

**WILLIAMSON COUNTY BID FORM**  
**HVAC SERVICES**  
**TO INCLUDE REFRIGERATION, KITCHEN EQUIPMENT, AND DUCT CLEANING**  
**ANNUAL CONTRACT**

**BID NUMBER: 09WCA001**

NAME OF BIDDER: ASPEN AIR, INC.

Mailing Address: 40112 INDUSTRIAL PARK CIRCLE

City: GEORGETOWN State: TX Zip: 78626

Email Address: G.TARNOW@ASPEN-AIR.COM

Telephone: (512) 868.6866 Fax: (512) 868.6947

CHECK ONE OF THE FOLLOWING:

☒ low item basis. (Will accept award on "any or all" items.)

☐ "all or none" basis. (Will accept award of "all" items only. If left blank, low item will apply.)

By signing this form:

- The bidder confirms that he/she has read the entire document and agrees to the terms herein.
- The bidder is acknowledging the Conflict of Interest Clause; pg3, paragraph 4 and agrees to follow necessary requirements

The undersigned, by his/her signature, represents that he/she is authorized to bind the bidder to fully comply with the terms and conditions of the attached Invitation for Bid, Specifications, and Special Provisions for the amount(s) shown on the accompanying bid sheet(s).

[Signature] Date of BID: 07.31.2008

Signature of Person Authorized to Sign BID

Printed Name and Title of Signer: GORDON TARNOW, PRESIDENT

**DO NOT SIGN OR SUBMIT WITHOUT READING ENTIRE DOCUMENT**

**THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED WITH BID**

## BID SPECIFICATIONS

The Service will be on an "on call basis" for all Williamson County buildings.

The Contractor shall be responsible for responding to telephone calls from Williamson County Maintenance Department Personnel ONLY..

1. Contractor will supply all necessary personnel, tools, and equipment to accomplish installation, service, and/or repair of Heating, Ventilating, and Air Conditioning (HVAC) units, systems, and Chilled Water systems, pumps, air handlers, and refrigeration and kitchen equipment on an "**ON CALL**" basis. Duct cleaning costs must be entered on a separate pricing schedule. This is to include refrigerant recovery, recycle, or reclaim equipment necessary for compliance with the Clean Air Act and all current environmental and State regulations. All costs associated with the installation, service, and/or repair of HVAC units, systems, and chilled water systems, pumps, and air handlers must be included in the hourly rate. EXCEPT for repair parts and materials supplied by the Contractor which will be billed separately from the labor.
2. Response time after receiving a call for service will be no longer than two (2) hours from the time contact has been made with the Contractor or the Contractors answering service until time of arrival at the specified service call location.
3. The hourly rate for the service call will commence when the Contractor arrives at the specified location and contacts the appropriate County personnel.
4. Contractor will be fully licensed to perform HVAC work in the State of Texas as defined in the Texas Air Conditioning and Refrigeration Contractors License Law, Articles 8861 and 9100, and follow the most current Uniform Mechanical Code or the Standard Mechanical Code and the Standard Gas Code Book, 1994 Edition or later. A COPY OF ALL BUSINESS LICENSES MUST BE INCLUDED AND ATTACHED TO THIS INVITATION TO BID.
5. Contractor and all technicians will each have the required licenses and certifications for Environmental Air Conditioning and Commercial Refrigeration and Process Cooling and Heating. A COPY OF LICENSES AND CERTIFICATIONS MUST BE FURNISHED UPON REQUEST.
6. Contractor will be required to furnish a copy of Certificate of Insurance from an admitted company or an eligible surplus lines carrier, as defined in the Texas Insurance Code, Article 1.14-2. A COPY MUST BE INCLUDED AND ATTACHED TO THIS INVITATION FOR BID.
7. Contractor will be required to furnish Statutory Workers Compensation.
8. Technician's Helper: When service conditions require a Helper, a licensed Technician must supervise the helper.
9. Contractor will bid an hourly rate for normal working hours (7:00 AM - 5:00 PM); after hours (5:00 PM - 10:00 PM); and Weekends and Holidays. Hourly rates will be bid for performance of work in the following categories:
  - a. An experienced, qualified technician for installation, service, and/or repair of HVAC units, systems, and chilled water systems, pumps, and air handlers:

HOURS	HOURLY RATE
Regular Hours	35.00
After Hours	47.50
Weekends	47.50
Holidays	47.50

- b. A Technician's Helper:

HOURS	HOURLY RATE
Regular Hours	27.50
After Hours	37.50
Weekends	37.50
Holidays	37.50

10. Prices for parts will be Discount-from-List. The Discount percentage (%) will be 10%. The County reserves the right to conduct random audits on the above pricing.
11. Award of this contract will be based on the lowest hourly rates, ability to meet response time requirements, and the Discount-from-List percentage.

