit AC repair (Labor Only)	\$ _____ X	5	= \$ _____
4. Central Electric Furnace Repair (Labor Only)	\$ _____ X	5	= \$ _____
5. Central Gas Furnace Repair (Labor Only)	\$ _____ X	5	= \$ _____

***QUANTITIES ARE ESTIMATES ONLY, ANY ITEM MAY VARY IN QUANTITY**

Total for Section A Items 1-5	Labor \$ _____	Grand Total \$ _____
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PLEASE ENSURE TOTALS ARE ACCURATE

EXHIBIT "E" con't

COUNTY OF HIDALGO COMMUNITY SERVICE AGENCY
Repairs, Replacement and/or Retrofit Central Heating and/or Cooling Systems
Bid No. 2010-286-00-00-OTM

B. Complete Central Heating and Cooling Systems

C. Cleaning of Central Heating and Cooling Systems

D. Miscellaneous Items

TECHNICAL SPECIFICATIONS

1. Product information. Upon qualification bidders will be required to submit technical specifications for HVAC items. **BIDDER'S SUBMISSION MUST INCLUDE WARRANTY INFORMATION, A 1-800 SERVICE NUMBER FOR THE USE OF CLIENTS AND/OR AGENCY STAFF AND DOCUMENTATION THAT THE PROPOSED PRODUCT MEETS MINIMUM EFFICIENCY REQUIREMENTS.**
2. Product Installation-HVAC must be placed to city or local codes. Contractor will be responsible for delivery of the new unit, installation, removing old unit, and recapturing Freon according to code. Proper ventilation must be addressed for combustion units. Installation must include instructions to client as to operation, including lighting instruction, and demonstration. A carbon monoxide test must be conducted and results provided to the Agency for every gas unit installed pursuant to this solicitation.
3. Equipment: Condensing Unit must be **Energy Star Rated SEER 14.5**, Stand alone Gas furnaces must meet **AFUE rating of .80**
4. All Duct Repair/Replacement must have a minimum **R8** insulation rating.
5. Cleaning: Part to be cleaned must be removed, cleaned thoroughly and reinstalled.
6. Price should include installation of new appliance, removal and disposal of original unit.
7. **Any additional repairs, replacement, size changes, etc., incurring extra cost must be authorized by CHCSA through a Change Order process before contractor can proceed.**

EXHIBIT "E" con't

COUNTY OF HIDALGO COMMUNITY SERVICE AGENCY
 Repairs, Replacement and/or Retrofit Central Heating and/or Cooling Systems
 Bid No. 2010-286-00-00-OTM

B. Complete Central Heating and Cooling Systems

Page 1

Appliance	Materials	Labor	Total	Quantity*	Grand Total
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The following must include all material and labor to install a COMPLETE central system (duct work or replacement excluded)

CLOSET

All Electric Units

1.	Install 1.5 ton complete Central Unit	\$ _____	\$ _____	X	10	= \$ _____
2.	Install 2 ton complete Central Unit	\$ _____	\$ _____	X	15	= \$ _____
3.	Install 2.5 ton complete Central Unit	\$ _____	\$ _____	X	15	= \$ _____
4.	Install 3 ton complete Central Unit	\$ _____	\$ _____	X	15	= \$ _____
5.	Install 3.5 ton complete Central Unit	\$ _____	\$ _____	X	15	= \$ _____
6.	Install 4 ton complete Central Unit	\$ _____	\$ _____	X	10	= \$ _____
7.	Install 5 ton complete Central Unit	\$ _____	\$ _____	X	10	= \$ _____

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8.	Install 1.5 ton complete Central Unit	\$ _____	\$ _____	X	10	= \$ _____
9.	Install 2 ton complete Central Unit	\$ _____	\$ _____	X	15	= \$ _____
10.	Install 2.5 ton complete Central Unit	\$ _____	\$ _____	X	15	= \$ _____
11.	Install 3 ton complete Central Unit	\$ _____	\$ _____	X	15	= \$ _____
12.	Install 3.5 ton complete Central Unit	\$ _____	\$ _____	X	15	= \$ _____
13.	Install 4 ton complete Central Unit	\$ _____	\$ _____	X	10	= \$ _____
14.	Install 5 ton complete Central Unit	\$ _____	\$ _____	X	10	= \$ _____

EXHIBIT "E" con't

COUNTY OF HIDALGO COMMUNITY SERVICE AGENCY
 Repairs, Replacement and/or Retrofit Central Heating and/or Cooling Systems
 Bid No. 2010-286-00-00-OTM

B. Complete Central Heating and Cooling Systems (con't)

Page 2

Item	Materials	Labor	Total	Quantity*	Grand Total
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The following must include all material and labor to install a COMPLETE central system (duct work or replacement excluded)

