


<b>INVITATION TO BID</b>		<b>BID DUE DATE AND TIME</b>
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE		<b>06/04/2024    11:00 AM    CT</b>
<b>SOLICITATION RFQ-0000002227</b> <b>SUPPLIER #</b> <b>SUPPLIER NAME AND ADDRESS</b> <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div>	<b>RETURN BID TO</b> lsubids@lsu.edu  <b>Buyer</b> Erica Pino <b>Buyer Phone</b> <b>Buyer Email</b> epino2@lsu.edu <b>Issue Date</b> 05/07/2024	
TITLE: LSUS Supplemental Manpower for Central Plant Operation, Maintenance, and Repair - Term Contract		
<b>To Be Completed By Supplier</b>		
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.		
<b>General Instructions to Suppliers</b>		
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.		
<b>SUPPLIER NAME</b>	<b>MAILING ADDRESS</b>	
<b>AUTHORIZED SIGNATURE</b>	<b>CITY, STATE ZIP</b>	
<b>PRINTED NAME</b>	<b>PHONE #</b>	
<b>TITLE</b>	<b>FAX #</b>	
<b>E-MAIL</b>	<b>FEDERAL TAX ID #</b>	

SOLICITATION RFQ-0000002227

DUE DATE 06/04/2024

DUE TIME 11:00:00 AM

**1. Bid Submission Information**

All bids must be submitted electronically to LSU Procurement Services. Bids must be received at the "Return Bid To" email address no later than the due date and time specified herein. Bids must be emailed to [lsubids@lsu.edu](mailto:lsubids@lsu.edu) (*This email address should be used for bid submissions only*). Any bids sent directly to the Buyer of record **will not** be forwarded to the "Return Bid To" email.

When submitting electronically, the RFQ number and solicitation title should be listed in the subject line of the email. An original and redacted copy (if applicable) must be submitted electronically. Hard copies of bids will not be accepted; therefore, they will not be evaluated.

It is the responsibility of the Supplier to ensure the bid is received by LSU Procurement by the indicated due date and time. Any delays that may occur in transmission of the bid is the responsibility of the supplier. A bid will be considered late if it is not received at the "Return Bid To" email address by the indicated due date and time.

The maximum email attachment size accepted is 125 MB. It is the supplier's responsibility to ensure bid submission is sized such that it is successfully transmitted and received by LSU. If the bid response is too large to be emailed as one document, the bid must be sent as separate documents. Each submittal should be labeled. (Example – Bid Submittal 1 out of 3 for RFQ-000000XXXX - Title; Bid Submittal 2 out of 3 for RFQ-000000XXXX - Title, etc.). If any submittal is received late, LSU will not consider the late submittal(s). Only the submittal(s) received by the due date and time will be considered. Late bids will not be accepted per LAC 34:XIII.515.B.

**2. Bid Opening Information**

Bid openings are held electronically. There are no in-person bid openings. To electronically attend the bid opening, use the below link to register in advance:

<https://lsu.zoom.us/meeting/register/tJEqcuCrqzMtH930MhK84-K2IANJOT5kKxWp>

After registering, a confirmation email will be provided containing information about joining the bid opening.

No information or opinions concerning the ultimate contract award will be given at bid opening or during the evaluation process.

If an unforeseen circumstance beyond LSU's control prevents bid opening, the Bid will open at the next scheduled bid opening date.

**3. Method of Award**

All or None - Bid shall be awarded to the lowest responsible and responsive supplier for all items.

**4. Insurance Requirements**

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.

5. Bid prices are to be quoted FOB Destination and inclusive of any and all applicable charges.

SOLICITATION RFQ-000002227

DUE DATE 06/04/2024

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](mailto:suppliers@lsu.edu). The supplier enrollment form can be located at: [http://www.lsu.edu/administration/ofa/procurement/supplier\\_registration.php](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. Bid submissions should not be spiral bound.

**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.

SOLICITATION RFQ-000002227

DUE DATE 06/04/2024

DUE TIME 11:00:00 AM

**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/package 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.

SOLICITATION RFQ-000002227

DUE DATE 06/04/2024

DUE TIME 11:00:00 AM

**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.

SOLICITATION RFQ-000002227

DUE DATE 06/04/2024

DUE TIME 11:00:00 AM

**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.sam.gov](http://www.sam.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.

**32. Diverse Supplier**

(a) Supplier understands that LSU, as the state's flagship university, has an interest in providing entrepreneurial opportunities to diversity-owned businesses. The university is dedicated to promoting the growth and development of minority, women, and small and historically underutilized businesses ("Diverse Businesses") by providing opportunities to participate in university contracts.

(b) In support of this commitment, the supplier shall use good faith and best efforts to provide opportunities to Diverse Businesses that are either certified by the state or another certifying agency in a diverse category, as a subcontractor or supplier under this agreement.

(c) If applicable, supplier shall provide LSU with a list of diversity-owned businesses during each contract year, the list of businesses should identify: (1) the name of the business; (2) its principal office or address; (3) the owner(s); and (4) the services or goods that it may provide or supply and the value of the goods or services procured from the businesses included on supplier's list.

(d) To the extent that any federal or state law, rule, or regulation would require that this section be modified or voided, the parties agree that such provision can be amended or severed from the agreement without affecting any of the other terms of the agreement.

