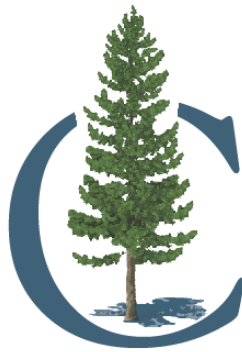


**REQUEST FOR BID # 1203-2020**

**CITY OF CONROE**

**FACILITIES HVAC MAINTENANCE SERVICES BID**



**CITY OF CONROE  
P.O. BOX 3066  
CONROE, TEXAS 77305**

**BIDS DUE THURSDAY, DECEMBER 3, 2020 @ 2:00 PM**

**CITY OF CONROE PURCHASING DEPARTMENT**

## NOTICE FOR BIDS

The City of Conroe will receive Sealed Bids electronically through Vendor Registry or in triplicate for Facilities HVAC maintenance services, located in Montgomery County, Texas. The bids shall be appropriately marked “**Bid # 1203- 2020 Facilities HVAC Maintenance Services**” and delivered to the City Secretary 300 West Davis, 3<sup>rd</sup> Floor, Conroe, Texas 77301.

Bids are due on **Thursday, December 3, 2020 at 2:00 p.m.** at which time they will be publicly opened read aloud in the 1st floor Council Chambers, 300 West Davis St. Conroe Texas. Proposals received after the specified time and date will be returned unopened.

Specifications and Bid documents may be reviewed and downloaded online at Vendor Registry. Visit [www.cityofconroe.org](http://www.cityofconroe.org) with instructions for Vendor Registry. Questions concerning this Bid should be asked on Vendor Registry.

No bid may in any way qualify, modify, substitute or change any part of the specifications or contract documents.

Bid award is pursuant to Government Code Chapter 252.043. No statement may in any way qualify, modify, substitute or change any part of the instructions to respondents. The City of Conroe reserves the right to reject any and all bids and to award this bid to the proposer that offers the best value to the City, taking certain evaluation factors into consideration as set forth in this request for proposals.

CC 11/16/20 & 11/23/20

**CITY OF CONROE, TEXAS**

# REQUEST FOR BID HVAC MAINTENANCE SERVICES

**INTRODUCTION:** The purpose of this bid is to solicit proposals for an HVAC maintenance services contractor.

If you are interested in your organization / business being considered for this project, please submit electronically through Vendor Registry or one original and 2 copies of your proposal to:

**USPS:** City of Conroe  
Soco Gorjon, City Secretary  
P.O. Box 3066  
Conroe, TX. 77305

**Physical:** City of Conroe  
Soco Gorjon, City Secretary  
300 W. Davis St.  
Conroe, TX. 77301  
(City Hall 3<sup>rd</sup> Floor)

**Due Date: On or before 2:00 pm on December 3, 2020**

All proposals shall be in a sealed envelope clearly marked “**Bid# 1203-2020 Facilities HVAC Maintenance Services**”

**QUESTIONS AND INQUIRIES:** Any person with questions regarding this BID should contact submit online through Vendor Registry.

Answers will be provided to all Candidates receiving BID's as a written addendum. Candidates should not rely on any oral communication concerning this BID and oral responses will have no binding effect.

Each Contractor can choose to bid on any item listed. If you choose not to bid on all items an explanation will be need to be provided for each item you did not bid on.

**TERM OF CONTRACT:** This contract will begin in January, 2020 and shall expire September 30, 2021 with 4 additional one (1) year renewal options. Vendor will honor their bid price through 9/30/2022 with no changes. For each consecutive year of the contract price, increases will be at the sole discretion of the City of Conroe.

**RESERVATIONS:** The City, through its duly authorized officials, reserves the right to reject any, part of, or all proposals and to waive any formality pertaining to any proposal, without the imposition of any form of liability. The Owner also reserves the right to award this proposal to the most qualified proposer or to the proposer that offers the best value to the City taking into consideration the evaluation criteria contained herein. The companies whose proposals are not accepted will be notified after a binding agreement between the successful Candidate and the Owner is executed, or upon the Owner's rejection of all proposals.

**SUBSTITUTIONS:** Where materials or equipment are specified by a trade or brand name, it is not the intention of the City to discriminate against an equal product of another manufacturer, but to set a definite standard of quality or performance and to establish an equal basis for the evaluation of bids. In preparing this bid, each bidder is expected to include in his base bid the cost of the items so specified. ***No alternate bids or bid items will be considered for this proposal.***

**ADDITIONAL UNITS:** NOTE: The City of Conroe reserves the right to add additional units, not specified in the BID, as needed throughout the contract term. If a new unit to be added is of a spec that is included in the bid, the vendor will honor the bid price. If a new unit is added that is not already specified in the BID, the vendor will provide a price to add that unit.

**COMMUNICATION:** The City of Conroe shall not be responsible for any verbal communication between any representative of the City and any potential firm. All modifications to this solicitation must be made in writing. A proposer's failure to examine relevant documents or specifications will not relieve offer or from any obligation with regard to their response to this invitation.

**CONDITIONS OF CONDUCT:** At all times any agent, officer, or employee of Proposer shall be present upon property owned by the City of Conroe, the terms and conditions of the Drug and Alcohol Policy currently adopted by the City of Conroe, shall be deemed applicable to such persons. Violations of terms and conditions while present on the premises owned by the City of Conroe shall be grounds for termination of any contract between the City and Proposer. A copy of this policy is available for public inspection in the office of the City Secretary and copies may be obtained at a nominal charge.

**ETHICAL STANDARD:** No City official or employee shall have interest in any contract resulting from this "BID". Individuals with a possible conflict will enact a public disclosure record by completing a "Conflict of Interest" form.

**Refer to "Project Number and Title" on the 1295 form. Example forms are included with this Bid.**

- **1295 certificate of Interested Parties**
- **Conflict of Interest Questionnaire**
- **HB 89 Verification Form**
- **SB 252 Verification Form**

**The four forms stated above MUST be returned as part of your Bid response. Failure to include these forms may result in your Bid being considered unresponsive and therefor disqualified. Sample copies of these forms are included in the Bid. The web address to the Texas Ethics Commission website with instructions is listed below:**

(Sample Forms are attached)

([https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm))

**REIMBURSEMENTS:** There is no expressed or implied obligation for the City of Conroe to reimburse responding firms for any expenses incurred in preparing proposals in response to this request and the City will not reimburse responding firms for these expenses, nor will the City pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

**DISCLOSURE:** There will be no disclosure of the contents to competing firms until the contract is awarded. All proposals will be kept confidential during the negotiation process. Once the contract has been awarded, all proposals will be open for public inspection, except for trade secrets and confidential information, which the firm identifies as proprietary.

**DEFAULT/TERMINATION:** The City reserves the right to terminate the contract immediately for failure to meet delivery or completion schedules, or otherwise perform in accordance with the requirements of this proposal.

