



INVITATION TO BID NO: 10-X-2207990

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING

REQ. AGENCY : 016000  
HUMAN RESOURCES  
AGENCY REQ. NO. :  
T-NUMBER : TA138  
DATE ISSUED : 12/16/09  
VENDOR NO. :  
VENDOR PHONE NO. :  
SNAP REQ. NO. : 1420086  
BUYER NAME : RAY BRESSLER

INVITATION TO BID

FOR: HVAC FOR DHR

BUYER PHONE NO. : (334) 242-4670-  
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:  
DATE: 12/28/09 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:  
DATE: 12/29/09 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE \_\_\_\_\_ DAYS OR \_\_\_\_\_ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: \_\_\_\_\_(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN \_\_\_\_\_ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: \_\_\_\_\_  
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: \_\_\_\_\_  
INTERNET WEBSITE: \_\_\_\_\_
6. GENERAL CONTRACTOR'S LICENSE NO: \_\_\_\_\_  
TYPE OF G.C. LICENSE: \_\_\_\_\_

\*\*\*\*\* IMPORTANT NOTE: \*\*\*\*\*

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE ITEM 7 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING  
P O BOX 302620  
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA  
DIVISION OF PURCHASING  
RSA UNION BUILDING  
100 N. UNION ST., SUITE 192  
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED. I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO REFRAIN FROM BIDDING.

SWORN TO AND

FEIN OR SSN

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

\_\_\_\_\_ DAY OF \_\_\_\_\_

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP: \_\_\_\_\_

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

VENDOR NAME :

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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY BUSINESSES IN THE TECHNICAL COMPLETION OF REQUIRED FORMS MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS REV: 09/18/09

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. A "NO BID" MUST BE RETURNED TO REMAIN ON A CLASS/SUBCLASS. RETURN PAGE 1 OR NOTIFICATION PAGE MARKED "NO-BID". IDENTIFY IT ON THE ENVELOPE AS A "NO-BID". FAILING TO RESPOND TO 3 ITB'S WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. RESPONDING WITH 6 "NO-BIDS" WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. A "NO-BID" RECEIVED LATE IS CONSIDERED A NO RESPONSE.
6. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
7. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
8. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

- BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
- RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
- BID RECEIVED LATE
- BID NOT SIGNED/NOT ORIGINAL SIGNATURE
- BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
- NOTARIZED OWN SIGNATURE
- REQUIRED INFORMATION NOT SUBMITTED WITH BID
- FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

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AWARD:

AWARD WILL BE BY INDIVIDUAL ITEM, OR GROUPS OF ITEMS (IF INDICATED) TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

DEFAULT:

WHEN A VENDOR DEFAULTS ON A CONTRACT/PURCHASE ORDER, THE STATE CAN PROCURE THE GOODS OR SERVICES FROM OTHER SOURCES AND HOLD THE VENDOR RESPONSIBLE FOR ANY EXCESS IN PRICE/HANDLING. THE VENDOR MAY BE BARRED FROM BIDDING FOR AN INDETERMINATE PERIOD.

CONTRACT PERIOD:

ESTABLISH A 10 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND AND THIRD TWELVE(12) MONTH PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND AND THIRD TWELVE (12) MONTH PERIOD, IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST 10 MONTH OR SECOND TWELVE (12) MONTH PERIOD EXPIRES. ANY SUCCESSIVE EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH PERIOD. (CONTRACT INITIAL ESTIMATED TIME OF TEN (10) MONTHS IS DONE TO CORRESPOND WITH THE TIME FRAME OF THE OTHER TA138 CONTRACTS AND CONTRACT EXTENSION(S) WOULD BE FULL YEAR.)

REQUESTED INFORMATION:

ANY ADDITIONAL INFORMATION REQUESTED FROM A VENDOR MUST BE FURNISHED WITHIN TEN (10) DAYS FROM RECEIPT OF REQUEST.