**33. Data Privacy**

By signing and submitting this bid, I hereby authorize that all information provided in this solicitation, including any and all personal or company data may be shared with LSU departments, suppliers and other governmental agencies to facilitate procurement transactions. This data will be retained according to LSU's retention schedule. To learn more about privacy at LSU, please see the [LSU Privacy Statement](#).

**PRICE SHEET**

**INVITATION TO BID**

SOLICITATION RFQ-000002227

DUE DATE 06/04/2024

DUE TIME 11:00:00 AM

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT
<p><b>UNLESS SPECIFIED ELSEWHERE, SHIP ALL ITEMS TO:                      LSUS(FS100)                      1 University PL                      Shreveport, LA 71115</b></p>					
1	<p>All or None   <b>Qualified Technician Plant Operations: Overtime or Holiday Shift A, B, or C</b></p>	40	Hour	\$ _____	\$ _____
2	<p>All or None   <b>Qualified Technician: Emergency Repair (1 Hour Response Time)</b></p>	24	Hour	\$ _____	\$ _____
3	<p>All or None   <b>Qualified Technician Plant Operations: Shift A</b></p>	1660	Hour	\$ _____	\$ _____
4	<p>All or None   <b>Qualified Technician Plant Operations: Shift B</b></p>	80	Hour	\$ _____	\$ _____

SOLICITATION RFQ-000002227

DUE DATE 06/04/2024

DUE TIME 11:00:00 AM

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT
5	All or None  <b>Qualified Technician Plant Operations: Shift C</b>	80	Hour	\$ _____	\$ _____
6	All or None  <b>Qualified Technician Plant Operations: Emergency Time (1 Hour Response Time)</b>	24	Hour	\$ _____	\$ _____
7	All or None  <b>Qualified Technician: Preventative Maintenance Operations</b>	416	Hour	\$ _____	\$ _____
8	All or None  <b>Qualified Technician: Preventative Maintenance Operations Nights, Weekend, &amp; Holidays</b>	40	Hour	\$ _____	\$ _____



SOLICITATION RFQ-000002227

DUE DATE 06/04/2024

DUE TIME 11:00:00 AM

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT
9	All or None  <b>Qualified Technician: Non-Emergency Repair Operations (1 Business Day Response Time)</b>	600	Hour	\$ _____	\$ _____
10	All or None  <b>Helper: Preventative Maintenance Operations</b>	1040	Hour	\$ _____	\$ _____
11	All or None  <b>Helper: Preventative Maintenance Operations Nights, Weekend, &amp; Holidays</b>	40	Hour	\$ _____	\$ _____
12	All or None  <b>Helper: Non-Emergency Repair Response Time (1 Business Day)</b>	80	Hour	\$ _____	\$ _____
13	All or None  <b>Helper: Emergency Repair (1 Hour Response Time)</b>	16	Hour	\$ _____	\$ _____

# **LSUS Supplemental Manpower for Central Plant Operation, Maintenance, and Repair**

## **Purpose**

Louisiana State University Shreveport (LSUS) is seeking a supplier to provide on-site personnel to operate, maintain, and repair the LSUS Facility Services Central Plant operation based on hourly labor rates. The areas of responsibility are as follows but are not limited to: Operate and monitor steam and chilled water systems and equipment, adjust capacity to meet load, use digital controls to monitor system performance, provide maintenance functions as required to ensure reliable Central Utility Plant (CUP) operations all during an assigned shift. Appendix C lists applicable buildings.

Award of this solicitation is not an exclusive agreement. LSUS reserves the right to utilize other suppliers and services for any of the content included in this scope of work if it's determined to be in the best interest of the University. Cost for materials are not to be included in this contract. LSUS may request supplier to purchase and provide materials required to complete a task, project, repair, or other action to uphold continuity of Central Plant Operations. LSUS will reimburse the supplier for materials purchased after work is approved and invoice is received and approved. Supplier is required to provide itemized material invoices separately.

## **Definitions**

1. Helper – A service person that is either general labor or someone in a career path towards working in becoming a Journeyman or fully qualified service technician. Apprentice level labor is to be considered a helper.
2. Repair Operations – In the event equipment becomes deficient and cannot function as designed, a replacement of parts, reprogramming of software, or other modifications may be required.
3. Plant Operations – Central Plant at LSUS carries out all duties associated with heating, cooling, and major utility observance for the entire LSUS campus.
4. Preventative Maintenance (PM) – Tasks associated with routine care of equipment. Examples of work can be inspections, lubrication, replacement of consumable parts (filters, belts, etc), and any manufacturer recommended service to ensure proper function, operation, and full life expectancy of the equipment.
5. Qualified Technician (QT) – A serviceperson trained, experienced, and knowledgeable in the areas as they pertain to each category of Plant Operations, Preventative Maintenance, and Repair of Heating, Ventilation and Air Conditioning (HVAC) equipment.
6. Helper – A serviceperson working in related fields to achieve a journeyman or a qualified technician status, to work as a sole technician. This serviceperson is working on the job and learning by other methods, such as trade-school training, to gain necessary experience to become a journeyman or qualified technician.
7. Shall – this word specifically calls out a mandatory requirement for the supplier to fulfil as described herein.
8. Should – this word refers to items that are in best practice, strongly preferred, or identifies a needed emphasis placed on the items described herein.

