

RfX#3160007819  
HVAC Services  
Amendment # 2

Ellisville State School (ESS) through this Amendment #2 modifies the original RfX # 3160007819 for HVAC Services to contain the following changes and include the Pre-Bid Conference Summary with questions and responses.

The original RfX # 3160007819 shall be modified as follows.

- **REMOVE** Attachment J – *ESS Community Homes*, NO community homes will be considered in this Bid, at this time – possible future bid for South Mississippi Regional Center and ESS Community Homes.
- **New Bid form attached – Attachment B – Bid Form**

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PRE-BID Conference  
Ellisville State School  
February 03, 2026, 09:00 AM CST

A. SIGN-IN SHEET – Bidders were advised to sign in to the conference log.

B. INTRODUCTIONS – Beverly Rogers

An introduction to ESS staff:

Beverly Rogers, Bid Coordinator  
Lindsay Welch, HR Team Lead  
Otis Parker, Maintenance Director  
Stephen Harris, Asst Maintenance  
Dr Kenneth O’Neal, Asst Director of Agency

Acknowledged Vendors by using sign-in sheet so that all present would know who represents which company. John Edwards (CMC Corporate Solutions), Adam Davis (Star Service), Shelley and Mack McLeod (Upchurch), Grant Jones (Johnson Controls).

C. QUESTIONS – Beverly Rogers

Bidders were informed that this day was to ask questions, but they could also ask after the conference by way of email and that ESS has until Friday, February 13, 2026 to respond to all questions.

D. SCOPE OF WORK – Otis Parker

A copy of Scope of Work and Bid Form was handed to Otis, and he began to discuss the types of equipment, giving examples such as residential refrigerators. Discussed various types of equipment on campus, such as steam boilers, window A/C units, both gas and electric, pneumatic controls, actuators, tracer systems. Otis mentioned there was a recent major

upgrade to the maintenance building and the thermostat alone cost \$700 for no bigger than a postcard. There is hot water coils, chill water coils and different types of condensing units – thus every type of scenario imagined on campus due to buildings and their longevity. Discussed campus has Cummins generators. There are multiple BAS systems. Equipment in Food Service area.

\*All repairs are at the cost of the contractor\*

\*Note – Ellisville State School has a minimal amount of their equipment available to be used, and if vendor decides to use this equipment available in warehouse, Ellisville State School must be reimbursed at cost. \*

### Questions and Answers for Optional Pre-Bid Conference

Question #	Question	Answer
1	Will a walk through or site tour be offered?	Yes, it must be set up with maintenance staff.
2	Does this include after-hours service?	Yes, emergency services will be provided as often as needed on a 24-hour basis, weekends and holidays included.
3	How many buildings are included in this Bid?	All of ESS properties (36 buildings, 4 staff homes and an additional 4 duplex buildings, comprising an additional 8 living units) including 12 Community homes – Possible Community Homes under South Mississippi Regional Center, Long Beach MS
4	What is the expected turnaround time?	Contractor shall respond to an emergency call within 2 hours on ESS campus, but within 24hrs for South Mississippi Regional Center if so needed. See Scope of Services- Preventative Maintenance and Emergency Service Calls.
5	Can one work alone?	A 2-man crew is advised due to Patients Served and their activities and safety at all times.
6	Filter replacement/quality	filters are expected to be changed quarterly with a minimum MERV rating of 10, similar to Hospitals
7	Is there any temporary equipment?	NO
8	Is there an equipment list?	No, due to the variety of equipment on campus, a site tour can be offered

		so that vendors can familiarize themselves with and be aware of the different components
9	Scope of Services; Exclusions: Items F and G – Any Utility Line (such as electric, gas, water or sewer- any piping, wiring or isolation valves more than 36 inches from HVAC equipment.	Correction - 6ft from HVAC equipment

- E. FINAL REMARKS - Dr. O’Neal concluded discussion by giving a little history about ESS campus. How important this contract is in the skeem of things and how important it is to have a vendor who meets our high quality of service. It is important that the vendor chosen has experience that would accommodate all types of required maintenance of ESS systems. He would like a vendor to be proactive versus reactive. References, qualifications and experience are really important. We would like to stress preference for references that are similar to work required at Ellisville State School.
  
- F. CONCLUSION– It was apparent a different Bid Form would be required, as more of a monthly maintenance contract is needed – thus ignore the grayed sections in responses above. Neither Ellisville State School’s Community Homes nor South Mississippi Regional Center’s Community Homes will be included in this bid, at this time.

**All information provided during the Pre-Bid Conference was taken directly for the HVAC Service RFx # 3160007819, a copy has been provided to each bidder by email, on the MS Procurement Portal, the ESS website.**

Please acknowledge receipt of HVAC Service RFx # 3160007819 Amendment #2 by signing and returning this amendment, along with your bid package, on or before **04:30 PM CST February 27, 2026**. This acknowledgment should be included in your Bid Package.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**Note: Failure to submit this acknowledgment with Bid Package may result in rejection of the bid.**

**Attachment B**  
**RFx # 3160007819**  
**HVAC Services**  
**BID FORM**

Company	Contact Person	Telephone Number

The pricing quoted shall be inclusive of, but not limited to the following:

1. All required equipment/material;
2. All required insurance, bond, or other surety;
3. All required overhead;
4. All required profit;
5. All required vehicles;
6. All required fuel and mileage;
7. All required labor and supervision;
8. All required business and professional certifications, licenses, permits, or fees; and,
9. Any and all other costs.

**Bid is to include all services listed in Attachment I, all-inclusive monthly fee. Ellisville State School will not incur any additional charges beyond that of the monthly fee below. ALL buildings on the campus of Ellisville State School as well as staff quarters are included in the bid.**

Monthly Fee	Yearly Total Price

By signing below, the company Representative certifies they have the authority to bind the company, and further acknowledges and certifies on behalf of the company:

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Note:** Failure to sign the bid form may result in the bid being rejected as non-responsive. Modifications or additions to any portion of this bid document may be cause for rejection of the bid.