**ASSIGNMENT:** The successful Offeror shall not sell, assign, transfer or convey this contract, in whole or in part.

**SELECTION PROCESS:** The City will select the proposal that offers the best combination of required specifications and best value for the City based upon the selection criteria below.

If negotiations with the most qualified Proposer are unsuccessful for any reason, the City will terminate negotiations formally and in writing with such firm and proceed in order to negotiate with the next most qualified firm until an agreement is reached.

Proposals will be assessed against evaluation criteria and a decision made by the Evaluation Committee. Notification of proposal acceptance will be written formal confirmation.

**Best Value Selection Criteria:**

- |  |         |
|--|---------|
| a) Proposed cost of services.                                    | 30 Pts. |
| b) Meets all qualifications and specifications described herein. | 30 Pts. |
| c) Bidder's principle place of business (§271.905).              | 20 Pts. |
| d) References of current customers.                              | 10 Pts. |
| e) History and past work experience with the City                | 10 Pts. |

**INDEMNIFICATION**: The Proposer shall, defend, indemnify, and hold harmless the City of Conroe, their officers, and agents from and against any and all claims, demands, causes of action, orders, decrees, or judgments for injury, death, damage to person or property, loss, damage, or liability of any kind (including without limitation liability under any federal, state, or local environmental law, Compensation and Liability Act; fees and costs (including all costs or settlements and reasonable attorney's fees incurred in defending any claim, demand, or cause of action) occasioned by, growing out of, or arising from (a) the performance of any product or service to be supplied by the Proposer, or (b) by any act, error or omission on the part of the Proposer, its agents, employees, or subcontractors, and or (c) any failure to fully comply with all applicable laws and regulations by the Proposer, its agents, employees, or subcontractors.

**INSURANCE REQUIREMENTS**: The Proposer shall procure and maintain, at its expense, during the term of this proposal, at least the following insurance, covering work performed.

**COVERAGE**

- |   |                                     |
|---|-------------------------------------|
| A. Worker's Compensation                  | - As required by Texas Law          |
| B. Employer's Liability                   | - \$ 500,000 each occurrence        |
| C. Public Liability (Bodily injury)       | - \$1,000,000 combined single limit |
| D. Public Liability (Property damage)     | - \$1,000,000 combined single limit |
| E. Automobile Liability (Bodily injury)   | - \$ 200,000 each person            |
| F. Automobile Liability (Property damage) | - \$ 50,000 each occurrence         |

**LIMITS**

The Proposer agrees to furnish insurance certificates, showing the Proposer's compliance with this section.

**INDEPENDENT CONTRACTOR RELATIONSHIP**: The Proposer is and shall perform these services as an independent contractor, and as such, shall have and maintain complete control over all of its employees, agents, and operations. Neither the Proposer nor anyone employed by it shall be, represent, act, purport to act or be deemed to be the agent, representative, employee or servant of the City of Conroe.

The Proposer selected by this Request for Proposal will be working as an independent contractor and will be required to take out and keep in force all permits, licenses, certifications, other approvals, and or insurance that may be required by the City of Conroe, any local or regional governmental agency, the State of Texas, or the federal government. Failure to comply with any of these items would be grounds for immediate cancellation of the contract.

**CONDITIONS OF WORK**: Proposers are expected to be fully informed of buildings, locations and working conditions under which the service will be performed, and to have thoroughly reviewed this BID and specifications. Failure to do so will not relieve the successful proposer of any obligations to furnish the services as specified herein.

**EQUAL EMPLOYMENT OPPORTUNITY**: Attention is called to the requirements for ensuring that employees and applicants for employment are not discriminated against because of their age, race, color, creed, sex or national origin.

**RESPONSE FORMAT:** The items listed below shall be submitted with each proposal and should be submitted in the order shown. Each section should be clearly labeled, with pages numbered and separated by tabs. Failure by a Proposer to include all listed items will result in their proposal being rejected.

❖ **Tab 1 – Cover Letter**

Provide a cover letter indicating your firm's understanding of the requirements relating to this proposal. The letter must be brief and formal from the proposer that provides information regarding the firm's interest in and ability to perform the requirements of this BID. A person who is authorized by the organization to enter into an agreement with the City of Conroe will sign the letter.

Please include all contact information.

❖ **Tab 2 – Acceptance of Conditions**

Indicate any exceptions to the specifications, terms and conditions of this BID, including the Scope of Services.

❖ **Tab 3 – Company Background**

1. Years in business under present name.
2. Name and address of each concession location.
3. Ownership structure (Corporation / Partnership).
4. Names and titles of officers in the company.
5. Company trade organizations / associations / affiliations

❖ **Tab 4 – Experience of Key Personnel**

1. List key personnel that will be assigned or oversee this job.
2. Describe all methods to select and train personnel as well as a description of how customer complaints will be handled.
3. List all Licenses you/your employees hold

❖ **Tab 5 – References**

Provide references from companies that are similar in size and volume to the City of Conroe scope of work for which your company has, in whole or in part, provided services.

❖ **Tab 6 – Documents to include with your response**

1. Insurance Certificate
2. 1295 Form
3. Conflict of Interest Questionnaire
4. Form SB252
5. Form HB89
6. BID Pricing Sheet

**PROPOSAL AGREEMENT AND CERTIFICATION**

**The Undersigned Agrees That:**

The individual signing this proposal certifies that he/she is a legal agent of the Proposer, authorized to represent the Proposer and is legally responsible for the offer with regard to supporting documentation and prices provided.

- A. No Federal, State, County or Municipal taxes have been included in the quoted prices and none will be added.
- B. Prices in this proposal have not knowingly been disclosed with any other provider and will not be prior to award.
- C. Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- D. No attempt has been made nor will be to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- E. The individual signing this proposal certifies that he/she is a legal agent of the proposer, authorized to represent the proposer and is legally responsible for the offer with regard to supporting documentation and prices provided.
- F. Agent shall **initial** each applicable item below to certify acknowledgement.

\_\_\_\_\_ Initial to indicate the required proposal submittals are enclosed.

\_\_\_\_\_ Initial to acknowledge receipt of addendum and/or amendment (if applicable).