## **Mandatory Site Visit**

A site visit of LSUS Facility Services Central Plant Operations is **MANDATORY prior to submission of bid response**. Contact the Facility Services Office to set up an appointment. Facility Services Office – Phone: 318.797.5360 or email [fsadmin@lsu.edu](mailto:fsadmin@lsu.edu). Any questions that arise because of the site visit should be directed to Erica Pino at [epino2@lsu.edu](mailto:epino2@lsu.edu).

**\*\*\*SEE PAGE 9 FOR MANDATORY SITE VISIT SIGNATURE PAGE. THIS PAGE MUST BE SUBMITTED WITH BID RESPONSE IN ORDER TO BE CONSIDERED FOR AWARD.\*\*\***

## **LSUS Facility Service Central Plant Hours of Operation**

1. LSUS operates the Central Plant for a total of 88 hours per week. This operation is accomplished by utilizing 3 different shift blocks:
  - Shift A – Monday through Friday 6:00am to 2:00pm
  - Shift B – Monday through Friday 1:00pm to 9:00pm
  - Shift C – Saturday and Sunday 6:00am to 2:00pm
2. Each shift is comprised of one Qualified Technician. As LSUS is able, LSUS staff will be available for these shift times, but LSUS does not guarantee LSUS staff availability.
3. Each shift may be fulfilled in whole or in part at the discretion of Facility Services Director or their delegate. These three shifts are subject to change based on the sole discretion of the Facility Services Director or their delegate.
4. LSUS follows a holiday and campus closure schedule, LSU Permanent Memorandum 5, LSU Holiday Schedules; See attached Appendix B. Supplier will not be required to work these days unless requested to do so, more detail is outlined in Section 8, Campus Closures and Holidays.
5. LSUS Business Offices and Facility Service Offices are open 7:30 am – 4:30 pm, Monday through Friday.
6. LSUS has on campus activities and events 7 days per week.

## **Plant Operations Qualified Technician and Helper Qualifications**

1. A Qualified Technician (QT) should have problem solving skills.
2. At least 4 years of hands-on experience preferred in the operation, repair, and troubleshooting of HVAC equipment and systems. This equipment can be described as high-pressure steam boilers, centrifugal chillers, scroll compressor chillers, and other typical equipment related to a central utility plant operation in a multi-building setting. The supplier shall furnish upon request, to the University's satisfaction, a resume to support its ability to perform all work called for in these specifications.
3. A Qualified Technician operating steam boilers as part of a shift shall meet a minimum of standards as described in LA Administrative Code, Title 55, Chapter 50 – Boiler Construction, Maintenance, Inspection and General Use. This includes rules for safe operation.

## **Plant Operations Qualified Technician and Helper Requirements**

1. Minimum response time shall be 1 hour once notified by LSUS.
2. Supplier shall not send any QT or helper to work on refrigerant or coolant systems that have not successfully completed EPA Section 608 Technician Certification. Supplier shall keep current: records of all local, state, and federal licenses and/or certifications as applicable for all QT performing work at LSUS.
3. A QT shall be able to operate or troubleshoot any HVAC related equipment, chillers, boilers, pumps, package unit, split units, and similar equipment, as well as being capable of adjusting the system controls to meet the needs of the students, staff, and administration.
4. Supplier shall directly employ all QT and Helpers. Staffing agency employees, temporary or probational status employees, or any non-permanently employed person shall not be allowed to perform work under this scope of work and agreement.
5. Plant Operation QT shall supply PM and Repair support as needed.
6. QT or Helpers shall be physically capable to safely: climb ladders, lift 50 pounds, stand for extended periods of time, see colors and fine print. All other physical requirements to meet this description is the responsibility of the supplier.
7. A Preventative Maintenance Helper shall be someone in training in the field of HVAC trades. Helper(s) may only work under the on-site supervision of a Preventative Maintenance QT, Non-Emergency Repair QT, Emergency QT, or Plant Operations QT. Helper(s) shall not work on campus in the absence of the QTs.
8. The supplier will provide their own hand and power tools. LSUS will provide an area for the storage of these tools. LSUS is not responsible for lost or stolen tools. LSUS will provide ladders; supplier is responsible for the inspection and safe use of these ladders. Defective ladders should be reported to LSUS immediately and tagged to indicate the defect.
9. LSUS reserves the right to refuse or reject a Qualified Technician at any time during this agreement. The refusal or rejection will be determined at the sole discretion of the Facility Services Director or their delegate and may be WITHOUT advanced notice or reasoning for the decision. The supplier shall replace the refused or rejected Qualified Technician immediately without disruption to Plant Operations.

## **Plant Operations - Supplier Work Schedule**

1. LSUS will utilize no less than three (3) shifts per week for the duration of this contract, except for December 23 through January 2 each year. LSUS reserves the right to increase or decrease the number of shifts per week if it's determined to be in the best interest of the University; however, three (3) shifts will be guaranteed for the duration of this contract, except for the period of December 23 thru January 2nd each year. LSUS reserves the right to increase or decrease the number of shifts per week if it is determined to be the in best interest of the University. In the event this occurs, adequate notice will be given to the supplier. We will publish a schedule no less than two (2) weeks in advance and we will provide six (6) weeks' notice in the event we DECREASE the three (3) shifts per week.

