

**NOTICE**  
(RFP # 2024-004)

The City of Mercedes is accepting Sealed Proposals for HVAC maintenance and repairs until 3:00 PM, Wednesday, March 13, 2024, at which time they will be opened. Any proposals received after the time for opening will not be accepted. Proposals submitted via faxes will not be accepted.

For more information, including specific requirements, you may contact Public Works Director at [r Alegria@cityofmercedes.com](mailto:r Alegria@cityofmercedes.com) and/or obtain specifications at the Office of the Contracts/Ordinance Specialist, 400 South Ohio, Mercedes, Texas, 78570, (956) 565-3114 ext. 126, beginning Wednesday, February 28, 2024 at 3:00 PM or on the City's website at [www.cityofmercedes.com](http://www.cityofmercedes.com).

Each bidder shall furnish the information required on the proposal forms. The proposals shall be sealed and addressed to: City Manager Alberto Perez, P.O. Box 837, Mercedes, TX 78570, or delivered to 400 South Ohio, Mercedes, Texas and clearly marked "PROPOSAL 2024-004—HVAC Maintenance & Repairs" on the lower left-hand cover.

Please direct your questions to Public Works Director to [r Alegria@cityofmercedes.com](mailto:r Alegria@cityofmercedes.com) and cc'd to [rtrevino@cityofmercedes.com](mailto:rtrevino@cityofmercedes.com) or at (956) 565-3114.

Rey Trevino  
Contracts/Ordinance Specialist



# CITY OF MERCEDES REQUEST FOR PROPOSALS

**RFP NUMBER # 2024-004**

**RFP TITLE: HVAC Maintenance & Repair**

**DATE DUE: MARCH 13, 2024**

**DUE NO LATER THAN 3:00 P.M.**

RFPs will be opened at the CITY OF MERCEDES CITY HALL, 400 S. Ohio Ave. Mercedes, Texas. on March 13, 2024 at 3:00 p.m. (as per City Secretary’s time clock) on deadline due date.

RFPs received later than the date and time above will not be considered.

Please return RFP **ORIGINAL (marked “ORIGINAL”) AND THREE (3) COPIES (marked “COPY”)** sets and **an electronic (PDF format file only)** of your proposal for review by evaluation committee in a sealed envelope. Be sure that return envelope shows the RFP Number, Description and is marked “PROPOSAL 2024-004 – HVAC Maintenance & Repairs”.

RETURN RFP TO:  
by U.S. mail or delivered to the office of the Contracts/Ordinance Specialist.,  
**Mercedes City Hall**  
**400 S. Ohio Ave.,**  
**Mercedes, Texas 78570.**

For additional information, clarifications and/or questions or to request addendum please contact: Reynaldo Alegria at (956) 565-3114 ext. 701, E-mail: [ralegria@cityofmercedes.com](mailto:ralegria@cityofmercedes.com) and cc’d Rey Trevino at [rtrevino@cityofmercedes.com](mailto:rtrevino@cityofmercedes.com).

**YOU MUST SIGN BELOW IN INK. FAILURE TO SIGN WILL DISQUALIFY THE OFFER.** All prices must be typewritten or written in ink.

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

Company Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ e-mail \_\_\_\_\_

Historically Underutilized Business (State of Texas) Certification VID Number: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

How did you find out about this RFP? \_\_\_\_\_ (ex: Newspaper, Web, Mail)

**Is Proposer’s principal place of Business within CITY OF MERCEDES? Yes - No**

(Your signature attests to your offer to provide the goods and/or services in this RFP according to the published provision of this bid. When an award letter is issued, this RFP becomes the contract. If an RFP requires a specific Contract to be utilized in addition to this RFP, this signed RFP will become part of that contract. When an additional Contract is required, an RFP award does not constitute a contract award and RFP / Contract is not valid until contract is awarded by City Commission (when applicable), signed by City Manager and purchase order is issued.)

**City of Mercedes  
Solicitation for bids  
HVAC Maintenance & Repair  
Instructions to Interested Respondent**

It is the Intent of these specifications to describe and govern the HVAC services requested. Prospective Bidders are to fill the following blank forms and submit with their proposal.