-----

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Name of Authorized Agent – Printed)

\_\_\_\_\_  
(Street Address / P.O. Box)

\_\_\_\_\_  
(Authorized Agent Signature)

\_\_\_\_\_  
(City / State / Zip Code)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Email)

<b>HVAC SPECS AND PRICING</b>				
<b>5:01 PM - 6:59 AM OVERTIME MONDAY - FRIDAY</b>				
<b>ANY HOUR HOLIDAYS AND WEEKDAYS</b>				
<b>TRAVEL TIME TO CONROE SHALL BE INCLUDED IN THE HOURLY RATE</b>				
<b>HOURS</b>	<b>DESCRIPTION</b>	<b>HOURLY RATE</b>	<b>OVERTIME RATE</b>	<b>% Materials Mark-up over invoice _____</b>
7:00 AM - 5:00 PM	Normal Monday - Friday	\$ _____	\$ _____	
5:01 PM - 6:59 AM	OT Monday - Friday	\$ _____	\$ _____	
ANY HOUR	Holidays and Weekends	\$ _____	\$ _____	

**Price should include all labor, filters and miscellaneous equipment**

**Maintenance Scope of Work, Supplies, & Qualifications**

- Must possess a Class A license (**Copy of license must be submitted with the bid**)
- Chiller equipment experience required
  
- All units < 7.5 tons require belts changed once per year
- All units 7.5 tons or larger require belts changed twice per year
- Filters must be pleated and a minimum rating of **7 Merv**
- **Filters require to be dated when installed**
- When performing the regular maintenance if a potential problem is found, the repair is automatically authorized if the cost of repair is less than **\$300.00**. If **over** the **\$300.00** threshold then authorization will be required to proceed. Parts will be supplied at a discounted rate from the parts list.



- **1<sup>st</sup> Quarter** service is a filter change, audio/visual inspection of the mechanical equipment, adjustment of belts, and drains checked/cleared.
- **2<sup>nd</sup> Quarter/Bi-Annual** service is a filter change, audio/visual inspection of the mechanical equipment, adjustment of belts, drains checked/cleared, full check of refrigerant levels, current draws of electrical motors, tightening of electrical connections, and cleaning all outdoor coils.
- **3<sup>rd</sup> Quarter** service is a filter change, audio/visual inspection of the mechanical equipment, adjustment of belts, and drains checked/cleared.
- **4<sup>th</sup> Quarter/Bi-Annual** service is a filter change, audio/visual inspection of the mechanical equipment, adjustment of belts, drains checked/cleared, full check of heating system, current draws of electrical motors, tightening of electrical connections, clearing the heater and cleaning all indoor coils.

**Public Works 401 Sgt. Ed Holcomb S., TX 77304 attn: Jennifer Gilmore 936-522-3886**

Unit #	Outside	Inside	Tonnage	Filters	Building	Brand	Quarterly
1	M# TTA060D400A1 R4543LY3F	S# M# TUD100C972J1 S# R3433Y11G	5	1-24X24X1	E	Trane	\$ _____
1	M# TTA090A400DA S# R443NN2AH	M# TWE090A300CA S#R33YDF5H	7.5	1-25X48-1	D	Trane	\$ _____
1	M# 4TTA3036B4000AA S# 16095LLT3F	M# TUE1B060A9361AE S# 161531001G	3	1-16X25-1	D	Trane	\$ _____
1	M# 2TTA3036A1000AA S# 7352KAJ3F	M# TUE1B080A9361AB S# 7203LXG1G	3	1-20X25X1	G	Trane	\$ _____
1	M# 4TTA3036B4000BA S# 1845259Y3F	M# TUD1B060A9H31BC 1833460Y1G	S# 3	1-16X25X1	F	Trane	\$ _____
1	M# 2TTA0036A4000AA S# 80324033F	M# TUD080C936J1 S# R341RK91G	3	1-16X25X1	H	Trane	\$ _____
1	M# 4TTA3042D4000CA S# 1424AJN3F	M# TUD1B080A9481AB 13445TPH1G	S# 3.5	1-16X25X1	C	Trane	\$ _____
1	M# TTA090G400AA S# 16155LNFYA	M# TWE090D300AB S# 17114WBX8A	7.5	3-16X25X1	I	Trane	\$ _____

2	M# 24ABB342A600 S# 0112E04694	M# FX4DNF043 S# 1012A86294	3.5	1-20X20X1	I	Carrier	\$ _____
1	Package unit (LIEBERT)	M# MM2CF-X00		1-20X20X1	B	Liebert	\$ _____
1	M# 4TTV8036A1000BD S# 200540WL1F	FCU 1 M# TAM9A0A24V21DAB S# 20102L681V	2	1-20X30X1	J	Trane	\$ _____
2	M# 4TTV8024A1000BD S# 20172JXX1F	FCU 2 M# TAM9A0A24V21DAB S# 20152T171V	2	1-20X30X1	J	Trane	\$ _____
3	M# 4TTV8024A1000BD S# 19494MYU1F	FCU 3 M#TAM9A0A24V21DAB S# 20161DH01V	2	1-20X30X1	J	Trane	\$ _____

Quarterly times 4 = \$ \_\_\_\_\_

Total PW = \$ \_\_\_\_\_

**Wastewater Treatment Plant 2400 Sgt. Ed Holcomb Blvd, S, 77304 attn: Jennifer Gilmore 936-522-3886**

Unit #	Outside	Inside	Tonnage	Filters	Area	Brand	Quarterly
1	M# HELIXN S# 067346	N/A	N/A	2-20X20X2 2- HEPA 20X20X2	Admin bldg	Renew Aire	\$ _____
1	M# 4TTR4036L1000AA 18404UYYBF	S# M# TEM4AOB36S315BA S# 1824P8G3V	3	3-20X20X1	Admin bldg	Trane	\$ _____
2	M# 4TTR4036L1000AA S# 18285T073F	M# TEM4AOB36S315BA 1824NDB3V	S# 3	3-20X20X1	Admin bldg	Trane	\$ _____
3	M# 4TTR4036L1000AA S# 18285YYM3F	M# TEM4AOB36S315BA S# 1824P793V	3	3-20X20X1	Admin bldg	Trane	\$ _____
4	M# 4TTR4036L1000AA S# 18285Y1X3F	M# TEM4AOB36S315BA S# 1824NCW3V	3	3-20X20X1	Admin bldg	Trane	\$ _____
5	M# MUZ-GL24NA	M# MSZ-GL12NA	2	Washable	Admin bldg	Mitsubishi	\$ _____
6	M# MUZ-GL24NA	M# MSZ-GL12NA	2	Washable	Admin bldg	Mitsubishi	\$ _____
1	M# W36A2-A00XXXXXJ S#309M173483688-02	Package unit	3	2-14X28X1	MCCB	Bard	\$ _____
2	M# W36A2-A00XXXXXJ 309A183513680-02	S# Package unit	3	2-14X28X1	MCCB	Bard	\$ _____
1	M# W36A2-A00XXXXXJ S#309M173489483-02	Package unit	3	2-14X28X1	MCC1	Bard	\$ _____
2	M# W36A2-A00XXXXXJ S#309A183513683-02	Package unit	3	2-14X28X1	MCC1	Bard	\$ _____
1	M# W36A2-A00XXXXXJ S#309M173489485-02	Package unit	3	2-14X28X1	MCCD	Bard	\$ _____
2	M# W36A2-A00XXXXXJ S#309A183513682-02	Package unit	3	2-14X28X1	MCCD	Bard	\$ _____
1	M# W36A2-A00XXXXXJ S#309M173483697-02	Package unit	3	2-14X28X1	TBD	Bard	\$ _____