2. Each shift of all plant operation hours is composed of one (1) QT. The same QT is not required to work the same shift each day; Supplier may rotate or substitute each QT of the core group as needed. The core group shall have 3-5 individuals.
3. Plant Operations QTs shall be the same core group for all shifts worked on LSUS Campus. A QT shall be a part of the supplier's presence for 80% or greater of any of the 3 shifts described. This maintains a high level of familiarity with LSUS systems for quicker response time of outages and customer complaints. QTs may work any shift for this requirement. Exceptions to this requirement can be made in writing at the sole discretion of the LSUS Facility Services Director or at the request of the supplier in the event of the assigned QT's retirement, resignation from supplier, or other terminal situations that do not allow the supplier to assign dedicated QT employees to LSUS.
4. Substitutes should be a part of the core group that is familiar with campus systems. Supplier shall provide substitute QTs as needed for its employee absences, and this is the sole responsibility of the supplier.
5. LSUS reserves the right to establish a plant operations closure schedule, both planned and unplanned. LSUS shall provide a written planned closure schedule as shown in Appendix B. In the event of a hard freeze or other weather conditions that may present damage to campus systems, the schedule may be modified at the approval of the Facility Services Director or their delegate. The closure schedule may also be modified for other reasons that may render an active plant operation unnecessary; this may include major repair utility outages or any instances where campus may be closed or limited in operation.
6. LSUS may require operations to continue outside of normal shift schedules. Supplier shall provide a Plant Operations QT to perform typical functions at the request of Facility Services Director or their delegate. Supplier shall invoice for hours worked as applicable for emergency, holiday, or overtime rates.
7. In the event a Qualified Technician must immediately depart campus or end their shift early, the Qualified Technician shall de-energize any equipment that may cause damage to persons or campus assets and communicate with Facility Services Director or their delegate about the sudden departure. The supplier shall replace this technician immediately at no emergency or overtime expense to LSUS and to minimize length of time to the disruption of service to campus.

**Plant Operations -General Personnel Requirements:**

1. All supplier employees shall wear a supplier provided uniform with supplier logo, attach a visible badge to clothing, or visibly indicate they are a representative from the LSUS Central Plant. LSUS may require an LSUS badge to be visible.
2. Background Checks- Due to the diverse work force, faculty and students at the University, there are many vulnerable populations in the campus community. In an effort to ensure their safety, the successful Supplier must provide a letter certifying that criminal history checks have been conducted on all employees and/or volunteers providing service to the University. As team members are added throughout Agreement period, an updated letter must be provided. Upon request, an updated letter may be required every year, at Agreement extension, for all team members, and any additional staff members that may be used. The criminal history check information must be maintained on file by the Supplier, and the University reserves the right to request copies of the

criminal history checks at any time. The Supplier shall be required to adhere to all University policies. All employees shall wear identification tags provided by Supplier. The University reserves the right to request immediate removal of any personnel for conduct which is determined to be not in the best interest of the University.

### **Plant Operations - Duties**

3. A Plant Operations Qualified Technician (QT) will be responsible for the following: Operate Boilers, Chillers, Cooling Towers, Pumps, BAS, respond to customer calls, simple repairs and adjustments, minor equipment change-outs (t-stats and other typically stocked parts for HVAC systems: belts, fuses, Pneumatic fittings, etc.).
4. QT shall take reasonable measures necessary, to maintain continuity of operations and minimize downtime of HVAC equipment when issues arise.
5. QT shall report to LSUS Facility Service Director, or their delegate of all work accomplished, and discoveries of repairs needed.
6. QT shall keep a communal paper log for all LSUS staff and supplier to share. The purpose is for tracking day-to-day functions and to utilize them for shift change briefings; including any temperature adjustments, temperature reading, pressure reading, chemical feed rates, etc.
7. QT shall keep the Central Plant, all mechanical rooms, electrical rooms, and other similar areas clean and free of debris, swept clean, and mopped to keep fine dust under control. This level of cleanliness includes floors, walls, and ceilings. All equipment must be kept as clean as possible, particularly manufacturer labels.
8. Test, analyze, and record chemical content of the various steam and water systems. Follow treatment program guidelines and protocols.
9. Engage in training as required or needed to continue familiarity of new equipment, or guidelines or licenses. Equipment responsible for operation: See Appendix A.
  - a. Not all minor components are listed nor is it inclusive of all assets.
  - b. Supplier shall assess equipment during the MANDATORY SITE VISIT before submitting a bid.
  - c. Assets may be added or deleted before, after, or during the agreement period. Any assets associated with these functions shall also be considered part of this contract.

