

INVITATION TO BID	LSU	BID DUE DATE AND TIME		
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE		12/08/2016	11:00 AM	CT

SOLICITATION RFQ-0000000116 SUPPLIER # SUPPLIER NAME AND ADDRESS <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 10px;"></div>	RETURN BID TO Louisiana State University and Agricultural and Mechanical College Procurement 213 Thomas Boyd Hall Baton Rouge, LA 70803 Buyer Sommer Freeman Buyer Phone +1 (225) 578-2304 Buyer Email sfreeman@lsu.edu Issue Date 11/11/2016
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TITLE: Chiller Maintenance UREC- Term Contract

- To Be Completed By Supplier**
1. _____ "No Bid" (sign and return this page only).
 2. _____ My Company does not wish to receive future solicitations for this spend category.
 3. Specify your Delivery: To be made within _____ days after receipt of order.
 4. If applicable, Supplier's Addendum Acknowledgement/Response:
 As an authorized agent/signatory of the supplier, I/we acknowledge receipt of this Addendum, and
 _____ submit no alterations/clarifications to our original bid.
 _____ submit superseding revisions/clarifications to our original bid as written herein or attached hereto.
- General Instructions to Suppliers**
1. Sealed bids for furnishing the items and/or services specified are hereby solicited, and will be received by LSU Procurement at the "Return Bid To" address stated above, until the specified due date and time.
 2. Read the entire solicitation, including all terms, conditions and specifications.
 3. All bid information and prices must be typed or written in ink. Any corrections, erasures or other forms of alteration to unit price are to be initialed by the supplier.
 4. Bid prices are to be quoted FOB LSU/Destination and inclusive of any and all applicable shipping and handling charges unless otherwise specified in the solicitation. Any invoiced delivery charges not quoted and itemized on the LSU purchase order are subject to rejection and non-payment.
 5. Payment is to be made within 30 days after receipt of properly executed invoice, or delivery and acceptance, whichever is later.
 6. By signing this solicitation, the supplier certifies compliance with all general instructions to suppliers, terms, conditions and specifications; and further certifies that this bid is made without collusion or fraud.

SUPPLIER NAME	MAILING ADDRESS
AUTHORIZED SIGNATURE	CITY, STATE ZIP
PRINTED NAME	PHONE #
TITLE	FAX #
E-MAIL	FEDERAL TAX ID #

SOLICITATION RFQ-000000116

DUE DATE 12/08/2016

DUE TIME 11:00:00 AM

These standard terms and conditions shall apply to all LSU solicitations, unless otherwise specifically amended and provided for in the special terms and conditions, specifications, or other solicitation documents. In the event of conflict between the General Instructions to Suppliers or Standard Terms & Conditions and the Special Terms & Conditions, the Special Terms & Conditions shall govern.

Bids submitted are subject to provisions of the laws of the State of Louisiana, including but not limited to: the University Procurement Code (LAC 34:XIII. Chapters 3-25) and the terms, conditions, and specifications stated in this solicitation.

1. Supplier Enrollment

Suppliers providing a bid/quote in response to a LSU solicitation must be setup in the University's new procurement system (Workday) for bid tabbing and award of a purchase order. Suppliers should complete the online supplier registration form prior to submitting a bid response and/or the bid due date and time to ensure bid tabbing can be done timely after the bid deadline. This website is used in place of a paper form and must be accompanied with an IRS Request for Taxpayer Identification Number and Certification form (W-9 or W-8 if foreign) to collect the required business and tax information that support the University's reporting and compliance requirements. To inquire if you or your company is setup or for questions regarding setup, email suppliers@lsu.edu. The supplier enrollment form can be located at: http://www.lsu.edu/administration/ofa/procurement/supplier_registration.php

2. Bid Delivery and Receipt

Bids must be received and time-stamped at the "Return Bid To" address no later than the due date and time specified herein. To assure consideration, your bid must be submitted in a sealed envelope or package and should be clearly and prominently marked with the solicitation number and bid due date, or may be submitted in the special bid return envelope if one was furnished for that purpose.

Supplier are advised that the U.S. Postal Service does not make deliveries to our physical location. USPS mail is delivered to the University's mail center and is redelivered using internal resources. Suppliers may deliver bids by hand or by a courier service to the Procurement Office. The University shall not be responsible for any delays caused by the supplier's chosen means of bid delivery. Supplier is solely responsible for the timely delivery of its bid, and failure to meet the bid due date and time shall result in rejection of the bid. Late bids cannot be accepted per LAC 34:XIII.515.B.

3. Bid Forms

Bids are to be submitted on the LSU solicitation forms provided, and must be signed by an authorized agent of the supplier in accordance with LAC 34:XIII.517. Bids submitted on other forms or in other price formats may be considered informal and may be rejected in part or in its entirety. Bids submitted in pencil and/or bids containing no original signature indicating the supplier's intent to be bound will not be accepted.

4. Interpretation of Solicitation/Supplier Inquiries

If supplier is in doubt as to the meaning of any part or requirement of this solicitation, supplier may submit a written request for interpretation to the Buyer-of-Record at the address and/or fax number shown above. Written inquiries must be received in the Procurement Office no later than 4:30 pm CST four (4) business days prior to the opening of bids, and shall be clearly crossreferenced to the relevant solicitation/specification in question.