VENDOR QUALIFICATION:

IF REQUESTED, VENDOR MUST PROVIDE DOCUMENTATION OF BEING AN AUTHORIZED MANUFACTURER'S REPRESENTATIVE FOR THE PRODUCTS LISTED. FAILURE TO PROVIDE THIS INFORMATION MAY RESULT IN REJECTION OF BID.

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\*\*\*\*\* SPECIFICATIONS 936R03 \*\*\*\*\*

PURPOSE AND SCOPE OF CONTRACT:

THE PURPOSE OF THESE SPECIFICATIONS ARE TO ESTABLISH A PREVENTIVE MAINTENANCE CONTRACT FOR THE HEATING, VENTILATION AND AIR CONDITIONING (HVAC) SYSTEMS AND EQUIPMENT INSTALLED IN BUILDINGS UTILIZED BY THE DEPARTMENT OF HUMAN RESOURCES (DHR). THESE FACILITIES ARE LOCATED THROUGHOUT ALABAMA.

THIS BID IS A PREVENTIVE MAINTENANCE CONTRACT ONLY AND DOES NOT INCLUDE A CONTRACT FOR REPAIRS OR REPLACEMENT. COPIES OF MONTHLY, QUARTERLY, BI-ANNUAL AND ANNUAL JOB TASKS ARE PROVIDED WITH THIS CONTRACT AND ARE HEREBY INCORPORATED INTO THIS CONTRACT.

HOWEVER, THE VENDOR AWARDED THE PREVENTIVE MAINTENANCE CONTRACT WILL ALSO BE RESPONSIBLE FOR QUOTING ON REPAIRS, REPLACEMENT UNITS OR OTHER SPECIALIZED SERVICE WORK NEEDED ON THE HVAC SYSTEMS AND THE VENDOR WILL POSSIBLY BE AWARDED THE BID FOR REPAIRS.

A QUOTE FOR REPAIRS OR REPLACEMENT PARTS SHOULD BE GIVEN WITHIN FORTY-EIGHT (48) HOURS OF NOTIFICATION OF THE PROBLEM AND SHOULD SPECIFY THE AMOUNT OF LABOR, PARTS NEEDED AND ANY OTHER NECESSARY INFORMATION.

ALL REPAIRS OR REPLACEMENT PARTS MUST BE AUTHORIZED PRIOR TO BEGINNING WORK AND ALL QUOTES FROM VENDORS WILL BE OBTAINED IN ACCORDANCE WITH THE BID LAWS OF ALABAMA.

NO HVAC REPAIRS OR WORK SHALL BE MADE OR PAID WITHOUT PRIOR APPROVAL OF THE STATE DHR HOUSING OFFICE AND/OR OTHER AUTHORIZED PERSONNEL.

REQUIREMENT FOR LIABILITY INSURANCE AND WORKMAN'S COMPENSATION:

DURING THE CONTRACT PERIOD, THE HVAC VENDOR SHALL MAINTAIN A "COMPREHENSIVE GENERAL LIABILITY AND PROPERTY DAMAGE INSURANCE POLICY" WITH AN INSURANCE COMPANY AUTHORIZED TO DO BUSINESS IN ALABAMA.

THE MINIMUM AMOUNT OF INSURANCE LIMITS SHALL BE NO LESS THAN TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000.00), PER OCCURENCE, FOR THE SERVICES TO BE PERFORMED IN THIS CONTRACT.

ADDITIONALLY, THE VENDOR AWARDED THE CONTRACT MUST HAVE "WORKMAN'S COMPENSATION INSURANCE" IN ACCORDANCE WITH THE LAWS OF THE STATE OF ALABAMA AND SHALL FURNISH A CERTIFICATE TO THAT EFFECT.