### **Preventative Maintenance (PM) Operations:**

1. The Preventative Maintenance Operation is necessary to successfully complete all PMs established by Facility Services and other sources of authority, such as a manufacturer, Office of Risk Management, professional engineer, or other entities with a goal to maintain, operate, and care for the Central Plant Equipment and LSUS assets. LSUS reserves the right to perform any or all PMs by LSUS staff or other 3<sup>rd</sup> parties; this contract is not an exclusive use agreement.
2. Types of PM items to include the servicing of all equipment consumables. Consumables may include but are not limited to the following: air filters, desiccant, oils, lubricants, drive belts, gaskets, fuels, and other similar items. It is the intent for LSUS to provide all materials required for preventative

maintenance. It is incumbent of the supplier to provide their own tools required to perform PMs. Consumables such as air filters, belts, lubricants, etc., will be provided by LSUS. The supplier should assist LSUS with ensuring proper materials and volumes of materials are on-site and available for immediate use during the execution of a PM task.

3. PMs will also include routine 'exercising' of moving parts. This will include opening and closing, turning off and on, and other similar 'exercising' functions of and not limited to: butterfly valves, gate valves, electronic valves, dampers, breakers and electrical gear, and other areas under the care of Facility Services Central Plant.
4. PMs will also include draining of basins, pans, and water/sewage lines as needed for cleaning, sanitization, and corrosion resistance.
5. Supplier performing PMs shall utilize our tracking software, Asset Essentials – a Dude Solutions Product, to log successful completion of PMs. Suppliers may also use their own digital tracking software in addition to Asset Essentials. Reports of all work performed shall be provided digitally at the request of LSUS Facility Services Director or their delegate.
6. In the event that a required repair is identified by a QT, supplier shall report the deficiency to LSUS Facility Services Director or LSUS delegate. LSUS Facility Services Director or delegate may request a proposal for repair, seek other avenues to accomplish the repair, or elect to defer the repair.
7. Major equipment Preventative Maintenance may be performed by supplier personnel.
8. Preventative Maintenance QT shall possess the skillsets required to perform service and preventative maintenance functions throughout the system. The supplier shall track, train, and oversee this requirement. Any damage or improperly performed PM task, not being performed by a QT, the supplier shall be held liable for damages incurred.
9. A PM QT should work with LSUS Facility Services to maintain appropriate on-site inventory of filters, belts, and other similar required materials and consumables required for regularly scheduled PM tasks. LSUS prefers to keep high use consumables in stock and can purchase items utilizing Louisiana State and LSU negotiated purchasing contracts.
10. Supplier should use the fewest QTs and Helpers as possible to economically execute PMs to maintain the LSUS supplied PM schedule and accomplish the tasks with industry standard quality. Personal or equipment safety should not be compromised when assigning one or more person to a task.
  - a. Specialized PM tasks, such as vibration tests, eddy current tests, thermal imaging, and other similarly specialized-equipment dependent maintenance, may be sub-contracted at the written approval of the Facility Services Director or their delegate. LSUS maintains the right to separately provide these specialized tests to accomplish a PM task.

## **Repair Operations**

1. Supplier shall provide Emergency and Non-Emergency Repair Service at the request of Facility Services Director or their Delegate. Proposals for needed repairs will be required prior to work, except in extreme cases. An operator can be used for repairs only if they are qualified to accomplish the repair and time dedicated to the repair does not jeopardize the plant operation.

2. Supplier agrees to respond to repair requests with properly trained certified, and qualified technician(s) for each type of repair requested. These repairs include HVAC equipment, systems of HVAC equipment, and Building Automation Systems (BAS).
3. Supplier shall offer emergency repair service with a response time of 1 hour. This includes nights, weekends, and holidays.
4. Emergency Service is authorized only by Facility Services Director or their delegate. Other LSUS staff, such as LSUS Plant Operators or Maintenance Repairers are not authorized to approve emergency service.
5. Repairs shall carry a labor warranty of 1 year. Parts warranties shall be tracked by supplier, if supplier provides the parts used in a repair; a list shall be kept on-site and made available to LSUS at all times.
6. The supplier should warehouse and have available a sufficient supply of emergency parts for minor repairs. The supplier is to provide a written estimate to Facility Services and must get approval to proceed, prior to performing work not covered under this agreement.

#### **Other terms of service**

1. LSUS will have on-site operators that will train and familiarize supplier employees of the core group, Monday through Friday only.
2. Any installed object, equipment, or piece of the HVAC systems installed or serviced by the supplier shall become fully owned by LSUS at the conclusion of installation. Any digital programming, digital or paper logs kept by the supplier shall become fully owned by LSUS. An exception will be made to exclude supplier owned software systems used to track time, materials, and invoicing their customers.
3. Water treatment will be provided by LSUS. At the time of this solicitation, *Garrett Callahan* is the currently utilized supplier for water treatment. Supplier should be familiar with water treatment systems. Supplier shall observe sensor read-outs, take routine samples (by Plant Operations QT), and report abnormalities in the water treatment system – observe and report.
4. LSUS reserves the right to refuse or reject any supplier employee at any time during this agreement. The refusal or rejection will be determined at the sole discretion of the Facility Services Director, or their delegate WITHOUT advanced notice or reasoning for the decision. The SUPPLIER shall replace the refused or rejected employee immediately.
5. Supplier shall provide a single point of contact for communication of all matters. This single point of contact should maintain a close understanding of campus systems, know and meet all applicable LSUS staff, and regularly check on the successful execution of work and satisfaction of supplier service with LSUS applicable staff.
6. Automatically applied fees and/or charges, such as trip charges, truck charges, transit charges, fuel charges, miscellaneous materials fees, or any other automatically applied generic fee shall be prohibited from all invoices. Only specifically named materials will be allowed if approved in advance by the Facility Services Director or their delegate.
7. Supplier shall be solely responsible for a confined space program, the training of employees and management of that program, and shall communicate to LSUS Facility Service Director or their



delegate when entering a confined space. LSUS employees DO NOT enter confined spaces and are prohibited from entering confined spaces. Upon request, suppliers shall provide documentation of DSHA Compliant Space Entity Program.