No decisions or actions shall be executed by any supplier as a result of oral discussions with any LSU employee or consultant. Any interpretation of the documents will be made by formal addendum only, issued by the Procurement Office, and mailed or delivered to all suppliers known to have received the solicitation. LSU shall not be responsible for any other interpretations or assumptions made by supplier.

5. Bid Addenda

Bid Addendum is to be signed and returned with your bid. If you have already submitted your bid, and this Addendum creates a need to revise/clarify your original response in any way, you are required to submit such in writing. To be considered, your addendum response must be submitted to and received by LSU Procurement at the "Return Bid To" address stated above. Submittals for price alterations and addenda to bids must be clearly marked with the solicitation number and the bid due date/ time and returned via fax, email, courier service, hand delivery, or USPS mail. Bid revisions received after bid opening cannot be considered, whereupon the supplier must either honor or withdraw its original bid.

6. Bid Opening

Suppliers may attend the public bid opening of sealed bids. No information or opinions concerning the ultimate contract award will be given at bid opening or during the evaluation process. Written bid tabulations will not be furnished.

7. Special Accommodations

Any "qualified individual with a disability" as defined by the Americans with Disabilities Act, who has submitted a bid and desires to attend the public bid opening, must notify the Procurement Office in writing not later than seven days prior to the bid opening date of their need for special accommodations. If the request cannot be reasonably provided, the individual will be informed prior to the bid opening.

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8. Standards of Quality

Any product or service bid shall conform to all applicable federal, state and local laws and regulations, and the specifications contained in the solicitation. Any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired; and is not intended to limit or restrict competition. Supplier must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact product specified in the solicitation.

9. New Products/Warranty/Patents

All products bid for purchase must be new, never previously used, of the manufacturer's current model and/or packaging, and of best quality as measured by acceptable trade standards. No remanufactured, demonstrator, used or irregular products will be considered for purchase unless otherwise specified.

The manufacturer's standard published warranty and provisions shall apply, unless more stringent warranties are otherwise required by LSU and specified in the solicitation. In such cases, the supplier and/or manufacturer shall honor the specified warranty requirements, and bid prices shall include any premium costs of such coverage.

Supplier guarantees that the products proposed and furnished will not infringe upon any valid patent or trademark; and shall, at its own expense, defend any and all actions or suits charging such infringement, and shall save LSU harmless.

10. Descriptive Information

Suppliers proposing an equivalent brand or model are to submit with the bid descriptive information (such as literature, technical data, illustrations, etc) sufficient for LSU to evaluate quality, suitability, and compliance with the specifications. Failure to submit descriptive information may cause bid to be rejected. Any changes made by supplier to a manufacturer's published specifications shall be verifiable by the manufacturer. If items bid do not fully comply with specifications, supplier must state in what respect items deviate. Supplier's failure to note exceptions in its bid will not relieve the supplier from supplying the actual products requested.

11. Bids/Prices/F.O.B. Point

- The bid price for each item is to be quoted on a "net" basis and F.O.B. LSU Destination, i.e. title passing upon receipt and inclusive of all delivery charges, any item discounts, etc.
- Bids other than F.O.B. LSU Destination may be rejected.
- Bids indicating estimated freight charges may be rejected.
- Bids requiring deposits, payment in advance, or C.O.D. terms may be rejected.
- Suppliers who do not quote "net" item prices and who separately quote an overall "lump sum" freight cost or discount for all items shall be considered as submitting an "all-or-none" bid for evaluation and award purposes; and risk rejection if award is made on an item or grouped basis.
- Prices shall be firm for acceptance for a minimum of 30 days, unless otherwise specified. Bids conditioned with shorter acceptance periods may be rejected.
- Prices are to be quoted in the unit/packaging specified (e.g. each, 12/box, etc), or may be rejected.
- In the event of extension errors, the unit price bid shall prevail.

12. Taxes

Supplier is responsible for including all applicable taxes in the bid price. LSU is exempt from all Louisiana state and local sales and use taxes. By accepting an award, resident and non-resident firms acknowledge their responsibility for the payment of all taxes duly assessed by the State of Louisiana and its political subdivisions for which they are liable, including but not limited to: franchise taxes, privilege taxes, sales taxes, use taxes, ad valorem taxes, etc.

13. Terms and Conditions

This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, supplier agrees that contrary terms and conditions which may be included in its bid are nullified.

14. Supplier Forms/LSU Signature Authority

The terms and conditions of the LSU solicitation and purchase order/contract shall solely govern the purchase agreement, and shall not be amended by any supplier contract, form, etc.

The University's chief procurement officer, or authorized designee, is delegated sole authority to execute/sign any supplier contracts, forms, etc, on behalf of LSU. Departments are expressly prohibited from signing any supplier forms. Any such supplier contracts/forms bearing unauthorized signatures shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom. Suppliers who present any such forms to department users for signature without regard to this strict LSU policy may face contract cancellation, suspension, and/or debarment.

15. Awards

Award will be made to the lowest responsible and responsive supplier. LSU reserves the right: (1) to award items separately, grouped, or on an all-or-none basis, as deemed in its best interest; (2) to reject any or all bids and/or items; and (3) to waive any informalities.

All solicitation specifications, terms and conditions shall be made part of any subsequent award as if fully reproduced and included therein, unless specifically amended in the formal contract.