## DUCT CLEANING SPECIFICATIONS

All labor, equipment, and products required to clean all existing HVAC ductwork systems and air handlers in all Williamson County buildings on an as needed basis.

### 1.1 SCOPE OF WORK

- 1.1.1 Clean all air conditioning system housing surfaces, designated ductwork risers and other related components. Housing surfaces shall be cleaned inside and outside. The HVAC system includes any interior surface of the facility's air distribution system for conditioned spaces and/or occupied zones. This includes the entire heating, air conditioning and ventilation system from the points where the air enters the system to the points where the air is discharged from the system. The return air grilles, return air ducts (except ceiling plenums and mechanical rooms) to the air handling unit, the interior surfaces of the AHU, mixing box, coil compartment, condensate drain pans, humidifiers and dehumidifiers, supply air ducts, fans, fan housings, reheat coils, and supply diffusers are all considered part of the HVAC system. The HVAC system also includes other components such as dedicated exhaust and ventilation components and make-up air systems.
- 1.1.2 Work Schedules: Unless otherwise noted, all work will be accomplished after normal business hours and weekends. Contractor will schedule clean-up and system start-up at such times as to prevent any interruption to the normal operation of the building. This will be at 6:00 AM unless prior approval in writing is received from the Facilities Maintenance coordinator.
- 1.1.3 Contractor will remove all grease, debris, particulates, and dust by physical contact cleaning or with a duct sweeper, duct auger, and/or duct crawler combined with appropriate vacuums and negative air. The contractor will be responsible to take precautions that debris removed from the system during the cleaning process is collected and not otherwise dispersed outside of the HVAC system. Particulate collection equipment shall be capable of HEPA filtration with 99.97% collection efficiency for 0.3-micron size or greater.
- 1.1.3.1 Remove and/or render harmless the bacterial, algae or fungal growths occurring anywhere within the air conditioning system being cleaned.
- Treat all surfaces contaminated with microbial growth with the appropriate EPA registered sanitizing agent. Lubricate all the units, related door or hatchway hinges and lockdowns, dampers, actuators, roll filter assemblies and fan bearings. Do not lubricate any motor bearings.
- 1.1.3.2 Seal all interior insulated duct surfaces with appropriate duct sealant.

1.1.3.3 Spray all interior duct surfaces with a deodorizer to eliminate offensive odors.

1.1.4 Interior ductwork: clean both large and small ductwork as follows:

1.1.4.1 Large ducts (those large enough to crawl through): clean interior surface of all types of contaminants with approved cleaners, degrease and industrial vacuum and collector.

1.1.4.2 Small ducts (those too small to crawl through) clean interior surface by mechanical means using the duct sweeper, duct auger, or duct crawler then treat with a biocide or EPA approved anti-microbial.

## 1.2 PRICING SCHEDULE

1.2.1 List the cost per opening to provide the service required by the above guidelines. The contractor is cautioned to keep in mind the price quoted will cover expenses to clean all trunk and lateral lines to the openings. This price will include labor, equipment, and materials to perform this service. An opening is intended to mean supply and/or return.

\$ 35<sup>00</sup> per opening

1.2.2 List the cost to clean the equipment listed below using the above stated guidelines. The contractor is cautioned to keep in mind the price quoted will cover all required materials, labor and equipment. An item price will cover an air handling unit, and/or a roof top unit.

\$ 125<sup>00</sup> per unit, 1 ton through 5 ton

\$ 150<sup>00</sup> per unit, 6 ton through 10 ton

\$ 175<sup>00</sup> per unit, 11 ton through 25 ton

\$ 200<sup>00</sup> per unit, 26 ton through 40 ton

\$ 250<sup>00</sup> per unit, 41 ton through 60 ton