2	M# W36A2-A00XXXXXJ S#309A183513681-02	Package unit	3	2-14X28X1	TBD	Bard	\$ _____
1	M#TSC036G4EOAO1O S# 180412866L	Package unit	3	1-20X30X1	Operator shack	Trane	\$ _____

Quarterly times 4 = \$ \_\_\_\_\_

Total WWTP = \$ \_\_\_\_\_

**Fire Station 1 - 300 Sgt Ed Holcomb Blvd. 77304 attn: Jim Joyner 936-522-3169**

Unit #	Outside	Inside	Tonnage	Filters	Building	Brand	Quarterly
1	4TTA3060A3000BA	TDU1C100A9601AB	5	20x22 1/2	Attic	Trane	\$ _____
2	4TTA3060A3000BA	TDU1C100A9601AB	5	20x22 1/2	Attic	Trane	\$ _____
3	4TTA3060A3000BA	TDU1C100A9601AB	5	20x22 1/2	Attic	Trane	\$ _____
4	N/A	N/A	5	20x22 1/2		Carrier	\$ _____

Quarterly times 4 = \$ \_\_\_\_\_

Total F#1 = \$ \_\_\_\_\_

**Fire Station 2 - 425 N. Loop 336 E. 77301 attn: Jim Joyner 936-522-3169**

Unit #	Outside	Inside	Tonnage	Filters	Building	Brand	Quarterly
1	2TTA0060A3000AA	RCHA0A1GH24XT	5	20x30	Hallway Cloisit	Trane	\$ _____
2	N4A360GHC300	ENW4X60L24A1	5	20x30	Hallway Closet	ICP	\$ _____
WU1	LWHD8008RY9	N/A	1	N/A	Weightroom	LG	\$ _____
WU2	FAH12ER2T	N/A	1	N/A	Weightroom	Frigidair	\$ _____

Quarterly times 4 = \$ \_\_\_\_\_

Total F#2 = \$ \_\_\_\_\_

**Fire Station 3 - 424 E. Foster Dr. 77301 attn: Jim Joyner 936-522-3169**

Unit #	Outside	Inside	Tonnage	Filters	Building	Brand	Quarterly
1	38EH060500DL	58PAV155-16120	5	20/32	Hallway Closet 1	Carrier 3 ph	\$ _____
2	2TTA3060A3000AA	58PAV155-20	5	20/32	Hallway Closet 2	Trane	\$ _____
WU 1	AGH12AKG1	N/A	1	N/A	Weight Room	GE	\$ _____
WU 2	LWHD8008R	N/A	1	N/A	Weight Room	LG	\$ _____
WU 3	ES12M33-B	N/A	1	N/A	Weight Room	Friedrich	\$ _____

Quarterly times 4 = \$ \_\_\_\_\_

Total F#3 = \$ \_\_\_\_\_

**Fire Station 4 - 14901 Walter Woodson Dr, 77384 attn: Jim Joyner 936-522-3169**

Unit #	Outside	Inside	Tonnage	Filters	Building	Brand	Quarterly
1	4TTB4018E1000AA	TUH1B040A9241AA	2	16x25	PPE Room	Trane	\$ _____
2	NXA442GKC101	TUH1B060A9361AA	4	16x26	Attic	Comfort	\$ _____
3	4AYA4036L1000AA	TUH1B060A9361AA	3	16x27	Attic	American Std	\$ _____
4	4TTB4048E1000AB	TUH1B060A9361AA	4	16x28	Attic	Trane	\$ _____
5	4TTB4024E1000AA	TUH1B8040A941AA	2	16x29	Attic	Trane	\$ _____
6	****	****	****	N/A	Attic	****	\$ _____

**\*\*\* \* NEW EQUIPMENT BEING INSTALLED SOON**

Quarterly times 4 = \$ \_\_\_\_\_

Total F#4 = \$ \_\_\_\_\_

**Fire Station 5 - 1601 N. FM 3083 W. Carter Moore Dr. 77304 attn: Jim Joyner 936-522-3169**

Unit #	Outside	Inside	Tonnage	Filters	Building	Brand	Quarterly
1	38CKG0605A	CNRPHP6024TAAAAA	5	20x25	Attic	Carrier	\$ _____
2	N4A360GHC300	CNPHP6024ALAAAAA	5	20x26	Attic	Tempstar	\$ _____
3	38CKG0605A	CNRPHP6024TAAAAA	5	20x27	Attic	Carrier	\$ _____
4	38CKG0605A	FA4CNB060	5	20x25	FMO Evidence	Carrier	\$ _____
WU 1	EM18N34-A	N/A	2	N/A	Weight Room	Friedrich	\$ _____

Quarterly times 4 = \$ \_\_\_\_\_

Total F#5 = \$ \_\_\_\_\_

**Fire Station 6 - 15663 HWY 105 W. Montgomery 77356 attn: Jim Joyner 936-522-3169**

Unit #	Outside	Inside	Tonnage	Filters	Building	Brand	Quarterly
1	LGH060H4EB5P S#5620J02328	N/A	5	4-20X20	OUTSIDE WEST SIDE	LENNOX	\$ _____
2	LGH060H4EB5P S#5620J02330	New HVAC	5	4-20X20	OUTSIDE EAST SIDE	LENNOX	\$ _____

Quarterly times 4 = \$ \_\_\_\_\_

Total F#6 = \$ \_\_\_\_\_

**Fire Station 7 - 7971 Longmire, 77304 attn: Jim Joyner 936-522-3169**

Unit #	Outside	Inside	Tonnage	Filters	Building	Brand	Quarterly
1	4TTA3036B3000BA	BCVD036E2K0A1404Z2080A0B0100	3	16x20	Mech Room	Trane XR	\$ _____
2	4TTR4018L1000AB	BCVD024E2K0A2404Z1030A0B0100	2	16x25	Mech Room	Trane XR	\$ _____
3	4TTR4024L1000BA	BCVD024E2K0A1504Z1040A0B0100	2	16x25	Mech Room	Trane XR	\$ _____
4	4TTA3030A3000DA	BCVD036E2K0A2404Z2080A0B0100	3	16x20	Mech Room	Trane XR	\$ _____
5	4TTA3060D3000DA	BCHD018E2K0A3302Z2050A0B010	5	12x24	Attic Hall Dorm	Trane XR	\$ _____

6	4TTA3048D3000DA	BCVD036E2K0A1204Z2100A0B0100	4	16x20	Storage Room 119	Trane XR	\$ _____
7	4TYK1618A10N0AA	BCVD036E2K0A1204Z2100A0B0100 000000000000	4	16x20	Storage Room	Trane Ductless	\$ _____

Quarterly times 4 = \$ \_\_\_\_\_

Total F#7 = \$ \_\_\_\_\_

**Fire Training Center 2357 Mike Meador Parkway, 77303 attn: Jim Joyner 936-522-3169**

Unit #	Outside	Inside	Tonnage	Filters	Building	Brand	Quarterly
1	PTC123G35A	N/A	1	Washable Filter	Conex #2	Amana	\$ _____