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- 16. Acceptance of Bid**
 Only the issuance of an official LSU purchase order/contract, a Notification of Award letter, or a Notification of Intent to Award letter shall constitute the University's acceptance of a bid. LSU shall not be responsible in any way to a supplier for goods delivered or services rendered without an official purchase order/contract or award letter. Bid tabulations may be requested after acceptance of bid.
- 17. Applicable Law**
 All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.
- 18. Awarded Products/Unauthorized Substitutions**
 Only those awarded brands and numbers stated in the LSU contract are approved for delivery, acceptance, and payment purposes. Any substitutions require prior approval of the Procurement Office. Unauthorized product substitutions are subject to rejection at time of delivery, post-return at supplier's expense, and non-payment.
- 19. Testing/Rejected Goods**
 Supplier warrants that the products furnished will be in full conformity with the specification, drawing or sample, and agrees that this warranty shall survive delivery, acceptance, and use. Any defect in any product may cause its rejection. LSU reserves the right to test products for conformance to specifications both prior to and after any award. Supplier shall bear the cost of testing if product is found to be non-compliant. All rejected goods will be held at supplier's risk and expense, and subject to supplier's prompt disposition. Unless otherwise arranged, rejected goods will be returned to the supplier freight collect.
- 20. Delivery**
 Supplier is responsible for making timely delivery in accordance with its quoted delivery terms. Supplier shall promptly notify the LSU Department and/or Procurement Office of any unforeseen delays beyond its control. In such cases, LSU reserves the right to cancel the order and to make alternative arrangements to meet its needs.
- 21. Default of Supplier**
 Failure to deliver within the time specified in the bid/award will constitute a default and may be cause for contract cancellation. Where the University has determined the supplier to be in default, LSU reserves the right to purchase any or all goods or services covered by the contract on the open market and to surcharge the supplier with costs in excess of the contract price. Until such assessed surcharges have been paid, no subsequent bids from the defaulting supplier will be considered for award.
- 22. Supplier Invoices**
 Invoices shall reference the LSU purchase order number, supplier's packing list/delivery ticket number, shipping/delivery date, etc. Invoices are to be itemized and billed in accordance with the order, and submitted on the supplier's own invoice form. Invoices submitted by the supplier's third party supplier are not acceptable.
- 23. Delinquent Payment Penalties**
 Delinquent payment penalties are mandated and governed by Louisiana R.S. 39:1695. Supplier penalties to the contrary shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom.
- 24. Assignment of Contract/Contract Proceeds**
 Supplier shall not assign, sublet or transfer its contractual responsibilities, or payment proceeds thereof, to another party without the prior written consent and approval of the Procurement Office. Unauthorized assignments of contract or assignments of contract proceeds shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom.
- 25. Right to Piggyback**
 Where this solicitation may name one department as the primary contract user, LSU reserves the right to authorize additional departments/campuses to use the contract as their needs arise; and Vendor shall honor all such purchase orders.
- 26. Contract Cancellation**
 LSU has the right to cancel any contract for cause, in accordance with procurement rules and regulations, including but not limited to: (1) failure to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; (3) misrepresentation by the supplier; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the University; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract. LSU has the right to cancel any contract for convenience at any time by giving thirty (30) days written notice to the supplier. In such cases, the supplier shall be entitled to payment for compliant deliverables in progress.
- 27. Prohibited Contractual Arrangements**
 Per Louisiana R.S. 42:1113.A, no public servant, or member of such a public servant's immediate family, or legal entity in which he has a controlling interest shall bid on or enter into any contract, subcontract, or other transaction that is under the supervision or jurisdiction of the agency of such public servant. See statute for complete law, exclusions, and provisions.

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28. Equal Employment Opportunity Compliance

By submitting and signing this bid, supplier agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972; federal Executive Order 11246; federal Rehabilitation Act of 1973, as amended; the Vietnam Era Veteran's Readjustment Assistance Act of 1974; Title IX of the Education Amendments of 1972; the Age Act of 1975; the Americans with Disabilities Act of 1990. Supplier agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, sex, age, national origin, veteran status, political affiliation, handicap, disability, or other non-merit factor. Any act of discrimination committed by supplier, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.

29. Mutual Indemnification

Each party hereto agrees to indemnify, defend, and hold the other, its officers, directors, agents and employees harmless from and against any and all losses, liabilities, and claims, including reasonable attorney's fees arising out of or resulting from the willful act, fault, omission, or negligence of the indemnifying party or of its employees, contractors, or agents in performing its obligations under this agreement, provided however, that neither party hereto shall be liable to the other for any consequential damages arising out of its willful act, fault, omission, or negligence.

30. Certification of No Suspension or Debarment

By signing and submitting this bid, supplier certifies that its company, any subcontractors, or principals thereof, are not suspended or debarred under federal or state laws or regulations. A list of parties who have been suspended or debarred by federal agencies is maintained by the General Services Administration and can be viewed on the internet at www.epls.gov.

31. Right to Audit

The University shall be entitled to audit the books and records of a supplier or any subcontractor under any negotiated contract or subcontract to the extent that such books and records relate to the performance of such contract or subcontract. Such books and records shall be maintained by the supplier for a period of five (5) years from the date of final payment under the prime contract and by the subcontractor for a period of five (5) years from the date of final payment under the subcontract, pursuant to LAC 34:XIII.1603.