PROOF OF INSURANCE CERTIFICATES (LIABILITY AND WORKMAN'S COMPENSATION) SHALL BE SUBMITTED WITH THE PREVENTIVE MAINTENANCE CONTRACT BID. ANY FAILURE TO FOLLOW THIS PROCEDURE MAY DELAY THE BID EVALUATION AND CONTRACT AWARD.

THE INSURANCE CERTIFICATES SHOULD SHOW THE STATE OF ALABAMA AS THE CERTIFICATE HOLDER AND SHOULD BE MAILED TO THE DEPARTMENT OF FINANCE, DIVISION OF PURCHASING, P. O. BOX 302620, MONTGOMERY, AL 36130-2620.

NO PREVENTIVE MAINTENANCE CONTRACT BID AWARD WILL BE MADE UNTIL THE CERTIFICATES OF INSURANCE ARE RECEIVED AS PROVIDED BY THE ABOVE INSTRUCTIONS.

REQUIREMENT FOR LICENSES:

THE VENDOR THAT IS AWARDED THE PREVENTIVE MAINTENANCE CONTRACT MUST PURCHASE A BUSINESS LICENSE FOR EACH MUNICIPALITY, COUNTY OR STATE AGENCY WHERE PREVENTIVE MAINTENANCE WORK WILL BE PERFORMED.

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ENVIRONMENTAL PROTECTION:

THE VENDOR SHALL BE RESPONSIBLE FOR REPORTING ANY FREON PURGES OR LOSSES TO THE STATE AND FEDERAL ENVIRONMENTAL PROTECTION AGENCIES.

INSPECTION SCHEDULE FOR HVAC SYSTEMS:

ALL MONTHLY INSPECTIONS SHALL BE PERFORMED DURING THE FIRST WEEK OF EACH MONTH (NO EXCEPTIONS). CALL THE DIRECTOR OR FINANCE OFFICER TO SCHEDULE APPOINTMENTS.

ONLY ONE (1) PREVENTIVE MAINTENANCE INSPECTION SHALL BE PERFORMED IN THE SAME MONTH.

PREVENTIVE MAINTENANCE SERVICE FOR DHR SHALL BE PROVIDED BETWEEN THE HOURS OF 9:00 AM AND 3:00 PM CENTRAL STANDARD TIME, MONDAY THROUGH FRIDAY, EXCLUDING STATE HOLIDAYS.

TRAVEL AND MILEAGE:

ALL TRAVEL TIME AND MILEAGE MUST BE INCLUDED BY THE VENDOR IN THE PREVENTIVE MAINTENANCE CONTRACT BID PRICE.

THE STATE WILL NOT PAY ADDITIONAL TRAVEL TIME OR MILEAGE CHARGES (OVER THE CONTRACT BID PRICE) FOR REACHING THE DIFFERENT LOCATIONS WHERE THE MAINTENANCE SERVICE WILL BE PERFORMED.

MATERIALS AND SUPPLIES:

ALL MATERIALS, SUPPLIES AND EQUIPMENT BEING USED IN PERFORMING THE HVAC PREVENTIVE MAINTENANCE TASKS SHALL BE FIRST CLASS IN EVERY RESPECT. ALL ITEMS SHALL BE NEW OR RECENT MANUFACTURE AND SHALL BE SUITABLE FOR THEIR INTENDED PURPOSE.

THE PREVENTIVE MAINTENANCE CONTRACT BID SHALL INCLUDE ALL MATERIALS INCLUDING, BUT NOT LIMITED TO, CHEMICALS, BELTS, LUBRICANTS, PLEATED FILTERS AND OTHER MISCELLANEOUS ITEMS REQUIRED FOR SERVICING THE HVAC SYSTEMS.

HVAC TECHNICIAN EXPERIENCE REQUIREMENTS:

ALL INSPECTIONS ARE TO BE PERFORMED BY A "CLASS A" JOURNEYMAN TECHNICIAN WITH A MINIMUM OF FIVE (5) YEARS EXPERIENCE IN HVAC SYSTEMS.