Electric/Gas Furnace unit

15.	Install 1.5 ton complete Central Unit	\$ _____	\$ _____	X 5	= \$ _____
16.	Install 2 ton complete Central Unit	\$ _____	\$ _____	X 5	= \$ _____
17.	Install 2.5 ton complete Central Unit	\$ _____	\$ _____	X 5	= \$ _____
18.	Install 3 ton complete Central Unit	\$ _____	\$ _____	X 5	= \$ _____
19.	Install 3.5 ton complete Central Unit	\$ _____	\$ _____	X 5	= \$ _____
20.	Install 4 ton complete Central Unit	\$ _____	\$ _____	X 5	= \$ _____
21.	Install 5 ton complete Central Unit	\$ _____	\$ _____	X 5	= \$ _____

*QUANTITIES ARE ESTIMATES ONLY, ANY ITEM MAY VARY IN QUANTITY

Total for Section B
 Items 1-21

Material \$ _____ Labor \$ _____ Total \$ _____ Grand Total \$ _____

PLEASE ENSURE TOTALS ARE ACCURATE

EXHIBIT "E" con't

COUNTY OF HIDALGO COMMUNITY SERVICE AGENCY
 Repairs, Replacement and/or Retrofit Central Heating and/or Cooling Systems
 Bid No. 2010-286-00-00-OTM

C. Cleaning of Central Heating and Cooling Systems
 and Window Air Conditioning Units and Heat Pumps

Item	Labor	Quantity*	Grand Total
1). Evaporative Coil (removed, cleaned and replaced)			
a). Closet Location	\$ _____	X 15	= \$ _____
b). Attic Location	\$ _____	X 15	= \$ _____
2). Blower Fan (removed, cleaned and replaced)			
a). Closet Location	\$ _____	X 15	= \$ _____
b). Attic Location	\$ _____	X 15	= \$ _____
3). Condenser Coil Only	\$ _____	X 15	= \$ _____
4). Return Air (Attic Location)	\$ _____	X 10	= \$ _____
5). Window Air Conditioning Unit Cleaning	\$ _____	X 25	= \$ _____
6). Window Heat Pump Unit Cleaning	\$ _____	X 5	= \$ _____

*QUANTITIES ARE ESTIMATES ONLY, ANY ITEM MAY VARY IN QUANTITY

Total for Section C	Labor \$ _____	Grand Total \$ _____
Items 1-6		

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EXHIBIT "E" con't

COUNTY OF HIDALGO COMMUNITY SERVICE AGENCY
 Repairs, Replacement and/or Retrofit Central Heating and/or Cooling Systems
 Bid No. 2010-286-00-00-OTM

D. Miscellaneous Items
 Page 1

Item	Materials	Labor	Total	Quantity*	Grand Total
Miscellaneous					
1. Install Digital heating/cooling thermostat (Energy Star Rated with Logo)	\$ _____	\$ _____	\$ _____	X 25	= \$ _____
2. Electrical Whip for Condenser	\$ _____	\$ _____	\$ _____	X 5	= \$ _____
3. Drip pan for Central System	\$ _____	\$ _____	\$ _____	X 5	= \$ _____
4. Install Condenser pad	\$ _____	\$ _____	\$ _____	X 5	= \$ _____
5. Install return air grill and new filter	\$ _____	\$ _____	\$ _____	X 5	= \$ _____
6. 2" duct board ducts (per sheet)	\$ _____	\$ _____	\$ _____	X 100	= \$ _____
7. Labor to install duct board (per hour)	\$ _____	\$ _____	\$ _____	X 10	= \$ _____
8. Install R-22 Freon only. (per lb.)	\$ _____	\$ _____	\$ _____	X 5	= \$ _____
9. Install R-410A Freon only. (per lb.)	\$ _____	\$ _____	\$ _____	X 10	= \$ _____
10. Duct Repair (Labor Only)	\$ _____	\$ _____	\$ _____	X 10	= \$ _____

EXHIBIT 'E' con't

COUNTY OF HIDALGO COMMUNITY SERVICE AGENCY
 Repairs, Replacement and/or Retrofit Central Heating and/or Cooling Systems
 Bid No. 2010-286-00-00-OTM

D. Miscellaneous Items

Page 2

Item	Materials	Labor	Total	Quantity*	Grand Total
Miscellaneous (con't)					
11. Mastic (per gallon)	\$ _____	\$ _____	\$ _____	X 100	=\$ _____
12. Metal Duct Tape (per roll) UL-181 2.5	\$ _____	\$ _____	\$ _____	X 100	=\$ _____
13. Increase the size of the return air	\$ _____	\$ _____	\$ _____	X 5	=\$ _____
14. Natural Gas to Propane Converter	\$ _____	\$ _____	\$ _____	X 5	=\$ _____
15. Resizing of closet to accommodate larger air handler	\$ _____	\$ _____	\$ _____	X 5	=\$ _____

***QUANTITIES ARE ESTIMATES ONLY, ANY ITEM MAY VARY IN QUANTITY**

Total for Section D Items 1-15	Material \$ _____	Labor \$ _____	Total \$ _____	Grand Total \$ _____
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PLEASE ENSURE TOTALS ARE ACCURATE

EXHIBIT "F"

COUNTY OF HIDALGO COMMUNITY SERVICE AGENCY
Repairs, Replacement and/or Retrofit Central Heating and/or Cooling Systems
Bid No. 2010-286-00-00-OTM

CERTIFICATION

Contractor and Company Name: Other Company Names or DBA's	
SSN or Employer's Federal ID Number	
Mailing Address:	
Telephone: e-mail	
FAX:	

I understand that Contractors and subcontractors must not be debarred, suspended, or ineligible according to the US General Services Administration's List of Parties Excluded from Federal Procurement or Non Procurement Programs.

