



NUECES CENTRAL APPRAISAL DISTRICT

INVITATION FOR BIDS (IFB) HVAC Maintenance and Repair Services IFB No. 2026-01

Date Issued: **Wednesday, June 17, 2026**

Site Visit/Walkthrough for All Contractors at 201 N. Chaparral St., Corpus Christi, TX: **Monday, June 22, 2026 @ 9:00 am**

The Nueces Central Appraisal District (NCAD) invites qualified HVAC contractors to submit sealed bids for preventive maintenance services and specified HVAC repair/replacement projects at the District's facilities.

NCAD is utilizing an Invitation for Bids (IFB) process because the scope of work is clearly defined for standard replacement & installation and award may be based primarily on responsiveness, and competitive pricing.

SCOPE OF WORK

District Equipment Standard Replacement & Installation

- Two (2) Rooftop Units (2nd Floor and 3rd Floor)
- Three (3) A/C Condensing Units (On Roof)
- One (1) Air Handling Unit (1st Floor - Garage)
- Two (2) IT Data Room Air Handling Units (2nd Floor)

PREVENTIVE MAINTENANCE SERVICES

Warmer Months:

Filters, Blowers, Refrigerant, Electrical Components, Contactors, Belts, Condenser Coils, Evaporator Coils, Oil Levels, Voltages, Fan Motors, Thermostats, Condensate Drains, Wiring Connections, Fan Bearings, Capacitors, Pressures, Compressors, Safeties, and Amperages.

Cooler Months:

Filters, Blowers, Thermocouples, Fan Controls, Limit Controls, Flue Pipes, Draft Diverters, Burners, Safeties, Pilots, Belts, Fan Motors, Fan Bearings, Furnace Wiring, Heat Strips, Thermostats, and Heat Anticipators.

REPAIR AND REPLACEMENT PROJECTS

1st Floor A/C System (15-Ton Carrier or comparable brand)

- Recover existing refrigerant
- Provide lifting equipment
- Pressure test and evacuate system for leaks
- Adjust and commission system for proper operation
- Clean-up and disposal of materials

2nd Floor A/C System (30-Ton Aeon or comparable brand)

- Recover existing refrigerant
- Provide lifting equipment
- Pressure test and evacuate system for leaks
- Adjust and commission system for proper operation
- Clean-up and disposal of materials

3rd Floor A/C System (50-Ton Aeon or comparable brand)

- Recover existing refrigerant
- Provide lifting equipment
- Pressure test and evacuate system for leaks
- Adjust and commission system for proper operation
- Clean-up and disposal of materials

IT Server Room - 2nd Floor A/C System (Two 5-Ton Units - same or comparable brand)

- Recover existing refrigerant
- Provide lifting equipment
- Pressure test and evacuate system for leaks
- Adjust and commission system for proper operation
- Clean-up and disposal of materials

BID SUBMISSION REQUIREMENTS

1. Copy of maintenance/service agreement.
2. Regular hourly service rates and preventive maintenance rates.
3. Overtime rates and hours considered overtime.
4. Parts markup percentage.
5. Additional terms, exclusions, warranties, or fees.
6. Separate cost details by floor; 1st floor, 2nd floor, 3rd floor, IT Server Room.
7. Proof of insurance and applicable licenses.

If you have any questions, please contact Cori Olivo at (361) 881-9978 ext. 4201.

BID DUE DATE: **Wednesday, July 1, 2026**, 4:00 pm by email

SUBMIT TO: **ilugo@nuecescad.net and colivo@nuecescad.net**

CONTACT PERSON: **Irene Lugo, Purchasing Specialist**

PHONE: **(361) 881-9978 ext.4211**

***** The District reserves the right to reject any or all bids and to award contracts in the best interest of the Nueces Central Appraisal District per IFB process.**

Contractor Bid Response Form

Company Name: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

Hourly Service Rate: _____

Overtime Rate: _____

Parts Markup Percentage: _____

Preventive Maintenance Annual Cost: _____

Total Cost – 2nd Floor Coil Replacement: _____

Total Cost – 3rd Floor Compressor Replacement: _____

Exceptions/Clarifications:

Authorized Signature: _____

Chief Appraiser

Date: _____