THE TECHNICIAN SHALL BE KNOWLEDGEABLE IN AIR TO AIR SYSTEMS, WATER-SOURCE HEAT PUMPS, ELECTRIC AND GAS HEAT PUMPS, GAS-FIRED FORCED-AIR UNITS, AIR AND WATER CHILLERS, AND COOLING TOWERS. FAILURE TO ABIDE BY THIS REQUIREMENT CAN AUTOMATICALLY VOID THE CONTRACT.

PREVENTIVE MAINTENANCE INSPECTION FORMS:

THE FREQUENCY OF PREVENTIVE MAINTENANCE TASKS REQUIRED FOR EACH SYSTEM COMPONENT ARE LISTED ON THE HVAC INSPECTION REPORT FORMS THAT WILL BE UTILIZED MONTHLY, QUARTERLY, SEMI-ANNUALLY AND ANNUALLY.

THESE HVAC PREVENTIVE MAINTENANCE REPORTS DETAIL THE SPECIFIC JOB DUTIES AND TASKS, CONSTITUTE A VITAL PART OF THIS CONTRACT AND ARE INCORPORATED BY REFERENCE AS A PART OF THIS CONTRACT.

A PREVENTIVE MAINTENANCE FORM (CHECKLIST) SHALL BE PROVIDED BY DHR AND WILL BE GIVEN TO THE SERVICE TECHNICIAN EACH MONTH (OCTOBER THROUGH SEPTEMBER) FOR EACH UNIT IN THE BUILDING.

EACH FORM WILL DETAIL THE MONTHLY, QUARTERLY, SEMI-ANNUAL AND ANNUAL TASKS TO BE PERFORMED. ALL TASKS MUST BE PERFORMED AS SPECIFIED AND

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DULY NOTED ON THE CHECKLIST.

ONLY PLEATED FILTERS WILL BE ACCEPTED AND EACH FILTER MUST BE CHANGED MONTHLY - NO EXCEPTIONS.

DHR BUILDING CONTACT PERSON AND PREVENTIVE MAINTENANCE PROCEDURES:  
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THE TECHNICIAN SHALL SIGN IN AT THE FRONT DESK.

THE DIRECTOR OR FINANCE OFFICER WILL COME TO THE FRONT DESK AND PROVIDE THE TECHNICIAN WITH A PREVENTIVE MAINTENANCE INSPECTION REPORT TO BE COMPLETED AS SPECIFIED ON THE MONTHLY, QUARTERLY, SEMI-ANNUAL OR ANNUAL FORM.

ONE FORM PER HVAC UNIT SHALL BE FILLED OUT FOR EACH PREVENTIVE MAINTENANCE VISIT AND FOR EACH REPAIR JOB THAT IS COMPLETED.

EACH INSPECTION REPORT OR QUOTE FORM SHALL IDENTIFY ALL EQUIPMENT BY THE UNIT NUMBER, BRAND NAME, TYPE OF UNIT, MODEL AND SERIAL NUMBER.

THE TECHNICIAN SHALL PERFORM THE PREVENTIVE MAINTENANCE TASK FOR EACH UNIT AND SHALL CHECK OFF THE ITEMS ONLY WHEN THE TASK HAS BEEN FULLY COMPLETED. PARTIAL INSPECTIONS ARE NOT ACCEPTABLE.

UPON COMPLETION OF ALL PREVENTIVE MAINTENANCE TASKS AND BEFORE LEAVING THE BUILDING, THE TECHNICIAN SHALL GIVE THE REPORT TO THE DIRECTOR OR FINANCE OFFICER FOR THEIR SIGNATURE.

THE DIRECTOR OR FINANCE OFFICER IS NOT ABLE TO APPROVE ANY PREVENTIVE MAINTENANCE REPORT FOR PAYMENT PROCESSING UNTIL ALL TASKS ARE PROPERLY COMPLETED.