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Sealed Bid Delivery Instructions and Advisory: To assure consideration, your bid must be submitted in a sealed envelope or package and should be clearly and prominently marked with the solicitation number and bid due date, or may be submitted in the special bid return envelope if one was furnished for that purpose. Bidders are advised that the U.S. Postal Service does not make deliveries to our physical location. USPS mail is delivered to the University's mail center and is redelivered using internal resources. Bidders may deliver bids by hand or by a courier service to our physical location at the "Return Bid To" address specified. The University shall not be responsible for any delays caused by the Bidder's chosen means of bid delivery. Bidder is solely responsible for the timely delivery of its bid, and failure to meet the bid due date and time shall result in rejection of the bid. Your attention is also directed to Standard Terms & Conditions No. 1 - Bid Delivery and Receipt.

Please note attached insurance requirements. Successful bidder will be required to furnish a certificate of insurance evidencing required coverages and naming the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College as an additional insured on all liability policies.

PRICE SHEET		INVITATION TO BID			Page 7	
SOLICITATION RFQ-0000000116		DUE DATE 12/08/2016		DUE TIME 11:00:00 AM		
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT	
<p>UNLESS SPECIFIED ELSEWHERE, SHIP ALL ITEMS TO: Louisiana State University 0115 Facility Srvc Central Shop Baton Rouge, LA 70803</p>						
1	<p>All or None</p> <p>Requested Delivery Date: Nov 14, 2016</p> <p>Provide a full-service maintenance agreement for the LSU UREC mechanical equipment. The Vendor is responsible for all labor, including travel, materials and equipment required to service the equipment located in the chiller plant and UREC buildings. This includes call-backs and repairs.</p> <p>University Recreation is operational 24/7, the response time for UREC will be less than 2 hours during normal business hours (Monday – Friday, 7:30 a.m. – 4:30 p.m.) and less than 3 hours during after hour call outs.</p>	12	Lot	\$ _____	\$ _____	
	<p>Specify Manufacturer / Brand Bid: _____</p> <p>Specify Model / Number Bid: _____</p>					



LSU UREC – HVAC Maintenance Agreement

SUMMARY OF WORK

Provide a full-service maintenance agreement for the LSU UREC mechanical equipment. The awarded bidder is responsible for all labor, including travel, materials and equipment required to service the equipment located in the chiller plant and UREC buildings. This includes call-backs and repairs.

University Recreation is operational 24/7, the response time for UREC will be less than 2 hours during normal business hours (Monday – Friday, 7:30 a.m. – 4:30 p.m.) and less than 3 hours during after hour call outs.

See Specifications for additional details.

Attachment 1 – Equipment List

Attachment 2 – Bid Items

AWARD

All or none

EXCLUSIONS

Water treatment will be excluded from the contract.

Damage, repairs or replacement of parts made necessary as a result of vandalism, improper operation, unauthorized alteration of equipment, damage due to weather, and/or Acts of God.

Building access or alterations that might be necessary to repair or replace Customer's existing equipment.

Pool pumps, filters, and other miscellaneous pool equipment.

DURATION

The contract duration is one (1) year with the option to renew for up to three (3) additional years from the date of acceptance.

MANDATORY PRE- BID CONFERENCE

There will be a **mandatory** Pre-Bid conference at **10:00 a.m. on Thursday December 1st** on site for this project. We will meet at the chiller plant of UREC, next to the cooling towers. Contact Daniel Dornier, LSU Facility Services (225-578-5720) (ddorni1@lsu.edu) if you have any questions, or need directions. Visitor's parking is available at the campus parking lot near West Lakeshore Dr. and South Campus Dr.

INSURANCE AND INDEMNIFICATION

Awarded bidders must comply with standard insurance and indemnification requirements per the Office of Purchasing and the Louisiana Office of Risk Management. Additional information can be found on the LSU Procurement website.
<http://www.fas.lsu.edu/purchasing/>

BIDDER QUALIFICATIONS

The successful bidder shall have a minimum of five (5) years of experience as a licensed commercial contractor in the state of Louisiana with the **classification of Mechanical Work (Statewide)**. A general contractor's license will **NOT** be considered acceptable. All bidders must be qualified under the Contractor's Licensing Law, Title 37 Louisiana Revised Statutes, where the cost of work is fifty thousand (\$50,000) dollars or more. Proper licensure will be verified by the University. All proposals submitted by bidders without the required and verifiable licenses will be rejected from further consideration.

SITE ACCESS, STAGING AND PARKING

The awarded bidder shall be permitted access to the site at the Owner's (LSU) convenience. The owner shall designate areas for material storage and parking. The maintenance operations of the awarded bidder may not cause any obstruction to the free flow of traffic on the site without the prior approval of the Owner.

The awarded bidder shall be responsible for any associated parking fees and permits. Additional information about parking can be found on the LSU Parking website.
www.lsu.edu/parking

The awarded bidder will be required to checkout building keys at the LSU Facility Service Lockshop for access to the keyed mechanical rooms at the site.

DAMAGE TO EXISTING PROPERTY

The awarded bidder shall conduct a site survey with the Owner within seven (7) days of the award so that any such elements then needing repair or which is already damaged in any manner may be properly identified, described, recorded and photographed with the Owner. If no such damage is recorded, then any damage that occurs during term of the agreement, and/or are later found to be damaged, shall be considered to have been damaged by him and shall be repaired and/or replaced by the awarded bidder as necessary to return them to their original condition to the satisfaction of the Owner at no cost to the Owner.

MEASUREMENT AND DIMENSIONS

If any error or omission appears in the drawings, specifications or other documents; the awarded bidder shall call the same to the attention of the Owner prior to the execution of work as the error or discrepancy might affect.

