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## NOTICE TO BIDDERS

Sealed bids addressed to the County of Tyler for the following:

### **ID# 12232019 Maintenance Agreement for Air Conditioning Units at County Buildings**

Will be received in the office of the County Auditor, 100 West Bluff, Room 110, Woodville, Texas until 10:00 A.M. on December 23, 2019 at which time and place all bids received will be publicly opened and awarded in Commissioner's Court, December 23, 2019 at 11:00 A.M.

### **FACSIMILES SHALL NOT BE ACCEPTED.**

Bid Specifications and information can be obtained at the Tyler County Auditor's Office and on the website [www.co.tyler.tx.us](http://www.co.tyler.tx.us) . Questions should be directed to the Tyler County Judge's Office 409-283-2141.

Payments will be processed by the County Auditor after notification of satisfactory receipt of services.

**PLEASE MAKE REFERENCE ON THE FACE OF THE ENVELOPE WITH THE ID# WHICH YOU ARE BIDDING. REMIT SEVEN COPIES ALONG WITH ORIGINAL BID.**

The County reserves the right to award by unit cost or lump sum discounted.

Tyler County reserves the right to reject any or all bids and to waive formalities and technicalities to negotiate sale.

To avoid misunderstandings and potential litigation, it is highly recommended that the bid specifications include notice that the commissioners court reserves the right to award a contract to a qualified local bidder within three percent of the lowest bid.

**JACKIE SKINNER  
COUNTY AUDITOR  
TYLER COUNTY, TEXAS**

# **Bid Specifications for Air Conditioning Maintenance Agreement for Tyler County**

**Bid ID # 12232019**

**Agreement should include the following items and any others the bidding vendor may choose to offer:**

- 1-year agreement
- Maintenance check of units inside and out spring and fall
  - Changing of filters once a month
  - Brush & spray coil cleaner on indoor unit coils
  - Check capacitor
  - Check drain
  - Inspect for air leaks, water leaks and Freon leaks
  - Check blower motor amps
  - Check heat strips
  - Outdoor – hose off/acid wash condenser coils
  - Check capacitor
  - Check compressor amps
  - Check fan motor amps
  - Check Freon level

**County Building locations are listed below:**

1. Emergency Operations Center/Nutrition Center, 201 Veteran's Way
  2. County Clerk Building, 116 S. Charlton St.
  3. County Courthouse and District Attorney's Office, 100 West Bluff St.
  4. Tyler County Complex/Commissioner's Office, 203 N. Charlton
  5. Tyler County Annex/Tax Office 1001 W. Bluff St.
  6. Tyler County Justice Center/Sheriff's Dept, 702 N. Magnolia St.
- This agreement is for Maintenance Services only and does not include repairs.

- Questions should be directed to the County Judge's Office 409-283-2141.
- Bid must be sealed with bid ID # on front of envelope & include 7 copies.