THE VENDOR OR HIS DESIGNATED EMPLOYEE SHALL MAINTAIN IN HIS FILES A CUMULATIVE RECORD OF ALL INSPECTIONS AND SERVICE FORMS FOR EACH COUNTY AND FOR EACH INDIVIDUAL HVAC UNIT IN THE BUILDING.

NOTE: ALL COUNTIES HAVE MORE THAN ONE UNIT AND SOME COUNTIES HAVE TWENTY-FIVE (25) UNITS IN ONE BUILDING.

PROCEDURES FOR NOTIFICATION OF HVAC PROBLEMS AND COMPLETING REPAIR QUOTES:  
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ANY UNUSUAL OR SPECIAL CONDITIONS NOTED BY THE TECHNICIAN WHILE PERFORMING PREVENTIVE MAINTENANCE SHOULD BE WRITTEN ON THE REPORT AND DISCUSSED WITH THE DIRECTOR OR FINANCE OFFICER PRIOR TO THE TECHNICIAN LEAVING THE BUILDING.

IF REPAIRS ARE NECESSARY, THE DIRECTOR OR FINANCE OFFICER WILL NOTIFY THE STATE DHR HOUSING OFFICE IN MONTGOMERY AND REQUEST APPROVAL FOR THE NECESSARY REPAIRS.

THE VENDOR CAN CONTACT THE STATE DHR HOUSING OFFICE AT ANY TIME TO DISCUSS PROBLEMS AND SUGGESTED REPAIRS BETWEEN THE HOURS OF 7:00 AM AND 4:00 PM CST, MONDAY THROUGH FRIDAY.

THE VENDOR AWARDED THE PREVENTIVE MAINTENANCE CONTRACT SHALL BE REQUIRED TO FURNISH, WITHIN FORTY-EIGHT HOURS, A QUOTE FOR THE NEEDED REPAIRS.

MUST BE FAXED OR EMAILED TO THE COUNTY'S FINANCE OFFICER AND "CC" THE DIRECTOR, AFTER THE NEED FOR REPAIRS HAS BEEN DETERMINED. THE COUNTY IS TO REQUEST APPROVAL FOR THE REPAIRS FROM THE OFFICE OF HOUSING.

UNAUTHORIZED REPAIRS OR FAILURE TO FOLLOW AND COMPLY WITH PROPER PROCEDURES WILL RESULT IN THE VENDOR NOT BEING PAID FOR ANY SERVICES THAT HAVE NOT RECEIVED PRIOR APPROVAL.



ATTACHMENTS

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PRICE SHEET

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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UNLESS SPECIFIED OTHERWISE BELOW:  
SHIP TO: R1 /  
STATEWIDE

00005	COMMODITY CODE: 936-10-087149 MAINTENANCE, SERVICE OF THE HEATING VENTILATION, AND AIR CONDITIONING EQUIPMENT ON A MONTHLY BASIS PER SPECIFICATION TEXT 936R03.	1	MO	_____	_____
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BIDDER MUST INSPECT HVAC AND HAVE  
SIGNED BY DHR AUTHORIZED PERSONNEL BELOW  
OR THE BID WILL NOT BE CONSIDERED.  
CONTACT COUNTY OFFICE AS SPECIFIED  
BELOW.

FILL IN BIDDER'S NAME BELOW:

\_\_\_\_\_ HAS INSPECTED  
THIS LOCATION AND IS AWARE OF THE  
CONDITION OF THE HVAC AND UNDERSTANDING  
WHAT IS REQUIRED TO SERVICE THE HVAC.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE & TITLE OF COUNTY PERSONNEL

CONTACT: ROSE BRYANT 251-275-7031

SHIP TO: 016000 / 016P14  
HUMAN RESOURCES  
CLARKE COUNTY DHR & FS  
HIGHWAY 84 EAST  
GROVE HILL AL 36451

00009	COMMODITY CODE: 936-10-087149 MAINTENANCE, SERVICE OF THE HEATING VENTILATION, AND AIR CONDITIONING EQUIPMENT ON A MONTHLY BASIS PER SPECIFICATION TEXT 936R03.	1	MO	_____	_____
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BIDDER MUST INSPECT HVAC AND HAVE  
SIGNED BY DHR AUTHORIZED PERSONNEL BELOW  
OR THE BID WILL NOT BE CONSIDERED.  
CONTACT COUNTY OFFICE AS SPECIFIED  
BELOW.