8. LSUS is not subject to or under jurisdiction of City of Shreveport inspections but reserves the right before approving work performed or an invoice, to obtain an inspection by way of a professional engineer, specialized inspection agency, or by other means deemed appropriate for any physical modification or work performed. LSUS is under the jurisdiction of the Louisiana Office of State Fire Marshal. All Office of State Fire Marshal rules and regulations shall be followed by the supplier. Annual or other compliance inspections for boilers, elevators, general occupancy, and similar is the responsibility of LSUS.
9. PM Helper or Repair Helper may work on campus so long as any Qualified Technician is on site and can advise, consult, and/or assist the Helper as needed. This will allow the supplier to be economical for more simple and straight forward tasks like filter changes or mechanical room cleaning.

#### **Campus Closures and Holidays:**

1. Hourly labor rates for “holidays” will follow closely to the LSUS closure schedule, but do not necessarily indicate holiday rates. For the purposes of this scope of work, recognized holidays are: Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year’s Day, Martin Luther King, Jr. Day, Good Friday, Easter, and Memorial Day. Central Plant is to be considered closed for the listed holidays.
2. All LSUS campus closures are to be considered non-scheduled days. Should there be a need to operate the Central Plant or perform any function of work on a non-scheduled day, pay rates will follow normal rates unless it’s a listed holiday.

#### **Appendices**

Appendix A – Equipment List: List of major HVAC components. This list may not be all inclusive and may change as repairs or changes are made to the system.

Appendix B – LSU Permanent Memorandum 5, Holiday Schedule. List clarifying non-scheduled days vs approved holidays.

Appendix C – Campus Map/List of buildings

MANDATORY SITE VISIT:

ALL SUPPLIERS INTERESTED IN BIDDING SHALL VISIT THE SITES AND MAKE ALL INVESTIGATIONS AND EXAMINATIONS NECESSARY TO ASCERTAIN ALL SITE CONDITIONS AND REQUIREMENTS AFFECTING THE FULL PERFORMANCE OF THE WORK. ALL SHALL TAKE THESE EXISTING CONDITIONS INTO CONSIDERATION AND THE LACK OF SPECIFIC INFORMATION OR MINOR VARIANCES SHALL NOT RELIEVE THE SUPPLIER OF ANY RESPONSIBILITY. ARRANGEMENT FOR A SITE VISIT MUST BE MADE AT LEAST 48 HOURS PRIOR TO BID OPENING. AFTER INSPECTING THE SITE, SUPPLIER MUST GET THE DEPARTMENTAL REPRESENTATIVE'S SIGNATURE BELOW. FAILURE TO HAVE SUCH SIGNATURE IS CAUSE AND SHALL CAUSE REJECTION OF BID.

THIS PAGE MUST BE SUBMITTED WITH THE BID.

THE UNDERSIGNED HAS INSPECTED THE SITES AS LISTED BELOW:

