



## CITY OF MISSION

*"Home of the Grapefruit"*

December 23, 2020

RE: **Addendum No. 1/ RFB 20-125-12-30 Industrial/Commercial Grade A/C Filter Replacement Service for All City Facilities/Buildings**

Dear Prospective Bidder:

The following is to be corrected/added/changed/clarified: Changes are marked with a vertical line on the right-hand side.

- a. This addendum is being provided to all bidders.
- b. Question: What is the frequency these air filters will be replaced?  
**Answer: Monthly.**
- c. Question: Under "Scope of service", section two indicates the City is requesting commercial grade filters MERV-10 nonwoven polyester air condition filters with metal frames. When replacing the filters throughout the year would reuse the metal frame and only replace the polyester, correct?  
**Answer: Yes, correct.**
- d. Question: For buildings Bannworth, CWV Gymnasium, and Fire-station #4, are the filters 1 inch thick?  
**Answer: Yes.**
- e. Question: For building, Social Center, there is a QTY of five (5) filters but under filter size column there is a QTY of six (6) total?  
**Answer: Please see revised Scope of Service attached indicating the correction of a total of six (6) filters.**
- f. Question: Is the metal frame holding the cut media that will be installed?  
**Answer: Yes, correct.**
- g. Question: Is the Poly Media only MERV 10 with no other additives such as tacky?  
**Answer: Yes, correct.**
- h. **No additional questions will be entertained.**

- i. The bid due date has not changed. The date for receipt of bids is **Wednesday, December 30, 2020 at 2:00 P.M. CST.**

**NOTE: This form must be completed and submitted with your bid response. *WARNING: Failure of an Offeror to acknowledge receipt of this Addendum, as described herein, may result in REJECTION OF THE OFFER.***

We apologize for any inconvenience this may have caused. Authorized signature is needed. Everything else shall remain the same. If you have any questions, please email Contracts Administrator, Edgar Chapa, at [echapa@missiontexas.us](mailto:echapa@missiontexas.us).

Sincerely,



Eduardo Belmarez,  
Purchasing Director

\_\_\_\_\_ Acknowledge receipt of Addendum No. 1  
Authorized Signature

\_\_\_\_\_  
Printed Name

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

**City Of Mission  
Scope of Services**

**Bid Name/No.: "Industrial/Commercial Grade A/C Filter Service for all City Facilities/Buildings"/ 21-125-12-30**

- 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-10 Nonwoven Polyester air condition filters with metal frame. 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.

| <b>BUILDINGS</b>            | <b>ADDRESS</b>                                 | <b>QTY</b> | <b>FILTER SIZE</b>                                 |
|-----------------------------|------------------------------------------------|------------|----------------------------------------------------|
| Banworth Pool (Natatorium)  | 1822 N. Shary Rd.                              | 1          | 15x20x1                                            |
| Banworth Gymnasium          | 1822 N. Shary Rd.                              | 19         | (1)18x25, (12)16x25x2, (6)20x20x1                  |
| CWV Gymnasium               | 115 S. Mayberry                                | 13         | (1)18x25, (12)16x25x2                              |
| Mission Boys & Girls Club   | 209 W. 18th St.                                | 17         | (2)20x20x1, (5)18x24x1,<br>(10)20x30x1             |
| Fleet Building              | 609 S. Canal St.                               | 5          | (2)20x20x1, (1)20x25x1,<br>(1)16x25x1, (1)16x20x1  |
| City Hall                   | 1201 E. 8th St.                                | 34         | (26)16x25x1, (4)14x20x1,<br>(4)18x18x1             |
| CDBG Building               | Missio Viejo Plaza<br>1301 E. 8th St., Ste 101 | 3          | (3)20x20x1                                         |
| Central Fire Station #1     | 415 W. Tom Landry                              | 27         | (17)15x20x1, (4)16x25x1,<br>(6)24x24x1             |
| Fire station #2             | 200 W. 1st. St.                                | 1          | (1)24x24x2                                         |
| Celestino Firestation (#3)  | 1804 N. Shary Rd.                              | 4          | (2)20x25x1, (2)20x20x1                             |
| Firestation #4              | 3408 N. Inspiration                            | 2          | (2)20x30                                           |
| Fire Substation #5          | 4500 S. Glasscock                              | 3          | (3)20x20x1                                         |
| Upper Valley Art League     | 921 E. 12th St.                                | 10         | (2)20x20x1, (8)16x20x2                             |
| Public Works Facility       | 2801 N. Holland                                | 18         | (8)16x24x1, (2)20x24x1, (8)24x24x1                 |
| Sanitation Building         | 105 Abelino Farias                             | 1          | (1)20x20x1                                         |
| Museum                      | 900 Doherty                                    | 20         | (6)16x20x1, (6)20x20x1,<br>(4)20x25x1, (4)20x30x1  |
| Sergio Munoz Office         | 121 E Tom Landry                               | 4          | (4)16x20x2                                         |
| Henry Cuellar Office        | 121 E Tom Landry                               | 3          | (2)20x20x1, (1)12x12x1                             |
| Shary Golf Course Clubhouse | 2201 N. Mayberry                               | 16         | (1)16x20x1, (12)16x25x1,<br>(1)20x20x1, (2)20x30x1 |
| Speer Memorial Library      | 801 E. 12th St.                                | 54         | (2)20x20x1, (40)20x25x1,<br>(4)24x24x1, (8)20,35x1 |
| Social Center               | 115 S. Mayberry                                | 6          | (1)20x20x1, (5)20x24x1                             |
| Waste Water Treatment Plant | 914 South Conway                               | 17         | (4)20x20x1, (1)20x25x1,<br>(4)20x20x2, (8)20x25x2  |
| North Water Treatment Plant | 2801 N. Holland                                | 4          | (2)20x20x1, (2)20x30x1                             |

**City Of Mission  
Scope of Services**

**Bid Name/No.: "Industrial/Commercial Grade A/C Filter Service for all City Facilities/Buildings"/ 21-125-12-30**

|                                          |                      |    |                                                                                                                          |
|------------------------------------------|----------------------|----|--------------------------------------------------------------------------------------------------------------------------|
| Parks & Recreation Center                | 721 N. Bryan Rd.     | 33 | (20)15x20x1, (4)16x20x1,<br>(4)20x20x1, (2)16x24x1,<br>(2)20x24x1, (1)24x24x1                                            |
| Water Office                             | 2801 N. Holland Ave. | 2  | (1)20x25x1, (1)24x24x1                                                                                                   |
| South Water Treatment Plant              | 514 Perkins          | 1  | (1)20x20x1                                                                                                               |
| Police Substation                        | 4500 S. Glasscock    | 8  | (8)16x25x1                                                                                                               |
| Police Department                        | 1200 E. 8th St.      | 61 | (12)12x24x1,<br>(2)14x20x1,(1)15x25x1,<br>(11)16x20x1, (4)16x24x1,<br>(1)18x20x1, (5)20x20x1,<br>(23)20x25x1, (2)20x35x1 |
| Mission Event Center (Including Kitchen) | 200 N Shary Rd.      | 54 | (25)20x20x2, (22)20x24x2,<br>(5)24x24x2, (2)12x24x2,                                                                     |