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**Commercial HVAC Preventive Maintenance Services**

**SYNOPSIS/SOLICITATION NOTICE POSTED**

**320-15-2502**

**Thursday, September 11, 2025**

The Rural Capital Area Workforce Development Board, Inc. d.b.a. Workforce Solutions Rural Capital Area (WSRCA) is posting a Request for Bids (RFB) solicitation for Commercial HVAC Preventive Maintenance Services.

**Purpose:**Workforce Solutions Rural Capital Area (WSRCA) is requesting bids from Texas HVAC Licensed and Experienced Commercial Businesses for Commercial HVAC Preventive Maintenance Services for 12 offices. WSRCA prefers one HVAC business to serve all 12 offices, however bids for one or more of the offices are welcome.

The Board’s offices are in Bastrop, Burnet, Cedar Park (2) – Board office, 2 suites and a second location, Giddings, LaGrange, Llano, Lockhart, Round Rock, San Marcos and Taylor.

**Procurement Process**: The Request For Bids (RFB) 320-15-2502 and any updates, will be posted to the Electronic State Business Daily Search (ESBD) <https://www.txsmartbuy.gov/esbd?&page=1&agencyNumber=A1991> and the WSRCA website at <https://workforcesolutionsrca.com/procurement>. Bidders will submit proposals to Nellie Reyes, Director of Procurement at [board.procurement@ruralcapital.net](mailto:board.procurement@ruralcapital.net) within the timelines listed in 2.10 Procurement Schedule. Bidders are responsible for checking either site for updates/addendums to the solicitation.

**Solicitation Schedule**: The Procurement Schedule can be found in Part 2. 2.10. Proposals are due Friday, September 26, 2025, 12:00 pm. to Nellie Reyes, Director of Procurement [board.procurement@ruralcapital.net](mailto:board.procurement@ruralcapital.net)

**Contract Period:** The estimated contract start date is on or about October 1, 2025. WSRCA reserves the option to renew the contract on an annual basis, for up to three additional years.

**Funding:** Funding for the contract agreement is made possible from Federal and State workforce program allocations contracted to WSRCA through the Texas Workforce Commission.

**Background on WSRCA:** WSRCA is a certified local workforce development board serving Bastrop, Blanco, Burnet, Caldwell, Hays, Fayette, Lee, Llano, and Williamson Counties and is incorporated as a 501(C)(3) private, on-profit organization. It is the grant recipient and administrative entity for specified federal and state programs. WSRCA has responsibility for planning, administration, and oversight of employment, training, and subsidized childcare programs. See <https://workforcesolutionsrca.com/> for additional information.

**Solicitation Manager**: Nellie Reyes, Director of Procurement & Contract Administration [board.procurement@ruralcapital.net](mailto:board.procurement@ruralcapital.net).