UTILITIES

The Owner will furnish and pay for basic water and electricity that may be required by the awarded bidder if local connections are available. The owner will not be responsible for new utility connections required. The owner also will not be responsible for temporary utilities brought to the site by the awarded bidder (Generators, Water Trucks, etc.). The awarded bidder shall provide any necessary connections and extensions from existing utility lines or outlets at the site. Temporary disconnections and any utility services shall be coordinated in advance with the Owner.

The awarded bidder will be responsible for 10% of the Freon charge upon loss of charge in the system.

The awarded bidder will be responsible for all electric motor starters and VFDs on all motors covered in the contract.

PROTECTION

The awarded bidder shall at all times, be responsible for insuring the safety of all occupants work, workers or equipment. He shall be further responsible for the erection of any barricades to reduce such injury or damage.

EQUIPMENT CLEANUP

Contaminated water and solvents used for daily equipment cleanup will be stored outside of the building in large containers for off-site disposal. **DISPOSAL IN ANY CAMPUS DRAINAGE SYSTEM IS STRICTLY FORBIDDEN.** Any violation of this requirement will result in a \$200.00 deduction in the contract amount per occurrence.

INSPECTION

The awarded bidder will examine the areas and conditions under which the work is to be completed and notify the Owner in writing of conditions detrimental to the proper and timely completion of the work. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to the Manufacturer's recommendations.

Starting of the work will be construed as the Contractor's acceptance of the surfaces and conditions within any particular area.

CLEAN-UP AND PROTECTION

Clean-Up:

During the progress of the work, remove from the site all discard materials, rubbish, cans and rags at the end of each workday. The use of University dumpsters is strictly forbidden.

Upon completion of the work, thoroughly clean work area and surrounding area of all remaining trash, debris and remaining materials and equipment.

Protection:

The awarded bidder will protect outside areas, vehicles or other buildings from damage. It is the awarded bidder's responsibility to correct any damage caused by awarded bidder.

Specification: Campus Chiller – HVAC Maintenance Agreement

Equipment Tasking

As part of this agreement, Awarded bidder will provide the following manufacturer recommended service as follows:

- Quarterly, Semi-Annual and Annual Maintenance on Air Handling Units to include filter changes.
- Semi-Annual and Annual Maintenance on Heat Exchanger, Cooling Tower and Pumps.
- Monthly (M), Quarterly (Q), Semi-Annual (S) and Annual (A) Maintenance on Boiler and Chillers

Chillers, Water Cooled	
M	Check unit for proper operation
M	Check oil level, add oil as necessary
M	Check oil temperature
M	Check dehydrator or purge systems; remove water if observed in sight glass
M	Run system control test
M	Check refrigerant charge/level, add as necessary
M	Check compressor for excessive noise/vibration
S	Check sensor and mechanical safety limits; replace as necessary
A	Clean dehydrator float valve
A	Perform spectrochemical analysis of compressor oil; replace oil as necessary
A	Replace oil filters and add oil as necessary
A	Inspect cooler and condenser tubes for leaks, clean screens as necessary
A	Inspect utility vessel vent piping and safety relief valve; replace as necessary
A	Inspect/Clean the economizer (vane), gas line damper valve and actuator arm
M	Clean around equipment
M	Document all maintenance and cleaning procedures
Cooling Towers, Water	
S	Check with user for deficiencies
S	Check operation of unit for water leaks, noise or vibration
S	Clean and inspect hot water basin
S	Remove access panel and check electrical wiring and connections, make necessary adjustments
S	Lubricate all motor and fan bearings
S	Check fan blades or blowers for imbalance and tip clearance
S	Check belt for wear, tension and alignment; adjust as required
S	Drain and flush cold water sump and clean strainer
S	Clean inside of tower using hose; scrape, brush and wipe as required; removed heavy deposits
S	Refill with water, check make-up water assembly for leakage, adjust float as needed
S	Replace access panel
S	Remove, clean and reinstall conductivity and ph electrodes in water treatment systems
S	Inspect and clean around cooling tower

S	Document all maintenance and cleaning procedures
Pumps	
S	Check with appropriate customer representative for operational deficiencies
S	Check for leaks
S	Check coupling
S	Lubricate pump and motor bearing(s) per manufacturer's recommendation
S	Record and log all operating parameters
S	Check for unusual noise and vibration
S	Check overall condition of unit
S	Document all maintenance and report any observation to customer representative
Steam Boiler (Heating Water System)	
D	Daily blow down of the boiler will be conducted by OWNER - LSU
M	Monthly blow down of the boiler will be completed by AWARDED BIDDER and report any deficiencies to OWNER
A	Check combustion chamber for air and gas leaks
A	Inspect and clean of burner gun and ignition assembly where applicable
A	Inspect fuel system for leaks and change fuel filter element, where applicable
M	Check fuel lines and connections for damage
Q	Check for proper operational response of burner to thermostat controls
Q	Check and lubricate burner and blower motors
M	Check main flame failure protection and main flame detection scanner on boiler equipped with spark ignition
A	Check electrical wiring to burner control and blower
A	Clean firebox (sweep and vacuum)
M	Check operation of mercury control switches (i.e., steam pressure, hot water temperature limit, atomizing of combustion air proving, etc.)
M	Check operation and condition of safety pressure relief valve
M	Check hot water pressure gauges
M	Inspect and clean water column sight glass (or replace)
A	Clean fire side of water jacket
Q	Check condition of flue pipe, damper and exhaust stack
M	Check boiler operation through complete cycle, up to 30 minutes
M	Check fuel level with gauge pole, add as required
M	Clean area around boiler
M	Document all maintenance and report and observation to customer representative
Domestic Water Boiler	
S	Check for water leaks to tank and piping; check steam lines for leaks
S	Check operation and condition of pressure relief valve
S	Clean, test and inspect sight gauges, valves and drains
S	Check insulation on heater; repair as necessary
S	Drain sediment from tank
S	Fill out maintenance checklist and report deficiencies
Air Handling Units	
Q	Check with appropriate customer representative for operational deficiencies
Q	Visually inspect damper(s)
Q	Check condition of pulleys and belts