Quarterly times 4 = \$ \_\_\_\_\_

Total FTC = \$ \_\_\_\_\_

**700 Old Montgomery Road attn: Tammie Rushing 936-522-3033**

#	Outside	Inside	Tonnage	Filters	Area	Brand	Quarterly
15		HBA20KYYXXR6 S#98-137100	5	2-20X20X1	Ceiling	Lennox	\$ _____
21		HBA08KYYD3C6 S#98-137100	5	2-20X20X1	Ceiling	Lennox	\$ _____
4		HBA12KYYXXR6 S#98-137106	5	2-20X20X1	Ceiling	Lennox	\$ _____
5		HBA30KYYXXR6 S#98-137100	5	2-20X20X2	Ceiling	Lennox	\$ _____
1	Trane U10E07229 (CHILLER)		170	N/A	Back Exterior	Trane	\$ _____
1	Lennox 5898J45733		5	N/A	East Exterior	Lennox	\$ _____
1	Lennox 5898J45882		5	N/A	East Exterior	Lennox	\$ _____
1	Lennox 5899J45886		5	N/A	East Exterior	Lennox	\$ _____
1	Lennox 5898J45875		5	N/A	East Exterior	Lennox	\$ _____
1	Lennox 5898J45879		5	N/A	East Exterior	Lennox	\$ _____
1	OAU1- MCCB0100A0C0UA S#K04C43672		5	N/A	Ceiling	Lennox	\$ _____
1	S#K4C43665		5	N/A	Ceiling	Lennox	\$ _____

Quarterly times 4 = \$ \_\_\_\_\_

Total 700 = \$ \_\_\_\_\_

**Transportation Dept 202 Ave A, Conroe, TX 77301 attn: Tammie Rushing 936-522-3033**

Unit #	Outside	Inside	Tonnage	Filters	Area	Brand	Quarterly
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2		Carrier 1381C95624	5	24X28X1 20X25X1	Contract Room and Upstairs	Carrier	\$ _____
1	8034W061000927		5	N/A	North Rear	Rheem	\$ _____

Quarterly times 4 = \$ \_\_\_\_\_

Total AVE A = \$ \_\_\_\_\_

**Owen Theater 225 Metcalf St, Conroe, TX 77301 attn: Tammie Rushing 936-522-3033**

Unit #	Outside	Inside	Tonnage	Filters	Area	Brand	Quarterly
1	1108G20071		5	N/A	South Exterior	Carrier	\$ _____
1	108G40120		5	N/A	South Exterior	Carrier	\$ _____
2	2808E13473		5	N/A	South Exterior	Carrier	\$ _____
3	2508G30158		5	N/A	South Exterior	Carrier	\$ _____
4	1508G10104		5	N/A	South Exterior	Carrier	\$ _____
5	18124KWB2F		5	N/A	South Exterior	Trane	\$ _____
6		18103Y3L3V	5	24X20X1	Up Back Room	Trane	\$ _____
1		2308A85995	5	24X20X1	Up Back Room	Trane	\$ _____
2		1608U0445	5	16X25X2	Ceiling Left side	Carrier	\$ _____
1		2408U15968	5	16X20X2	Ceiling Left side	Carrier	\$ _____
2		0208U01622	5	16X25X2	Ceiling on Right side	Carrier	\$ _____
1		2108U13705	5	16X24X2	Ceiling on Right side	Carrier	\$ _____
2		0208A86636	5	16X25X2	Ceiling Front West Lobby	Carrier	\$ _____
1		1907A86703	5	16X24X2	Ceiling in Front East Lobby	Carrier	\$ _____

Quarterly times 4 = \$ \_\_\_\_\_

Total Owen = \$ \_\_\_\_\_

**Madeley Building 127 Madeley St. Conroe, TX 77301 attn: Tammie Rushing 936-522-3033**

Unit #	Outside	Inside	Tonnage	Filters	Area	Brand	Quarterly
1	10442MM15F		5	N/A	Patio	Trane	\$ _____
1	10453G7A2F		5	N/A	Patio	Trane	\$ _____
1	103810FT3F		5	N/A	Roof	Trane	\$ _____
1	10462XB52F		5	N/A	Roof	Trane	\$ _____
1		104621A51V	5	20X25X2	1st FI Kitchen	Trane	\$ _____
1		10373H5U1V	5	24x24x1	Under 2nd FI Walkway	Trane	\$ _____
1		104332WW1	5	24.5 X 24.5x1	2nd FI Walkway	Trane	\$ _____
1		103717071V	5	12X12X1	2nd FI Kitchen	Trane	\$ _____

Quarterly times 4 = \$ \_\_\_\_\_

Total Madeley = \$ \_\_\_\_\_

**City Hall 300 West Davis, Conroe, TX 77301 attn: Tammie Rushing 936-522-3033**

Unit #	Outside	Inside	Tonnage	Filters	Area	Brand	Quarterly
1		1-2306Q06430 (CHILLER)	90	N/A	6th-Mechanical	Carrier	\$ _____
1		1306Q06139 (CHILLER)	90	N/A	6th-Mechanical	Carrier	\$ _____
1		71070837-Air Handler	na	20X120X1-6	Mezzanine	Carrier	\$ _____
1		71070836-Air Handler	na	20X120X1-6	Mezzanine	Carrier	\$ _____
1		71070811-Air Handler	na	20X20X2-8	Mezzanine	Carrier	\$ _____
1				20X20X1-12			
		no serial-Air Handler	na	25X25X1-6	6th AH Room	Carrier	\$ _____
1		no serial-Air Handler	na	20X20X1-6 16X20X1-6	6th AH Room	Carrier	\$ _____
1		no serial-Air Handler	na	16X20X1-6	6th AH Room	Carrier	\$ _____
1		no serial-Air Handler	na	16X20X1-8	6th AH Room	Carrier	\$ _____
1	SELF CONTAINED	A12FC617964944685	5	NA	Asst Attny Office	First Co	\$ _____
1	SELF CONTAINED	B05FC654217026863	5	NA	Administrator Conf	First Co	\$ _____
1	SELF CONTAINED	B03FC630956989351	5	NA	NW Hall	First Co	\$ _____
1	SELF CONTAINED	B03FC638608994714	5	NA	SW Restrooms	First Co	\$ _____
1			5	N/A	Roof Above Council	Carrier	\$ _____
	3012E10579						
1			5	N/A	Roof Above Council	Carrier	\$ _____
	3012E10553						
1			5	N/A	Behind Fence	Liebert	\$ _____
	Y15DAY0028						
1			5	N/A	Behind Fence	Carrier	\$ _____
	0213X69250						
1			5	N/A	Behind Fence	York	\$ _____
	EADM034165						
1		Carrier 0113A84088	5	20X20X1	Council Ceiling	Carrier	\$ _____
1		Carrier 0712A84933	5	20X20X1	Council Ceiling	Carrier	\$ _____
1		Carrier EDD5105404	5	25X25X1	2nd East Hallway	Carrier	\$ _____
1		York EKDS257865	5	25X25X1	IT Server Room	York	\$ _____
1		York Y15DBM0016	5	25X25X2	IT Server Room	York	\$ _____
1	BAC 519800 (COOLING TOWER)			N/A	6th fl NE Corner	Carrier	\$ _____

