

City Of Mission

Scope of Services

Bid Name/No.: “Air Conditioner Filter Replacement Service for all City Facilities/Buildings” / 24-xxx-xx-xx

- I. Scope of Work:** The City of Mission is accepting bids for Industrial/Commercial Grade A/C Filter Service for all City Facilities/Buildings for buildings throughout the city.
- II. Scope of Service:** The following scope of service describes Industrial/Commercial Grade A/C Filter Service for all City Facilities/Buildings or equivalent to service the City facilities listed. City Staff is requesting industrial/commercial grade filters **MERV-11** Nonwoven Polyester air condition filters with metal frame **and MERV-11 Pleated filters**. The City reserves the right to add or delete any location indicated in this bid during the contract period without penalty. Bid prices shall apply to all work regardless of when performed.
- III. Submit specifications/submittal of brand of air filter that will be used for the duration of the contract.**

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BUILDINGS	ADDRESS	QTY	FILTER SIZE
Banworth Pool (Natatorium)	1822 N. Shary Rd.	1	P(1)15x20
Banworth Gymnasium	1822 N. Shary Rd.	19	P(1)18x24, (12)16x25, (6)20x20
CWV Gymnasium	115 S. Mayberry	13	P(1)18x24, (12)16x25
Mission Boys & Girls Club	209 W. 18th St.	18	(2)16x20, (4)20x20, (4)18x24, (1)20x25, (10)20x30, (4)24x24
Fleet Building	609 S. Canal St.	5	(2)20x20, (1)20x25, (1)16x25, (1)16x20
City Hall	1201 E. 8th St.	34	(26)16x25, (4)14x20, (4)20x20
CDBG Building	Mission Viejo Plaza 1301 E. 8th St.	11	(10)20x20x1, (1)24x24x1
Central Fire Station #1	415 W. Tom Landry	29	P(7)15x20, P(7)20x20, P(3)20x24, (2)16x24, (2)16x32 (8)18x24
Fire station #2	200 W. 1st. St.	1	(1)24x24
Celestino Firestation (#3)	1804 N. Shary Rd.	4	(2)20x25, (2)20x20
Firestation #4	3408 N. Inspiration	2	(2)20x30
Fire Substation #5	4500 S. Glasscock	3	(1)20x20, (2)20X25
Fire Substation #6	3000 W. Military Parkway	36	(28)20x20x2, (8)20x25
Upper Valley Art League	921 E. 12th St.	10	P(2)20x20, (4)16x20, (4)20x20
Public Works Facility	2801 N. Holland	18	(8)16x24, (8)24x24, (2)25x25
Sanitation Building	105 Abelino Farias	1	(1)20x20
Museum / Annex	900 Doherty	21	(8)15x20,(6)16x20, (4)20x24, (1)20x30, (2)20x60
Sergio Munoz Office	121 E Tom Landry	4	(4)16x20
Health Building	121 E Tom Landry	3	(3)20x20
Shary Golf Course Clubhouse	2201 N. Mayberry	10	P(1)20x21(1)16x20,(3)25x25, (1)14x25, (3)20x25, (1)25x50
Speer Memorial Library	801 E. 12th St.	46	(1)16x20, (1)20x20, (20)20x25, (2)20x30, (12)20x35, (6)20x50, (4)24x24

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Food Bank	115 S. Mayberry	6	(6)24x24
Waste Water Treatment Plant	914 South Conway	17	P(3)20x20, (5)20x20, (9)20x25
North Water Treatment Plant	2801 N. Holland	5	(4)20x20, (1)20x30
Parks & Recreation Center	721 N. Bryan Rd.	28	(16)15x20, (4)16x20, (6)20x20, (1)16x24, (1)24x24
Water Office Lab	2801 N. Holland Ave.	2	(1)20x25 (1)24x24
South Water Treatment Plant	514 Perkins	1	(1)20x20x1
Mission Event Center	200 N Shary Rd.	45	(2)12x24, (9)20x20, (22)20x24, (6)24x24, (3)20x30, (3)20x50
Police Substation	4500 S. Glasscock	8	(8)16x25x1
Police Department	1200 E. 8th St.	51	P(1)20x20, P(1)20x24, (2)14x20, (1)15x25 (6)16x20, (4)16x40, (4)16x48, (2)18x35, (4)20x20, (10)20x24,(16)20x25, (2)20x35
Animal Shelter	227 Abelino Dr.	1	(1)20x25
Texas Citrus Fiesta	220 E. 9 th St.	5	(1)20x25, (3)24x30, (1)24x36

**City Of Mission
Pricing Schedule**

Bid Name/No.: “Air Conditioner Filter Replacement Service for all City Facilities/Buildings”/ 24-xxx-xx-xx

For any questions directly regarding the **“Air Conditioner Filter Replacement Service for all City Facilities/Buildings - Bid No. 24-xxx-xx-xx”**, please email:

Edgar Chapa, Contracts Administrator: echapa@missiontexas.us

NOTE: For invitations for Bids the terms “Offer” and “Offeror” shall mean “Bid” and “Bidder”, respectively; and for Requests for Proposal terms “Bid” and “Bidder” shall mean “Offer” and “Offeror”, respectively, in this solicitation and any associated exhibits. Bids must be submitted on all quantities specified on this schedule.