Q	Check for proper fan operation
A	Clean coils
Q	Change filters
Q	Record temperatures and pressures (if applicable)
Q	Check for unusual noise and vibration
Q	Check for deterioration of gaskets and seals
Q	Check overall condition of unit
Q	Visually inspect for fluid leaks of coils and connecting piping
Q	Check starter/contacter
Q	Check and tighten electrical connections
Q	Check damper operation and lubricate as required
Q	Visually check control valve(s)
Q	Lubricate blower, shaft and motor bearings
Q	Clean condensate pan and clear drain line
Q	Check condition of blower assembly
Q	Remove and dispose any debris from any maintenance activity
Q	Document all maintenance and report any observations to customer representative

Attachment #1: Equipment Schedule

PLANT EQUIPMENT ITEM #1

Chiller	CH-1	York	700 Tons
Chiller	CH-2	York	700 Tons
Cooling Tower (cell one)	CT-1	BAC	4000 GPM / 20M Heat Rej
Cooling Tower (cell two)	CT-2	BAC	
Pump	CWP-1		40 HP / 1600 GPM
Pump	CWP-2		40 HP / 1600 GPM
Pump	CDWP-1		60 HP / 2000 GPM
Pump	CDWP-2		60 HP / 2000 GPM
Pump	CWSP-1		200 HP / 3200 GPM
Pump	CWSP-2		200 HP / 3200 GPM
Pump	HWP-1		100 HP / 2100 GPM
Pump	HWP-2		100 HP / 2100 GPM
Freon Detection			Freon Sensor in Plant
*NOTE: ALL VFDS and STARTERS WILL ALSO BE COVERED PER THE CONTRACT			
Steam Boiler	B-1	Cleaver Brooks	9M BTU
Steam Boiler	B-2	Cleaver Brooks	9M BTU
Steam Boiler	B-3	Cleaver Brooks	9M BTU
Domestic HW Boiler	DHW-1	PVI	
Domestic HW Boiler	DHW-2	PVI	
Steam Condensate Pump	SCP-1		
Steam Heat Exchanger	SHX-1		
Atmospheric Deaerator	BF-1	4 x 1HP Pump	20,700 # / HR
Centrifugal Belt Drive	EF-9 (Plant Exhaust)	¾ HP	4000 CFM
Centrifugal Belt Drive	REF-1	¾ HP	4000 CFM
Centrifugal Belt Drive	SF-1 (Refrigerant Evac)	½ HP	4000 CFM
Centrifugal Belt Drive	SF-2 (Generator Vent)	½ HP	4000 CFM
*All Equipment listed above was install in 2016, equipment may have a manufacturer warranty			

INDOOR AIR HANDLERS ITEM #2

Air Handler (BB Courts)	AHU-6	Marley(7000 CFM)	Indoor Lift Required
Air Handler (BB Courts)	AHU-7	Marley(7000 CFM)	Indoor Lift Required
Air Handler (BB Courts)	AHU-8	Marley(7000 CFM)	Indoor Lift Required
Air Handler (BB Courts)	AHU-9	Marley(7000 CFM)	Indoor Lift Required
Air Handler (BB Courts)	AHU-10	Marley(7000 CFM)	Indoor Lift Required
Air Handler (Indoor Pool)	AHU-1	10,000 CFM	
Air Handler (Room 114B)	AHU-3	15,000 CFM	
Air Handler (Room 221)	AHU-4	13,000 CFM	
Air Handler (Room 221)	AHU-5	18,000 CFM	
*The AHU's above are existing. Installed 1990.			

INDOOR AIR HANDLERS ITEM #3

Air Handler	AHU-1		50,000 CFM
Air Handler	AHU-2		12,400 CFM
Air Handler	AHU-3		30,000 CFM
Air Handler	AHU-4		50,000 CFM
Air Handler	AHU-5		25,000 CFM
Air Handler	AHU-6		25,000 CFM
Air Handler	AHU-7		25,000 CFM
Air Handler	AHU-8		25,000 CFM
Air Handler	AHU-9		15,000 CFM
<i>*The AHU's above are not yet installed, these will be install during 2016, they will have a 1 yr warranty</i>			

ITEM #4

TRANE 5 Ton (SAC Fields)	AHU-A1	5 Ton	Sports Adventure Fields
<i>*The equipment listed is at the UREC Field at River Road</i>			