Departmental Representative Signature: \_\_\_\_\_

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

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

# Appendix A

	Location	Room #	Location Description	Old Engineering ID #	Asset #	Name	Make	Model	Serial #
1	Admin Building		South Penthouse	ADM AHU #1	AHU-001	Air Handling Unit	TRANE	CC8835LFGD0	K85F65270
2	Admin Building		North Penthouse	ADM AHU #2	AHU-002	Air Handling Unit	TRANE	CC88508FGD0	K85F65260
3	Admin Building		South Penthouse (North Compressor)	ADM AC #1	AC-001	Air Compressor	JENNY	GT	F041907205
4	Admin Building		South Penthouse (South Compressor)	ADM AC #2	AC-002	Air Compressor	JENNY	GT	G050318207
5	Admin Building		Room 234 (East Pump)	REMOVED	CDRP-001	Condensate Return Pump	REMOVED		
6	Admin Building		Room 234 (West Pump)	REMOVED	CDRP-002	Condensate Return Pump	REMOVED		
7	Admin Building		Roof, Center, NorthEast	ADM CH #1	CHLR-001	Centrifugal (Recip)Chiller	TRANE	CGAFC20EANA0AO	C08B01458
8	Admin Building		Room 146	ADM CRU#1	CRAC-001	Computer Room AC Unit	STULZ	C-6000/7000MIB	151588
9	Admin Building		Room 234 (West Pump)	ADM CWP #1	CWBP-001	Chilled Water Building Pump	TACO	FI2507E23AH1K0A	UNDER INSULATION
10	Admin Building		Room 234 (East Pump)	ADM CWP #2	CWBP-002	Chilled Water Building Pump	TACO	FI2507E23AH1K0A	UNDER INSULATION
11	Admin Building		North Penthouse	ADM CWP #3	CWBP-003	Chilled Water Building Pump	AURORA	344ABF	12-05800
12	Admin Building		Roof, Center, SouthEast	ADM EF #1	EXF-001	Exhaust Fan	CENTRIMASTER	PN200E1	NJE184101
13	Admin Building		Roof, NorthWing, SouthEast	ADM EF #2	EXF-002	Exhaust Fan	CENTRIMASTER	PN200E1	NJE184101
14	Admin Building		Roof, NorthWing, SouthWest	ADM EF #3	EXF-003	Exhaust Fan	CENTRIMASTER	PN125E1	NJE184165
15	Admin Building		Roof, NorthWing, Center	ADM EF #4	EXF-004	Exhaust Fan	CENTRIMASTER	PN135E1	NJE184100
16	Admin Building		Roof, NorthWing, NorthEast	ADM EF #5	EXF-005	Exhaust Fan	CENTRIMASTER	PN135E1	NJE184103
17	Admin Building		Roof, Center, NorthWest	ADM EF #6	EXF-006	Exhaust Fan	CENTRIMASTER	PN135E1	NJE184105
18	Admin Building		Roof, Center, SouthWest	ADM EF #7	EXF-007	Exhaust Fan	CENTRIMASTER	PN245E1	NJE184107
19	Admin Building		Room 234 (West Pump)	ADM HWP #1	HWP-001	Hot Water Pump	TACO	F11507E2DAH1L0B	ECG0292/9
20	Admin Building		Room 234 (East Pump)	ADM HWP #2	HWP-002	Hot Water Pump	TACO	F11507E2DAH1L0B	ECG0292/9
21	Admin Building		North Penthouse	ADM CWP #4	CWBP-018	Chilled Water Building Pump	AURORA	344ABF	14-2404258
22	Admin Building		Room 234 (East Boiler)	ADM BLR #1		Heating Water Boiler	HYDROTHERM	KN-6	KN-H-NET-M10N-4555
23	Admin Building		Room 234 (West Boiler)	ADM BLR #2		Heating Water Boiler	HYDROTHERM	KN-6	KN-H-NET-M10N-4554
1	Bronson Hall	164	1st Floor Outside East Side	BH AHU #1	AHU-009	Air Handling Unit	YORK	CS-402M	72-780004H2
2	Bronson Hall	234	2nd Floor Southeast Corner	BH AHU #2	AHU-010	Air Handling Unit	YORK	CS-578M	72-780004H3
3	Bronson Hall	334	3rd Floor Southeast Corner	BH AHU #3	AHU-011	Air Handling Unit	YORK	CS-578M	72-780004H2
4	Bronson Hall	434	4th Floor Southeast Corner	BH AHU #4N	AHU-012	Air Handling Unit	YORK	CS-402M	72-780004H3
5	Bronson Hall	434	4th Floor Southeast Corner	BH AHU #4S	AHU-013	Air Handling Unit	YORK	CS-402M	72-780004H4
6	Bronson Hall	164	Room 164 (South Comp)	BH AC #1	AC-005	Air Compressor	Quincy	216	6083175
7	Bronson Hall	164	Room 164 (North Comp)	BH AC #2	AC-006	Air Compressor	Quincy	216L	20010416-0012
8	Bronson Hall	164	Room 164 (South Pump)	BH AC #3	CDRP-005	Condensate Return Pump	SHIPCO	203ECC	53077
9	Bronson Hall	164	Room 164 (North Pump)	BH AC #4	CDRP-006	Condensate Return Pump	SHIPCO	203ECC	53077
10	Bronson Hall	164	Room 164 (South Pump)	BH CWP #1	CWBP-006	Chilled Water Building Pump	Bell and Gossett	NONE	C268127-01
11	Bronson Hall	164	Room 164 (North Pump)	BH CWP #2	CWBP-007	Chilled Water Building Pump	Bell and Gossett	NONE	C107531-01
12	Bronson Hall	Roof	Roof, SouthEast Corner	BH EF #1	EXF-015	Exhaust Fan	CentriMaster	N/A	N/A
13	Bronson Hall	Roof	Roof, Center, East	BH EF #2	EXF-016	Exhaust Fan	CentriMaster	PV150E2	02E005001
14	Bronson Hall	Roof	Roof, Center, Central	BH EF #3	EXF-017	Exhaust Fan	CentriMaster	PV150	02E005001
15	Bronson Hall	Roof	Roof, Center, NorthWest	BH EF #4	EXF-018	Exhaust Fan	GreenHeck	GB-141-3-X	01K196296
16	Bronson Hall	Roof	Roof, Center, West	BH EF #5	EXF-019	Exhaust Fan	CentriMaster	PV150E2	03B087801
17	Bronson Hall	164	Room 164 (East Pump)	BH HWP #1	HWP-005	Hot Water Pump	PACO	N/A	N/A
18	Bronson Hall	164	Room 164 (West Pump)	BH HWP #2	HWP-006	Hot Water Pump	PACO	N/A	N/A