**CLEANING OF COOLING TOWER WILL BE PERFORMED BY WATER CONDITIONING VENDOR**

Quarterly times 4 = \$ \_\_\_\_\_  
 Total City Hall = \$ \_\_\_\_\_

**New Police/Municipal Court Facility 2300 Plantation, 77301 attn: Ron Hatch 936-522-3269**

Unit #	Outside	Inside	Tonnage	Filters	Area	Brand	Quarterly
1		TEH049BF5C5ALSS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TEH026BF5C5ARSS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____

1		TSH018BGSCOTLWS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TEH026BFC5ALBS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TEH049BFSC5ARSS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TEH026BFSC5ALSS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TEH049BFSC5ARSS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TEH026BFSC5ALSS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TSH018BGSCOTRPS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TEH038BFSC5ARBS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TSH018BGSCOTLWS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TEH026BFSC5ARBS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TEH026BFSC5ARSS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TTH038CFSCODLWS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TTH038CFSCODLWS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TEH026BFSC5ARBS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TTH064BFSCOCRPS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TTH064BFSCOCRPS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TEH038BFSC5ALBS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TEH049BFSC5A155	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TTH038FSCODTPS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TTH064BFSCOELWS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TTH038CFSCODLWS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TEH038BFSC5ARBS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TTH038CFSCODLOS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TEH038BFSC5ARBS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____



1		TEH064BFSC5BRSS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TEH049BFSC5ARBS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TTH049BFSCOELDS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TSH018BGSCOTLDS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TTH049BFSCOERWS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TEH038BFSC5ALBS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TEH049BFSCSARBS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TEH049BFC5ARSS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TTH038CFSCOORWS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TTH044BFSCOERWS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TEH049BFSC5ARBS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TEH049BFSC5ARBS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TEH064BFSC5BRBS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TSH024CGSCOORPS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TEH064BFSC5BRBS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TSH024CGSCOULPS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TEH038BFSCSALBS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TEH038BFSC5ARBS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TSH018BGSCOELWS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TTH064BFSCOERWS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		TTH064BFSCOELWS	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		ESWB1243LL2	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		CR020RA17N274	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____
1		CRO20RW11A7N275	2-5	*SEE BELOW	Ceiling	Climate Master	\$ _____

1		QV15V4E67054A	2-5	*SEE BELOW	Ceiling	Desert Air	\$ _____
1		QV10V4E67054A	2-5	*SEE BELOW	Ceiling	Desert Air	\$ _____
1		QV20V4E67054	2-5	*SEE BELOW	Ceiling	Desert Air	\$ _____
1		QV15V4E67054B	2-5	*SEE BELOW	Ceiling	Desert Air	\$ _____
1		QV05V4E67054	2-5	*SEE BELOW	Ceiling	Desert Air	\$ _____
1		QV10V4E67054B	2-5	*SEE BELOW	Ceiling	Desert Air	\$ _____
1	<b>(COOLING TOWER)</b>				Back		\$ _____

<p>* <b>MERV 11 (4" FILTERS) 2" PLEATED FILTERS</b>  <b>QTY 4 20X20 QTY 27 18X18</b>  <b>QTY 2 20X25 QTY 23 12X20</b>  <b>QTY 6 24X24 QTY 12 20X30</b>  <b>QTY 1 25X29 QTY 31 20X24</b>  <b>QTY 4 MERV 11 4" FILTERS 31.5X17.5X4</b></p>
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Quarterly times 4 = \$ \_\_\_\_\_  
Total New PD= \$ \_\_\_\_\_

**Animal Shelter 401 Sgt. Ed Holcomb, 77304 (Monthly & Quarterly) attn: Ron Hatch 936-522-3269**

Unit #	Outside	Inside	Tonnage	Filters	Area	Brand	Monthly	Quarterly
1	TWE090A300E1	TTA090A300FA	2-5	*SEE BELOW	Ceiling	Trane	\$ _____	\$ _____
1	2TRH3F36B1000AA	2TTB3036A1000AA	2-5	*SEE BELOW	Ceiling	Trane	\$ _____	\$ _____
1	2TEH3F48B1000AA	2TTB3048A1000AA	2-5	*SEE BELOW	Ceiling	Trane	\$ _____	\$ _____
1	TWE090A300E1	TTA90A300GA	2-5	*SEE BELOW	Ceiling	Trane	\$ _____	\$ _____
1	2TEH3F60B1000AA	2TTB3060A1000AA	2-5	*SEE BELOW	Back	Trane	\$ _____	\$ _____
1	2TEH3F24B1000AA	2TTB3024A100AA	2-5	*SEE BELOW	Back	Trane	\$ _____	\$ _____
1	2TEH3F48D1000AA	2TTB3042A100AA	2-5	*SEE BELOW	Back	Trane	\$ _____	\$ _____
1	TWE090A300E1	TTA0906300AA	2-5	*SEE BELOW	Back	Trane	\$ _____	\$ _____

<p>* <b>2" MERV 7 ANTIMICROBIAL 11" PLEATED FILTERS</b>  <b>QTY 4 20X20 QTY 9 16X25</b>  <b>12" HEPA FILTER QTY 4 20X20</b>  <b>QTY 6 24X24 QTY 15 20X22</b></p>
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Monthly times 8= \$ \_\_\_\_\_  
Quarterly times 4= \$ \_\_\_\_\_  
Total Animal Shelter = \$ \_\_\_\_\_

**Gun Range 2300 Sgt. Ed Holcomb, 77304 attn: Ron Hatch 936-522-3269**

Unit #	Outside	Inside	Tonnage	Filters	Area	Brand	Quarterly
1	GAM2A0C60551SDA	4TTR4060L1000AA	2-5	2-12x12	Ceiling	Trane	\$ _____
1	GAM2A0C60S515BA	4TTE4060L1000AA	2-5	16x24	Ceiling	Trane	\$ _____
1	GAM2A0C0S515BA	4TTR4060L1000BA	2-5	2-16x25	Ceiling	Trane	\$ _____
1	RHSLHM3617JA	4TTR4036L1000AA	2-5	16- 20x20	Ceiling	Trane	\$ _____

1	4TCC4048A1000AD	4TTR4036L1000AA	2-5	20x25	Back	Trane	\$ _____
1	AB14TEC3F60B100AA	4TTR4060L1000AA	2-5	3-20x30	Back	Trane	\$ _____
1	PF4MNB0490	4TTR4048L1000AA	2-5	<b>ALL 1" PLEATED</b>	Back	Trane	\$ _____

