

Celina ISD

Filters

Celina Independent School District (CISD)

1. Scope of Work

1.1 Contractor shall provide **quarterly air filter replacement services** (four [4] times per year) for all **RTU package units, split systems**, designated by CISD.

1.2 All filters furnished and installed under this Agreement shall be **MERV 8 minimum**.

1.3 Contractor shall perform **one (1) condenser coil cleaning annually** on each unit included in the quarterly filter replacement program.

1.4 **No additional maintenance, diagnostics, or repairs** are included under this Agreement.

2. Reporting Requirements

2.1 Following each quarterly service, Contractor shall provide a **written service report** (via email or approved online document) that includes, at a minimum:

- Units serviced & location
- Date(s) of service
- Quantity of filters installed
- Observed deficiencies or abnormal conditions, including but not limited to:
 - Loose, worn, or broken belts
 - Damaged components
 - Abnormal operating conditions

2.2 All corrective repairs shall be performed **exclusively by the CISD Maintenance Department**, unless Contractor receives **separate written authorization** from CISD.

3. Filters, Storage, and Disposal

3.1 Contractor shall **not store filters, materials, tools, or equipment** on any CISD property.

3.2 Contractor shall **not use CISD dumpsters** or waste receptacles.

3.3 All removed filters, trash, and debris shall be **removed from CISD property and disposed of off site** by Contractor in accordance with applicable regulations.

4. Personnel Requirements

4.1 All Contractor personnel performing work on CISD property shall:

- Have a **completed background check** compliant with CISD requirements
- Provide background check documentation to CISD upon request

4.2 All Contractor personnel shall:

- Wear a **company-issued uniform** clearly identifying the Contractor
- Arrive in **company-marked vehicles** displaying the Contractor's name
- Check in with **front office** upon arrival

Failure to comply with personnel requirements shall be considered non-compliance under this Agreement.

5. Scheduling and Notice

5.1 Contractor shall provide a minimum of **seventy-two (72) hours' written notice** prior to beginning work for each quarterly service.

5.2 All work shall be coordinated with CISD to **minimize disruption** to District operations, students, and staff.

6. Filter Count Allowance

6.1 Filter quantities provided by CISD are **estimated counts**.

6.2 CISD allows for a **filter count inaccuracy of up to ten percent (10%)** from the estimated quantities.

6.3 Filter count variances within this ten percent (10%) allowance shall **not be considered a failure to perform** under this Agreement.

6.4 Variances exceeding ten percent (10%) shall be documented by the Contractor and submitted to CISD for review and count correction or written direction.

7. Payment Terms

7.1 Contractor shall be paid **only for services completed in full** and in compliance with this Agreement.

7.2 Payment shall be based on **actual services performed**, as verified by CISD.

7.3 CISD reserves the right to **withhold payment** for incomplete, non-compliant, or unperformed services.

7.4 Payment terms shall be **Net Forty-Five (45) days** from the date CISD receives a **proper and complete invoice** following verification of services.

8. Insurance and Indemnification

8.1 Insurance Requirements

Contractor shall, at its own expense, maintain insurance coverage with companies authorized to do business in the State of Texas and acceptable to CISD, including at a minimum:

- **Commercial General Liability:**
\$1,000,000 per occurrence / \$2,000,000 aggregate
- **Automobile Liability** (owned, non-owned, and hired vehicles):
\$1,000,000 combined single limit
- **Workers' Compensation:**
As required by the State of Texas

Upon request, Contractor shall provide **certificates of insurance** evidencing required coverage prior to commencing work and upon renewal.

9. Compliance and Termination

9.1 **Strict compliance** with all terms of this Agreement is required.

9.2 The following shall constitute a **material breach**, including but not limited to:

- Missed or incomplete services
- Failure to submit required reports
- Improper disposal of materials
- Personnel, identification, or background-check violations

9.3 Upon material breach, CISD may **terminate this Agreement immediately and without penalty**.

2-7 - A/C
Company

10. General Provisions

10.1 This Agreement shall be governed by and construed in accordance with the laws of the State of Texas.

10.2 This document represents the **entire agreement** between the parties regarding preventive maintenance filter services and may be amended **only in writing** by CISD.

11. Contractor Information and Bid Submission

By submitting a bid in response to this Agreement, the Contractor certifies that they have reviewed and agree to comply with all terms and conditions contained herein.

Contractor Company Name: Two 7 Mechanical LLC

Authorized Representative Name: Austin Hughes

Title: Owner/President

Bid Amount: \$ 173,071.³²

Signature: Austin Hughes Date: 02/02/2026