**Minimum Specifications:**

1. Proposal shall be submitted properly marked/identified in a sealed envelope "Proposal 2024-004 – HVAC Maintenance & Services." Proposal must be filed with the City of Mercedes before opening day and hour. No late proposals will be accepted. Failure to meet request for requirements may be grounds for disqualification.
2. Proposal MUST give full firm name and address of interested respondent and be manually signed. Failure to do so will disqualify your Proposal. Person signing Proposal must show title or Authority to bind his/her firm in a contract. Firm name and authorized signature must appear on each page that calls for this information.
3. Proposal Cannot be altered or amended after opening time. Alterations made before opening time must be initialed by interested respondent guaranteeing authenticity. No proposal may be withdrawn after opening time without acceptable reason in writing and only after approval by the City of Mercedes.
4. Prices quoted shall prevail for a period of one year with services as needed, starting on the day of the first request for services and purchase order is issued.
5. It is the responsibility of the Respondent/Proposer to verify the service technician meets all State and Federal certifications and licenses. Failure to do so, or failure of the services themselves will be cause to cancel all existing or pending purchase orders. The City of Mercedes reserves the right to request demonstrations of the services at the City's discretion to confirm the quality.
6. In order for the City to meet its needs, it is understood that during the period of the contract, should the successful interested respondent be unable to provide services requested, the City reserves the right to obtain the services from available sources.
7. Proposals shall be analyzed on a total dollar value and what is most advantageous to the City and will be awarded on a service per service basis.
8. It shall be the legal obligation of the interested respondent during the term of the contract, to notify the Finance Department of any price decrease in the market and accordingly, reduced prices will be in effect with appropriate documentation as described above.
9. The interested respondent agrees to indemnify and hold harmless the City of Mercedes from all suits and actions of every nature and description brought against, for or on account of the use of patented appliances, projects, or processes. Awarded interested respondent/vendor shall pay all royalties and charges which are legal and equitable. Evidence of such payment or satisfaction shall be submitted upon request from the Finance Department, as a necessary requirement in connection with the final estimate for payment in which such patented appliance, product, or processes are used.

10. Interested Respondent shall carefully examine the Proposal forms, requirements/specifications, and instructions to interested respondents. Should the interested respondent find discrepancies in, or omissions from proposal forms, specifications, or other documents, or should he/she be in doubt as to their meaning, he/she should at once notify the City of Mercedes Public Works Department, 956-565-6147 and obtain clarification by addendum prior to submitting any proposals.
11. **Addenda and Interpretations:**

No Interpretations of the meaning of the specifications or other pre-proposal documents will be made orally to any interested respondent. Every request for such interpretation should be in writing addressed to the City of Mercedes, ATTN: Public Works Director to [r Alegria@cityofmercedes.com](mailto:r Alegria@cityofmercedes.com) and cc'd to [rtrevino@cityofmercedes.com](mailto:rtrevino@cityofmercedes.com) to be given consideration and must be received at least seven (7) days prior to the date fixed for the opening of proposals. Any and all such interpretations, and any supplemental instructions will be in the form of written addenda for specifications which, if issued, will be mailed/faxed, or e-mailed, (at the respective address furnished for such purposes), not later than three (3) days prior to the date fixed for the opening of proposals. Failure of any interested respondent to receive any such addenda or interpretation shall not relieve such interested respondent from any obligation under his proposal as submitted: All addenda so issued shall become part of the contract documents.
12. The City of Mercedes reserves the right to refuse and reject any and/or all proposals and to waive any or all informalities or technicalities and to accept the proposal to be the best and most advantageous to the City and to hold the proposals for a period of sixty (60) days without taking action. Proposals submitted past the aforementioned date and time will not be accepted. No electronic bids will be accepted.
13. Notice to awarded Vendors: In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. This new law states that a governmental entity or state agency may not enter into certain contract with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million.
14. In connection with this RFP, interested respondents should limit their contact to the City of Mercedes by communication only with Reynaldo Alegria, Public Works Director at [r Alegria@cityofmercedes.com](mailto:r Alegria@cityofmercedes.com) and cc'd to [rtrevino@cityofmercedes.com](mailto:rtrevino@cityofmercedes.com) regarding this

RFP. Contact with persons other than Reynaldo Alegria and Rey Trevino regarding this RFP may be grounds for eliminations from the selection process.

### **Criteria for Award**

The proposal will be awarded to the lowest responsible bidder that best meets the City of Mercedes' specifications, taking into consideration, but not limited to the following:

1. Warranty
2. Price
3. Completion Schedule

### **Specifications:**

1. Installation
2. Inspection
3. Repair
4. Replace
5. Inspect and Repair All Coils and Connections for Refrigerant Leaks
6. Check Thermostat
7. Changing Belts & Filters
8. Lubricate Motor and Blower Bearings
9. Clean Condenser Coils
10. Check Thermostat Controls
11. Test Compressor's Running Amperage
12. Check capacitors for Hazardous Leaks
13. Check All Supply Vents for Proper Airflow
14. Condensate Drains
15. Emergency AC Services