I understand that I must carry adequate general liability and worker's compensation insurance. This insurance must be applicable to work done in **Hidalgo** County and must be in effect during the entirety of the contract period. Evidence of such insurance must be presented prior to the execution of the contract.

I understand that all work must be completed according to the Texas Department of Housing and Community Affairs and CHCSA's guidelines and conform to all applicable codes and general specifications.

I certify that I am not a board member, officer, employee or former employee or agent of CHCSA nor am I a family member, spouse of a board member, officer, employee or agent of CHCSA.

I have been provided a copy of the heating and cooling Sealed Bid package, reviewed the documents, and certify that all work completed will meet or exceed these standards and specifications.

I understand that I cannot alter any work without authorization from CHCSA.

I agree to provide CHCSA a sixty (60) day no interest charge for payment. Payments are made as individual units are totally completed and complete documentation is submitted.

I agree to provide proposed services without frequent delays.

EXHIBIT "F" con't

COUNTY OF HIDALGO COMMUNITY SERVICE AGENCY
Repairs, Replacement and/or Retrofit Central Heating and/or Cooling Systems
Bid No. 2010-286-00-00-OTM

CERTIFICATION con't

I understand that I must provide a one-year warranty on all work and that failure to complete warranty work may result in debarment from future heating and cooling contracts.

I understand that I must complete all work within the time period specified in the contract.

I understand that frequent client complaints will be just cause for contract termination.

I understand that failure to comply with contract requirements will be just cause for contract termination and will result in debarment from future heating and cooling contracts.

I will abide by the Texas Department of Housing and Community Affairs regulations pertaining to equal employment opportunity.

I understand that selected contractor(s) may be required to undergo background and credit verification prior to execution of contract.

I understand that CHCSA reserves the right to reject any and all Sealed Bids.

No member, officer, agency or employees of CHCSA shall be personally liable concerning any matters arising out of or in relation to the commitment of heating and cooling funds with regards to feasibility or validity of the proposed subject.

I hereby certify that prices quoted in Exhibit E shall be the delivered price at any work site within the stated service delivery area (Hidalgo County) and shall include all packaging, handling shipping and delivery charges. I understand that County of Hidalgo Community Service Agency is exempt from state and local taxes and have therefore not included taxes in the pricing provided herein. I acknowledge that these prices must remain in effect throughout the original contract period and each extension period mutually agreed upon thereafter. I further certify that the quoted materials meet the specifications contained in this quotation document and will provide proof of same immediately upon request made by CHCSA.

Bidder's Name (please print)

Bidder's Signature

Date

COUNTY OF HIDALGO COMMUNITY SERVICE AGENCY
 CEAP HEATING/COOLING ASSESSMENT FORM
 CENTRAL HEATING AND COOLING SYSTEMS

Appendix 1

Client Name: _____

Central Air Condition Unit

Manufacturer: _____	Model #: _____
BTU's: _____	Serial #: _____
Volts/Amps _____	Year: _____
House Sq. Ft. _____	SEER: _____
Unit Clean: _____	Location: _____

Overall Condition: Good Fair Poor
 (If Fair or Poor, provide detail description)

Recommendation: Retrofit Repair Replace* Clean None

Central Heat/Furnace Natural Gas Electric Propane

Manufacturer: _____	Model #: _____
BTU's _____	Serial #: _____
Input/Output: _____	Year: _____
AFUE: _____	Volts/Amps: _____
Burner Cond: _____	CO Reading: _____
Heater Exchanger Cond: _____	Location: _____
Heater OK _____	If closet, size of closet: _____
Thermostat Working: _____	Filter Present: _____
	Filter Condition: _____
	Blower Fan Clean: _____
	Evaporator Coil Clean: _____

Overall Condition: Good Fair Poor
 (If Fair or Poor, provide detail description)

Recommendation: Retrofit Repair Replace* Clean None

CA/CH Ductwork Location: Attic Floor

Duct Type	Flex	Sheetmetal	Ductboard
Are Duct Properly Sized:	Diameter: _____	Length: _____	If no, explain below in Overall Condition
Are Ducts Insulated:	If yes, give R-Value: _____		
Are Ducts Disconnected:	If yes, give Location: _____		
Plenum Sealed:	Return Air Clean: _____		
Return Air Sealed:	Is Return Air the right size: _____		
Return Air Temperature?	If not, what is the correct size: _____		

Overall Condition: Good Fair Poor
 (If Fair or Poor, provide detail description)

Recommendation: Retrofit Repair Replace Clean None

Assessor: _____ Assessment Date: _____

Office Use Only

Approved By: _____ Date: _____

Photographs of existing systems are required with assessment form

***ATTACH HEAT LOAD**