Quarterly times 4 = \$ \_\_\_\_\_

Total Gun Range = \$ \_\_\_\_\_





**Knox Building 220 North Thompson, 77301 attn: Ron Hatch 936-522-3269**

Unit #	Outside	Inside	Tonnage	Filters	Area	Brand	Quarterly
1	1306Q06430		2-5	2" PLEATED	Roof	Trane	\$ _____
2	1306Q06139		2-5	16- 16X24	Roof	Trane	\$ _____
3		71070837	2-5	1 ' PLEATED	Ceiling	Trane	\$ _____
4		71070836	2-5	4 - 20X25	Ceiling	Trane	\$ _____
5		71070811	2-5	20X25	Ceiling	Trane	\$ _____

Quarterly times 4= \$ \_\_\_\_\_

Total Knox = \$ \_\_\_\_\_

**Activity Center 1204 Candy Cane Lane, 77301 attn: Mike Cantu 936-522-3903**

Unit #	Outside	Inside	Tonnage	Filters	Area	Brand	Monthly	Quarterly
1	M# RAUCC30FBX03000000000 TRANE S# C03J08471	Carrier M# 40RR044000 S# D789860	30	1-25X125	Large Room		\$ _____	\$ _____
2	M# TTA090A300FA TRANE S# 43316WHAD	Trane M# TWE090A300EL S# 7175KDHBD	7.5	1-20X125	Classrooms		\$ _____	\$ _____
3	M# PA13NR030-H TRANE S# 320X71640	Carrier M# 40A003630GM S# E7A 27962	2.5	1-20X20	Lobby		\$ _____	\$ _____
4	M# CK60-1C GOODMAN S# 9509072743	Carrier M# 40FS916500HV S# A801702	5	1-25X48	Classrooms		\$ _____	\$ _____

Monthly times 8= \$ \_\_\_\_\_

Quarterly times 4= \$ \_\_\_\_\_

Total Activity = \$ \_\_\_\_\_

**Aquatic Center 1205 Candy Cane Lane, 77301 (Monthly & Quarterly) attn: Kyle Bartlett 936-522-3931**

Unit #	Outside	Inside	Tonnage	Filters	Area	Brand	Monthly	Quarterly
1	M# H1RA060S46A S# WGLM044360	M# N1AHD200A S# XGLS1556562	5	1-20X22	Front Classroom	York	\$ _____	\$ _____
2	M# 4TTA3060D4000CA S# 141C4YX23F	M# GAM5B0C60M155AA S# 14112NRNAV	5	1-20X24	Main Office	Trane	\$ _____	\$ _____

3	M# GAM5B0C60M155AA S# 14112NRNAV	M# TEM4A0C60M155AA S# 18195LCG3V	5	1-20X20	East Offices and Restroom	Trane	\$ _____	\$ _____
4	M# CA0560 S# 200208CCCJ02066	M#H204350000A0B0000AX S# 200208-CBCC01045	15	1-24X75	Women's Locker	Aaon	\$ _____	\$ _____
5	M# CFA-013-B-A-3-AC0EJ S# 201811-CWCK05679	M# H204350000A0B0000AX S# 200208CBCC01046	13	1-24X75	Men's Locker	Aaon	\$ _____	\$ _____

Monthly times 8= \$ \_\_\_\_\_  
Quarterly times 4= \$ \_\_\_\_\_  
Total Aquatic = \$ \_\_\_\_\_

**C.K. Ray Rec Center 1203 Candy Cane Lane, 77301 (Monthly & Quarterly attn: Mike Cantu 936-522-3903)**

Unit #	Outside	Inside	Tonnage	Filters	Area	Brand	Monthly	Quarterly
1	M#50TC- D14A2A6A0A0A0 S# 3716P72275	Package Unit	10	4-20X02	Gymnastic Room	Carrier	\$ _____	\$ _____
2	M# 48TMD012-601BA S# 4905G40851	Package Unit	10	4-20X20	Multi Purpose Locker Room	Carrier	\$ _____	\$ _____
3	M# 48TCDD12A2AGA0A0A0 S# 3417P41039	Package Unit	10	4-20X20	Kidz Zone	Carrier	\$ _____	\$ _____
4	M# 48TCDD09A2AGA0A0A0 S# 5110G40593	Package Unit	8.5	3-20X20	Front Desk	Carrier	\$ _____	\$ _____
5	M# 48TCDD17A1AGA0A2A0 S# 5210U39273	Package Unit	15	4-20X20	Fitness Center	Carrier	\$ _____	\$ _____
6	M# 38MUQ012-301 S# 3313U10881	M#40MVQ012-301 S33010V39994	10	2-20X20	Admin Offices	Carrier	\$ _____	\$ _____
7	M# 24ABB342A00300 S# 3910E11779	M# GAM5B0C60M155AA S# 14112NRNAV	3.5	1-14X75	IT Closet	Carrier	\$ _____	\$ _____
8	M# 50TM016B11YA S# 1906U08125	Package Unit	15	2-24X71	Gym	Carrier	\$ _____	\$ _____
9	M# 50TM0166611YA S# 1906V08126	Package Unit	15	2-24X71	Gym	Carrier	\$ _____	\$ _____
10	M# UAKA-060DA2 S# 5723F160313266	M#BBA60A2A S#0402754727	5	1-20X50	Racquetball Courts	Ruud	\$ _____	\$ _____
11	Carrier M# 24ABB342A00300 S# 3910E11779	M# 4TXCD063BC3HCCA TRANE S# 15515PW85G	3.5	1-14X25	Downstairs Dance Room		\$ _____	\$ _____
12	M# 4TTA3060D3000CA S# 160912B45F	M# TXC061C5HDC0 S# P111TXF5G	5	1-24X24/1-16X20	UpstairsAerobic Room	Trane	\$ _____	\$ _____
13	NOT READABLE	M# BW748P100A1 S# X14392721	4	1-20X25 1-20X20	Game Room	Carrier	\$ _____	\$ _____

Monthly times 8= \$ \_\_\_\_\_  
Quarterly times 4= \$ \_\_\_\_\_  
Total C.K. Ray = \$ \_\_\_\_\_