VENTILATION ITEM #5

Inline Direct Drive	EF-1,2,6,7	1/6 HP	750 CFM
Inline Direct Drive	EF-3 (Room 122F)	1/6 HP	400 CFM
Inline Belt Drive	EF-4 (Room 122E)	1 HP	4200 CFM
Inline Belt Drive	EF-5 (Room 193)	¼ HP	1200 CFM
Inline Direct Drive	EF-10	1/6 HP	800 CFM
Centrifugal Belt Drive	EF-11 (Existing RR)	1 HP	4850 CFM
Centrifugal Direct Drive	EF-12 (Restroom)	1/20 HP	150 CFM
Centrifugal Belt Drive	PEF-1 (Pool chem exhaust)	1/6 HP	800 CFM
Centrifugal Belt Drive	PEF-2 (Pool chem exhaust)	1/6 HP	800 CFM
Centrifugal Belt Drive	PEF-3 (Pool chem exhaust)	1/6 HP	800 CFM
Centrifugal Belt Drive	PEF-4 (Pool chem exhaust)	1/6 HP	800 CFM

Attachment #2 Bidders Items:

***Equipment mistakenly missed from the inventory list is still included in the contract. Please attend the pre-bid meeting and ask for a request of more information if you are unsure. LSU is providing all information it has knowledge of on the equipment available.**

**** All VFDs, Starters, Relays and Electrical Components are included in the AHU, Pump, Chiller, Boiler, etc.**

ITEM 1

***Cooling Towers, Chillers, CW Pumps, CDW Pumps, Building Pumps
Steam Boilers, HW Pumps, Building Pumps, Steam Heat Exchanger, Condensate pumps.
Domestic Hot Water, DHW Pumps***

ITEM 2

Current Building AHU (year 1990)

ITEM 3

Future AHU (completed during construction)

ITEM 4

Sports Adventure Complex @ River Road

ITEM 5

Exhaust and Supply Fans

LSU TERM CONTRACT – SPECIAL CONDITIONS

These special conditions shall apply to LSU Term Contracts, in addition to all Standard Terms and Conditions.

A "Term Contract" is defined as an agreement with a Vendor to provide specified goods and/or services on an as-needed basis at established prices, terms and conditions during a specific period of time (or term), and does not guarantee usage. Such pricing agreements are commonly referred to as standing agreements, open end contracts, and requirements contracts. Purchase/release orders issued against term contracts serve as the Vendor's authorization to ship goods and/or provide services.

1. Scope of Contract

This solicitation is issued to establish a term contract for the specified goods and/or services for the period beginning date of award and ending 06/30/2017, in accordance with all specifications, terms, and conditions.

2. Initial Contract Period

LSU intends to award all items for the initial contract period specified above. Award delays beyond the anticipated contract begin date may result in an initial award less than the specified contract period.

3. Contract Renewals/Extensions

At the option of LSU and acceptance by the Vendor, this contract may be renewed for 2 additional 12 month periods, or extended in partial increments thereof, at the same prices, terms and conditions of the original contract award. Total contract period not to exceed 36 months.

4. Estimated Quantities

Solicitation quantities shown are estimated only and may be based on historical contract usage and/or projected needs; where usage is not available, a quantity of one (1) indicates a lack of history on this item. Vendors are cautioned that regardless of the quantity shown in the solicitation, LSU shall not be obligated under the contract to purchase any specific or minimum amount. Vendor must supply any order requirements at the bid/contract prices, whether the total of such requirements are more or less than the estimated quantities shown.

5. Firm Pricing

Contract prices shall remain firm for the duration of the contract term; and no price increases will be allowed, unless escalation/de-escalation provisions are specifically provided for herein. Prices may not exceed the current nationally advertised and available General Services Administration (GSA) Price Schedule if one exists.

LSU is a member of the National Association of Educational Procurement (NAEP) and the E & I Cooperative Purchasing Service.

6. Insurance Requirements

If an automobile is utilized in the execution of the contract, including deliveries made with company owned, hired, and/or non-owned vehicles, Vendor shall be required to furnish a certificate of insurance evidencing coverages per attached insurance requirements. The Board of Supervisors of Louisiana State University and Agricultural & Mechanical College shall be named as an additional insured on all liability policies.

7. Vendor Parking on the LSU Campus – Permits & Gate Passes

Vendors and contractors needing access to reserved, gated "C" parking lots or to controlled access streets in the center of campus for logistics in performing business with LSU, must apply for gate passes through the LSU Office of Parking, Traffic and Transportation (PTT). Visit the LSU/PTT website at www.lsu.edu/parking and the "Permits" webpage for details.

Vendor requests are considered and granted by PTT, subject to an annual fee and qualifying criteria. Vendors not qualifying for gate passes may be granted general permits for outlying parking lots at no charge. All vendors are responsible for adhering to LSU Parking Rules and Regulations (see the PTT "Information" webpage). Direct any questions to PTT at 225-578-5000, or visit their office located in the Public Safety Building on South Stadium Road, Baton Rouge, LA 70803.

8. Vendor Non-Performance

Vendor is required to perform in strict accordance with all contract specifications, terms, and conditions. Vendor will be advised in writing of non-performance issues and shall be required to promptly implement corrective actions to ensure contract compliance and to prevent recurrences. In the event Vendor is issued three (3) or more complaints of non-performance, LSU reserves the right at its sole discretion to cancel the contract with a ten (10) day written notice. Contract cancellations due to non-performance may be cause to deem the Vendor non-responsible in future solicitations.

9. Contract Amendments

Requests for contract changes must be made in writing by an authorized agent/signatory of the Vendor and submitted to LSU Purchasing for prior approval. Requests shall include detailed justification and supporting documentation for the proposed amendment.

Contract revisions shall be effective only upon approval by LSU Purchasing and issuance of a formal LSU Contract Amendment. The Vendor shall honor purchase/release orders issued prior to the approval of any contract amendment as applicable.