The Offeror is required to Sign and Date the Schedule

ITEM NO.	BASE TERM (ONE YEAR) DESCRIPTION	UOM (as per scope of service/total building filters)	PRICE PER MONTH \$	TOTAL EXTENDED PRICE for 12 Months \$
1.	Banworth Pool (Natatorium)	Per Month	\$ _____	\$ _____
2.	Banworth Gymnasium	Per Month	\$ _____	\$ _____
3.	CWV Gymnasium	Per Month	\$ _____	\$ _____
4.	Mission Boys & Girls Club	Per Month	\$ _____	\$ _____
5.	Fleet Building	Per Month	\$ _____	\$ _____
6.	City Hall	Per Month	\$ _____	\$ _____
7.	CDBG Building	Per Month	\$ _____	\$ _____
8.	Central Fire Station #1	Per Month	\$ _____	\$ _____
9.	Fire station #2	Per Month	\$ _____	\$ _____
10.	Celestino Firestation (#3)	Per Month	\$ _____	\$ _____
11.	Firestation #4	Per Month	\$ _____	\$ _____
12.	Fire Substation #5	Per Month	\$ _____	\$ _____
13.	Fire Substation #6	Per Month	\$ _____	\$ _____
14.	Upper Valley Art League	Per Month	\$ _____	\$ _____
15.	Public Works Facility	Per Month	\$ _____	\$ _____
16.	Sanitation Building	Per Month	\$ _____	\$ _____
17.	Museum	Per Month	\$ _____	\$ _____
18.	Sergio Munoz Office	Per Month	\$ _____	\$ _____
19.	Health Building	Per Month	\$ _____	\$ _____
20.	Shary Golf Course Clubhouse	Per Month	\$ _____	\$ _____
21.	Speer Memorial Library	Per Month	\$ _____	\$ _____
22.	Food Bank	Per Month	\$ _____	\$ _____
23.	Waste Water Treatment Plant	Per Month	\$ _____	\$ _____
24.	North Water Treatment Plant	Per Month	\$ _____	\$ _____
25.	Parks & Recreation Center	Per Month	\$ _____	\$ _____
26.	Water Office Lab	Per Month	\$ _____	\$ _____

**City Of Mission
Pricing Schedule (Cont.)**

Bid Name/No.: "Air Conditioner Filter Replacement Service for all City Facilities/Buildings"/ 24-xxx-xx-xx

27.	South Water Treatment Plant	Per Month	\$ _____	\$ _____
28.	Mission Event Center	Per Month	\$ _____	\$ _____
29.	Police Substation	Per Month	\$ _____	\$ _____
30.	Police Department	Per Month	\$ _____	\$ _____
31.	Animal Shelter	Per Month	\$ _____	\$ _____
32.	Texas Citrus Fiesta	Per Month	\$ _____	\$ _____
Total Base Amount For (Line Items 1-32) \$ _____				

Renewal Terms: The City of Mission shall reserve the option, contingent upon mutual agreement, to renew this contract for an additional two (2) consecutive, one (1) year period at the end of the service period. A bidder may offer a fixed maximum percentage of escalation for each of the one year option. The term of this contract shall be three (3) years from contract award date. The amount of escalation will be taken into consideration in evaluation of the bid. State maximum percentage of escalation as follows:

** _____ % 1st year renewal total option term

** _____ % 2nd year renewal total option term

***IF NO PERCENTAGE OF ESCALATION IS INCLUDED A ZERO PERCENTAGE WILL BE ASSUMED.**

Company Name: _____
 Owner or President Name: _____
 Company Address: _____
 City, State, Zip Code: _____
 Telephone Number: _____
 Fax Number: _____
 Email: _____
 Federal ID or SS# Number: _____

 *Company Authorized Representative's Signature

 Date

 Company Representative's Name (Please Print)

 Company Representative's Title

*Signature on this form indicates agreement with "Instructions to Bidder-General Terms and Conditions, Pricing, and Specifications"