**Oscar Johnson, Jr. CC, 100 Park Place 77301 (Monthly & Quarterly) attn: Scott Perry 936-522-3962**

Unit #	Outside	Inside	Tonnage	Filters	Area	Brand	Monthly	Quarterly
1	M#24ABB348A610 S#1814E06865	M#FB4CNF048 S#2914A91555	4	1-20X20	Main Bldg Front Office	Carrier	\$ _____	\$ _____
2	M#38UZA08A0A6A0A0A0A S#1618C92647	M#40RUAA08A2A60A0A S#2018U18700	7.5	4-16X24X2	Main Bldg Front	Carrier	\$ _____	\$ _____
3	M#38AKS014610 S#2501F92111	M#40RM012B610HC S#3001F98416	12.5	4-16X48X2	Main Bldg Back	Carrier	\$ _____	\$ _____
4	M#24ABC618A310 S#0615E11146	M#FB4CNF018 S#0915A71565	1.5	1-14X20	Main Bldg IT Room	Carrier	\$ _____	\$ _____
5	M# PA13NR060J S#1914X67736	M#PF1MNC060 S#1008A84625	5	1-20X24	Back Bldg Main Room	Payne	\$ _____	\$ _____
6	M# PA13NR060E S#4107X70622	M#PF1MNC060 S#1008A84589	5	1-20X24	Back Bldg Main Room	Payne	\$ _____	\$ _____
7	M# ASX160311AB S#1903302898	M#ASP37C14AA S#1608372408	3	2-20X20	Classrooms	Amana	\$ _____	\$ _____

Monthly times 8= \$ \_\_\_\_\_  
 Quarterly times 4= \$ \_\_\_\_\_  
 Total O.J.C.C = \$ \_\_\_\_\_

**Senior Center, 1202 Candy Cane Lane, 77301 attn: Scott Perry 936-522-3962**

Unit #	Outside	Inside	Tonnage	Filters	Area	Brand	Monthly	Quarterly
1	M# 4TTR4060L1000AA S# 181936NB4E	M# TUE1C100A9601AE S# 1729366A1G	5	5-20X20	TBD	Trane	\$ _____	\$ _____
2	M# 4TTR4048L1000AA S# 18194JA5SB	M# TUE1B080A9481AF S# 181655N71G	4	3-20X20	TBD	Trane	\$ _____	\$ _____
3	M# 4TTR4048L1000AA S# 18193UDMBE	M#TUE1B080A9481AF S# 181732L61G	4	3-20X20	TBD	Trane	\$ _____	\$ _____
4	M# 4TTR4048L1000AA S# 173616DABF	M# TUE1B080A9481AF S# 181732HM1G	4	3-20X20	TBD	Trane	\$ _____	\$ _____
5	M# 4TTR4048L1000AA S# 17361NCCBF	M# TUE1B080A9481AF S# 1816547T1G	4	3-20X20	TBD	Trane	\$ _____	\$ _____
6	M# 4TTR4060L1000AA S# 181214245F	M# 4TXCC009DS3HCAA S# 18132JCJCG	5	5-20X20	TBD	Trane	\$ _____	\$ _____

Monthly times 8= \$ \_\_\_\_\_  
 Quarterly times 4= \$ \_\_\_\_\_  
 Total O.J.C.C = \$ \_\_\_\_\_

**Parks Administration, 1504 Parkwood West, 77301**

Unit #	Outside	Inside	Tonnage	Filters	Area	Brand	Quarterly
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1	XB13 M#2TTB3036A1000BA S#12193T3R3F	XB80	5	1-16X25	Director's office	Trane	\$ _____
2	NO TAG	NO TAG	5	1-16X25	Hallway	N/A	\$ _____
3	M#ASX140361KD S#1704222287	NO TAG	5	1-20X25	Kitchen	Amana	\$ _____
4	NO TAG	NO TAG	5	1-20X25	Upstairs Hallway	N/A	\$ _____

Quarterly times 4= \$ \_\_\_\_\_

Total Parks Admin = \$ \_\_\_\_\_

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ance Scope of Work, Supplies, & Qualifications

Must possess a Class A license (**Copy of license must be submitted with the bid**)  
Chiller equipment experience required

All units < 7.5 tons require belts changed once per year

All units 7.5 tons or larger require belts changed twice per year

Filters must be pleated and a minimum rating of **7 Merv**

Filters require to be dated when installed

During regular maintenance a potential problem is found, the repair is automatically authorized if the cost of repair is less than \$300.00. If over the \$300.00 threshold then authorization will be required to proceed. Parts will be supplied at a discounted rate from the parts list.

**1st Quarter** service is a filter change, audio/visual inspection of the mechanical equipment, adjustment of belts, and drains checked/cleared.

**2nd Quarter** service is a filter change, audio/visual inspection of the mechanical equipment, adjustment of belts, drains checked/cleared, full check of refrigerant levels, current draws of electrical motors, tightening of electrical connections, and cleaning all outdoor coils.

**3rd Quarter** service is a filter change, audio/visual inspection of the mechanical equipment, adjustment of belts, and drains checked/cleared.

**4th Quarter** service is a filter change, audio/visual inspection of the mechanical equipment, adjustment of belts, drains checked/cleared, full check of heating system, current draws of electrical motors, tightening of electrical connections, clearing the heater and cleaning all indoor coils.



# CERTIFICATE OF INTERESTED PARTIES

# FORM 1295

## OFFICE USE ONLY

Complete Nos. 1 - 4 and 6 if there are interested parties.  
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.**

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

**5 Check only if there is NO Interested Party.**

**6 AFFIDAVIT** I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

\_\_\_\_\_  
 Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said \_\_\_\_\_, this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, to certify which, witness my hand and seal of office.

\_\_\_\_\_  
 Signature of officer administering oath      Printed name of officer administering oath      Title of officer administering oath

**ADD ADDITIONAL PAGES AS NECESSARY**

# CONFLICT OF INTEREST QUESTIONNAIRE

## FORM CIQ

For vendor doing business with local governmental entity

### OFFICE USE ONLY

Date Received

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**1** Name of vendor who has a business relationship with local governmental entity.

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

\_\_\_\_\_  
("Company or Business Name")  
**House Bill 89 Verification**

I, \_\_\_\_\_ (Person name), the undersigned representative of \_\_\_\_\_ (Company or Business Name) hereafter referred to as "Company"; being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract.

*Pursuant to Section 2270.001, Texas Government Code:*

1. *"Boycott Israel" means 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 specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
2. *"Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.*

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF COMPANY REPRESENTATIVE

On this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_, the above-named person, who after by me being duly sworn, did swear and confirm that the above is true and correct.

NOTARY SEAL

\_\_\_\_\_  
NOTARY SIGNATURE

\_\_\_\_\_  
Date

**CITY OF CONROE  
PURCHASING DEPARTMENT**

**SENATE BILL 252 CERTIFICATION**

On this day, I, \_\_\_\_\_, the Purchasing Representative for the City of Conroe, Texas, pursuant to Chapter 2252, Section 2252.152 of the Texas Government Code, certify that I did review the website list prepared, maintained, and made available to the City of Conroe by the Comptroller of the State of Texas of companies known to have contracts with or provide supplies or services to Iran, Sudan or any foreign terrorist organization. I have ascertained that the below-named company is not contained on said list of companies that do business with Iran, Sudan or any Foreign Terrorist Organization.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
RFP or Vendor number

CERTIFICATION CHECK PERFORMED BY:

\_\_\_\_\_  
Purchasing Representative

\_\_\_\_\_  
Date