FILL IN BIDDER'S NAME BELOW:

\_\_\_\_\_ HAS INSPECTED  
THIS LOCATION AND IS AWARE OF THE  
CONDITION OF THE HVAC AND UNDERSTANDING

PAGE TOTAL \_\_\_\_\_

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -  
ITB NO. : 10-X-2207990  
OPEN DATE : 12/29/09 TIME: 10:00 AM  
T-NUMBER : TA138  
RETURN DATE: 12/28/09 TIME: 5:00 PM

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
	WHAT IS REQUIRED TO SERVICE THE HVAC.				
	DATE				
	SIGNATURE & TITLE OF COUNTY PERSONNEL				
	CONTACT: MYRTIS DUNSFORD 251-578-3921				
	SHIP TO: 016000 / 016P20 HUMAN RESOURCES CONECUH COUNTY DHR & FS HIGHWAY 83 & I-65 EVERGREEN AL 36401-3099				
00014	COMMODITY CODE: 936-10-087149 MAINTENANCE, SERVICE OF THE HEATING VENTILATION, AND AIR CONDITIONING EQUIPMENT ON A MONTHLY BASIS PER SPECIFICATION TEXT 936R03.	1	MO		
	BIDDER MUST INSPECT HVAC AND HAVE SIGNED BY DHR AUTHORIZED PERSONNEL BELOW OR THE BID WILL NOT BE CONSIDERED. CONTACT COUNTY OFFICE AS SPECIFIED BELOW.				
	FILL IN BIDDER'S NAME BELOW:				
	_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE HVAC AND UNDERSTANDING WHAT IS REQUIRED TO SERVICE THE HVAC.				
	DATE				
	SIGNATURE & TITLE OF COUNTY PERSONNEL				
	SHIP TO: 016000 / 016P29 HUMAN RESOURCES ESCAMBIA COUNTY DHR & FS 326 EVERGREEN AVENUE BREWTON AL 36426-0868				
00020	COMMODITY CODE: 936-10-087149 MAINTENANCE, SERVICE OF THE HEATING VENTILATION, AND AIR CONDITIONING EQUIPMENT ON A MONTHLY BASIS PER SPECIFICATION TEXT 936R03.	1	MO		
	BIDDER MUST INSPECT HVAC AND HAVE SIGNED BY DHR AUTHORIZED PERSONNEL BELOW OR THE BID WILL NOT BE CONSIDERED.				
	PAGE TOTAL				

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -  
ITB NO. : 10-X-2207990  
OPEN DATE : 12/29/09 TIME: 10:00 AM  
T-NUMBER : TA138  
RETURN DATE: 12/28/09 TIME: 5:00 PM

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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CONTACT COUNTY OFFICE AS SPECIFIED BELOW.

FILL IN BIDDER'S NAME BELOW:

\_\_\_\_\_ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE HVAC AND UNDERSTANDING WHAT IS REQUIRED TO SERVICE THE HVAC.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE & TITLE OF COUNTY PERSONNEL

CONTACT: TRENDIA MCALLISTER 256-574-0335

SHIP TO: 016000 / 016P38  
HUMAN RESOURCES  
JACKSON COUNTY DHR & FS  
205 LIBERTY LANE  
SCOTTSBORO AL 35768-1836

00021	COMMODITY CODE: 936-10-087149 MAINTENANCE, SERVICE OF THE HEATING VENTILATION, AND AIR CONDITIONING EQUIPMENT ON A MONTHLY BASIS PER SPECIFICATION TEXT 936R03.	1	MO	_____	_____
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\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE & TITLE OF COUNTY PERSONNEL