10. Price Reductions

Whenever price reductions are made by the Vendor/Manufacturer during the LSU contract term, and which are offered to similarly-situated customers [i.e. those contracting under similar terms, conditions, periods, etc], and which are lower than LSU contract prices, said reductions shall be afforded to LSU.

Vendor shall give prompt written notice to LSU Purchasing of any such price reduction and effective date for issuance of a formal contract amendment. Price reductions must be offered to all departments. Vendors found to have knowingly and willfully withheld such price reductions may be required to reimburse LSU of any overcharges.

11. Product Substitutions

Only those awarded brands and numbers, furnished in the packaging/units of measure and at the unit prices stated in the LSU contract, are approved for order, receipt, and payment purposes. Unauthorized product substitutions are subject to rejection at time of delivery, post-return at Vendor's expense, and non-payment.

By submitting a bid, Vendors are expected to have sound supplier agreements in place to support and responsibly perform their contractual term obligations with LSU. Unless discontinued by the manufacturer without replacement, Vendors are expected to honor the awarded brands/numbers throughout the contract term. Substitution requests based merely on the Vendor's own elective change to another supplier may be disapproved at the sole discretion of LSU Purchasing.

Departments are not authorized to approve or accept product substitutions without Purchasing's approval. Vendors who act without regard to this procedure may face contract cancellation, suspension, and/or debarment.

12. Right to Add Department Users

Where this solicitation may name one department as the primary contract user, LSU reserves the right to authorize additional departments to use the contract as their needs arise; and Vendor shall honor all such purchase/release orders.

13. Non-Exclusivity

This agreement is non-exclusive and shall not in any way preclude LSU from entering into similar agreements and/or arrangements with other Vendors or from acquiring similar, equal, or like goods and/or services from other entities or sources.

14. Contract Usage Report

The Vendor shall keep records of all purchases under this contract and shall be prepared to furnish a contract usage report to LSU upon request at any time during the contract term. Contract usage reports must minimally capture and report the following: item numbers and brief item descriptions; total quantities and dollars for each item subtotaled by using department names; and overall contract quantities and dollars.

15. Contract Evaluation

LSU Purchasing welcomes suggestions for contract improvements to effectively meet the needs of the departments we serve. Department feedback relative to the incumbent Vendor's performance will be requested for consideration when determining our contract options for renewal or re-solicitation. Vendor performance will be monitored for compliance with contract terms and conditions, and reports of deficient performance will be appropriately addressed with the Vendor.

The following forms are tools for evaluating our contracts and Vendor performance, and may be accessed at our website (www.fas.lsu.edu/purchasing) under Forms/General:

- PUR512 Contract Suggestions
- PUR514 Contract Performance Evaluation
- PUR515 Deficiency/Complaint Report

16. Termination for Non-Appropriation of Funds

The following condition shall apply to any contract covering multiple fiscal years:

The continuation of this contract is contingent upon the appropriation of funds by the legislature to fulfill the requirements of the contract. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the governor or by any means provided in the appropriations act of Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the PUR530 rev 8/2011

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contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds have not been appropriated.

**BOARD OF SUPERVISORS
LOUISIANA STATE UNIVERSITY AND
AGRICULTURAL & MECHANICAL COLLEGE
Purchasing Office, 213 Thomas Boyd Hall
Baton Rouge, LA 70803-3001**

INSURANCE REQUIREMENTS

WORKMEN'S COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE: The Contractor shall, before commencing any work to be conducted under this contract, procure Workmen's Compensation and Employer's Liability insurance with a limit of liability as required by the Labor Code of the State of Louisiana with an insurance company authorized to write such policies of insurance in the State of Louisiana. It shall be the further responsibility of the Contractor to require that all subcontractors have in full force and effect, a policy of Workmen's Compensation and Employer's Liability insurance before proceeding with any of the work required under this contract. The Employer's Liability limit shall be \$1,000,000 when work is over water and involves maritime exposure.

COMMERCIAL GENERAL LIABILITY INSURANCE: Commercial General Liability Insurance with a combined single limit of \$1,000,000 per occurrence for bodily injury and property damage. This insurance shall include the following coverage:

1. Premises - Operations;
2. Broad Form Contractual Liability;
3. Products and Completed Operations;
4. Use of Contractors and Subcontractors;
5. Personal Injury;
6. Broad Form Property Damage;
7. Explosion, Collapse and Under ground (XCU) Coverage.

BUSINESS AUTOMOBILE LIABILITY INSURANCE: Business Automobile Liability Insurance with a combined single limit of \$1,000,000 per occurrence for bodily injury and property damage, unless otherwise indicated. This insurance shall include for bodily injury and property damage the following coverages:

1. Owned automobiles;
2. Hired automobiles;
3. Non-owned automobiles.

If the vendor/contractor does not own an automobile and an automobile is utilized in the execution of the contract, then only hired and non-owned coverage is acceptable. If an automobile is not utilized for the execution of the contract, then automobile coverage is not required.

Board of Supervisors of Louisiana State University and Agricultural & Mechanical College shall be named as additional insured on all liability policies. A Thirty (30) day prior notice of cancellation must be given to the University for all required coverages. Insurance must be from a company with an A.M. Best's rating of no less than A:VI who is authorized to do business in the State of Louisiana. The A.M. Best's rating requirement may be waived for Worker's Compensation only.

The successful contractor is to provide the owner with a certificate of insurance prior to commencement of work.