CONTACT: LYDIA KIMBROUGH 205-945-3879

SHIP TO: 016000 / 016P39  
HUMAN RESOURCES  
JEFFERSON COUNTY  
1321 5TH AVE S  
BIRMINGHAM AL 35233-1489

PAGE TOTAL \_\_\_\_\_

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -  
ITB NO. : 10-X-2207990 PAGE 13  
OPEN DATE : 12/29/09 TIME: 10:00 AM  
T-NUMBER : TA138  
RETURN DATE: 12/28/09 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
00024	COMMODITY CODE: 936-10-087149 MAINTENANCE, SERVICE OF THE HEATING VENTILATION, AND AIR CONDITIONING EQUIPMENT ON A MONTHLY BASIS PER SPECIFICATION TEXT 936R03.	1	MO		

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\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE & TITLE OF COUNTY PERSONNEL

CONTACT: CAROL MORGAN 256-216-6426

SHIP TO: 016000 / 016P45  
HUMAN RESOURCES  
LIMESTONE COUNTY DHR & FS  
1007 WEST MARKET STREET  
ATHENS AL 35611-0830

00028	COMMODITY CODE: 936-10-087149 MAINTENANCE, SERVICE OF THE HEATING VENTILATION, AND AIR CONDITIONING EQUIPMENT ON A MONTHLY BASIS PER SPECIFICATION TEXT 936R03.	1	MO		
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\_\_\_\_\_  
DATE

PAGE TOTAL \_\_\_\_\_

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -  
ITB NO. : 10-X-2207990 PAGE 14  
OPEN DATE : 12/29/09 TIME: 10:00 AM  
T-NUMBER : TA138  
RETURN DATE: 12/28/09 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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SIGNATURE & TITLE OF COUNTY PERSONNEL

CONTACT: ARETHA TATE 256-340-5840

SHIP TO: 016000 / 016P56  
HUMAN RESOURCES  
MORGAN COUNTY DHR & FS OFFICE  
507 14TH STREET, SE  
DECATUR AL 35602-0964

00032	COMMODITY CODE: 936-10-087149 MAINTENANCE, SERVICE OF THE HEATING VENTILATION, AND AIR CONDITIONING EQUIPMENT ON A MONTHLY BASIS PER SPECIFICATION TEXT 936R03.	1	MO	_____	_____
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CONTACT COUNTY OFFICE AS SPECIFIED  
BELOW.

FILL IN BIDDER'S NAME BELOW:

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THIS LOCATION AND IS AWARE OF THE  
CONDITION OF THE HVAC AND UNDERSTANDING  
WHAT IS REQUIRED TO SERVICE THE HVAC.

\_\_\_\_\_  
DATE

SIGNATURE & TITLE OF COUNTY PERSONNEL

CONTACT: BECKY CARROLL 256-761-6602

SHIP TO: 016000 / 016P65  
HUMAN RESOURCES  
TALLADEGA COUNTY DHR & FS  
1010 ASHLAND HWY.  
TALLADEGA AL 35160

00034	COMMODITY CODE: 936-10-087149 MAINTENANCE, SERVICE OF THE HEATING VENTILATION, AND AIR CONDITIONING EQUIPMENT ON A MONTHLY BASIS PER SPECIFICATION TEXT 936R03.	1	MO	_____	_____
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CONTACT COUNTY OFFICE AS SPECIFIED  
BELOW.

FILL IN BIDDER'S NAME BELOW:

PAGE TOTAL \_\_\_\_\_

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -  
ITB NO. : 10-X-2207990  
OPEN DATE : 12/29/09 TIME: 10:00 AM  
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RETURN DATE: 12/28/09 TIME: 5:00 PM

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
<p>_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE HVAC AND UNDERSTANDING WHAT IS REQUIRED TO SERVICE THE HVAC.</p> <p>_____</p> <p>DATE</p> <p>_____</p> <p>SIGNATURE &amp; TITLE OF COUNTY PERSONNEL</p> <p>CONTACT: CHAKHANA THOMAS 205-554-1103</p> <p>SHIP TO: 016000 / 016P67 HUMAN RESOURCES TUSCALOOSA COUNTY DHR &amp; FS 3716 12TH AVE E TUSCALOOSA AL 35405</p>					
00036	COMMODITY CODE: 936-10-087149 MAINTENANCE, SERVICE OF THE HEATING VENTILATION, AND AIR CONDITIONING EQUIPMENT ON A MONTHLY BASIS PER SPECIFICATION TEXT 936R03.	1	MO	_____	_____
<p>BIDDER MUST INSPECT HVAC AND HAVE SIGNED BY DHR AUTHORIZED PERSONNEL BELOW OR THE BID WILL NOT BE CONSIDERED. CONTACT COUNTY OFFICE AS SPECIFIED BELOW.</p> <p>FILL IN BIDDER'S NAME BELOW:</p> <p>_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE HVAC AND UNDERSTANDING WHAT IS REQUIRED TO SERVICE THE HVAC.</p> <p>_____</p> <p>DATE</p> <p>_____</p> <p>SIGNATURE &amp; TITLE OF COUNTY PERSONNEL</p> <p>CONTACT: MARY MESSER 251-847-6115</p> <p>SHIP TO: 016000 / 016P69 HUMAN RESOURCES WASHINGTON COUNTY DHR &amp; FS 14921 ST. STEPHENS AVENUE CHATOM AL 36518-0600</p>					
00038	COMMODITY CODE: 936-10-087149 MAINTENANCE, SERVICE OF THE HEATING VENTILATION, AND AIR CONDITIONING EQUIPMENT ON A MONTHLY BASIS PER SPECIFICATION TEXT 936R03.	1	MO	_____	_____
<p>PAGE TOTAL _____</p>					

PRICE SHEET

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE & TITLE OF COUNTY PERSONNEL

CONTACT:

SHIP TO: 016000 / 016R73  
HUMAN RESOURCES  
INFORMATION SERVICES DIVISION  
GORDON PERSONS BUILDING  
50 RIPLEY STREET RM 2221  
MONTGOMERY AL 36130

00041	COMMODITY CODE: 936-10-087149 MAINTENANCE, SERVICE OF THE HEATING VENTILATION, AND AIR CONDITIONING EQUIPMENT ON A MONTHLY BASIS PER SPECIFICATION TEXT 936R03.	1	MO	_____	_____
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\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE & TITLE OF COUNTY PERSONNEL

CONTACT: LOIS CHAPMAN 205-459-9701

PAGE TOTAL \_\_\_\_\_

PRICE SHEET

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OPEN DATE : 12/29/09 TIME: 10:00 AM  
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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
00044	SHIP TO: 016000 / 016E12 HUMAN RESOURCES CHOCTAW COUNTY DHR OFFICE 1003 MULBERRY AVENUE BUTLER AL 36904-0000 COMMODITY CODE: 936-10-087149 MAINTENANCE, SERVICE OF THE HEATING VENTILATION, AND AIR CONDITIONING EQUIPMENT ON A MONTHLY BASIS PER SPECIFICATION TEXT 936R03.	1	MO		

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\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE & TITLE OF COUNTY PERSONNEL

CONTACT: TENA TAYLOR 205-921-6028

SHIP TO: 016000 / 016P50  
HUMAN RESOURCES  
MARION COUNTY DHR & FS  
760 INDUSTRIAL DRIVE  
HAMILTON AL 35570

PAGE TOTAL \_\_\_\_\_

BID TOTAL \_\_\_\_\_