# Appendix A

	Location	Room #	Location Description	Old Engineering ID #	Asset #	Name	Make	Model	Serial #
1	Business & Education	124	Room 124 West Mech Room	BE AHU #1	AHU-003	Air Handling Unit	TRANE	CCBA123GLA0	K79M67413
2	Business & Education	123	Room 123 East Mech Room	BE AHU #2	AHU-004	Air Handling Unit	TRANE	CCBA173GLA0	K79M67414
3	Business & Education	230	Room 230 West Mech Room	BE AHU #3	AHU-005	Air Handling Unit	TRANE	CCBA213HLA0	K79M67415
4	Business & Education	224	Room 224 East Mech Room	BE AHU #4	AHU-006	Air Handling Unit	TRANE	CCBA213GLA0	K79M67416
5	Business & Education	392	Room 392 West Mech Room	BE AHU #5	AHU-007	Air Handling Unit	TRANE	CCBA173GLA0	K79M67417
6	Business & Education	386	Room 386 East Mech Room	BE AHU #6	AHU-008	Air Handling Unit	TRANE	CCBA213HLA0	K79M67418
7	Business & Education		Basement (North Compressor)	BE AC #1	AC-003	Air Compressor	QUINCY	350-106	6168007
8	Business & Education		Basement (South Compressor)	BE AC #2	AC-004	Air Compressor	QUINCY	350-18`	172169-L
9	Business & Education		Basement (East Pump)	BE CDR #1	CDRP-003	Condensate Return Pump	SHIPCO	DUC-106D	53076
10	Business & Education		Basement (West Pump)	BE CDR #2	CDRP-004	Condensate Return Pump	SHIPCO	DUC-106D	53076
11	Business & Education		Basement (North Pump)	BE CWP #1	CWBP-004	Chilled Water Building Pump	TACO	FI4007E2GAJ1LAO	Covered by Insulation
12	Business & Education		Basement (South Pump)	BE CWP #2	CWBP-005	Chilled Water Building Pump	TACO	FI4007E2GAJ1LAO	Covered by Insulation
13	Business & Education		Roof, SouthCentral, West	BE EF #1	EXF-008	Exhaust Fan	GREENHECK	GB-141-4-X	01K19623
14	Business & Education		Roof, SouthCentral, East	BE EF #2	EXF-009	Exhaust Fan	GREENHECK	G-183-VG-7-X	15895075
15	Business & Education		Roof, NorthWest	BE EF #3	EXF-010	Exhaust Fan	GREENHECK	GB-141-4-X	01K19625
16	Business & Education		Roof, Center	BE EF #4	EXF-011	Exhaust Fan		EQUIPMENT REMOVED DURING RENOVATION	
17	Business & Education		Roof, Center	BE EF #5	EXF-012	Exhaust Fan		EQUIPMENT REMOVED DURING RENOVATION	
18	Business & Education		Roof, Center, NorthEast	BE EF #6	EXF-013	Exhaust Fan		EQUIPMENT REMOVED DURING RENOVATION	
19	Business & Education		Basement	BE EF #7	EXF-014	Exhaust Fan		NO MODEL OR SERIAL NUMBERS FOUND	
20	Business & Education		Basement (East Pump)	BE HWP #1	HWP-003	Hot Water Pump	TACO	FI 1507E2CAH1L0B	Covered by Insulation
21	Business & Education		Basement (West Pump)	BE HWP #2	HWP-004	Hot Water Pump	TACO	FI 1507E2CAH1L0B	Covered by Insulation
22	Business & Education		Basement (East Pump)	BE SP #1	SP-001	Sump Pump	WEIL	1104	SO- Number not found
23	Business & Education		Basement (West Pump)	BE EF #11	SP-002	Sump Pump	WEIL	1104	SO- Number not found
1	Central Utility Plant		Room 100A	AC 1	AC-007	Air Compressor	SpeedAire	4B233C	1999-00018
2	Central Utility Plant		Room 100	CU BLR 1	BLR-001	Steam Boiler	Cleaver Brooks	CB 760-200	L 40803
3	Central Utility Plant		Room 100	CU BLR 2	BLR-002	Steam Boiler	Cleaver Brooks	CB 760-200	L 40802
4	Central Utility Plant		Room 100	CU BLR 3	BLR-003	Steam Boiler	Cleaver Brooks	CB 760-200	L-67314
5	Central Utility Plant	Rm 100	East Pit West Pump	CU CDR1	CDRP-007	Condensate Return Pump	Unknown	N/A	N/A
6	Central Utility Plant	Rm 100	East Pit East Pump	CU CDR2	CDRP-008	Condensate Return Pump	Unknown	N/A	N/A
7	Central Utility Plant	Rm 100	Room 100(North Pump)	CU CDR3	CDRP-009	Condensate Return Pump	Bell & Gossett	e-1535	168318LF G12
8	Central Utility Plant	Rm 100	Room 100(South Pump)	CU CDR4	CDRP-010	Condensate Return Pump	Bell & Gossett	e-1535	168318LF G12
9	Central Utility Plant				CDRP-011				
10	Central Utility Plant				CDRP-012				
11	Central Utility Plant		Room 102	CU CDS # 2	CDSP-001	Condensate Supply Pump	Insulated	Insulated	Insulated
12	Central Utility Plant		Room 103	CU CDS # 3	CDSP-002	Condensate Supply Pump	Insulated	Insulated	Insulated
13	Central Utility Plant		Room 104	CU CDS # 4	CDSP-003	Condensate Supply Pump	Insulated	Insulated	Insulated
14	Central Utility Plant		Room 105	CU CDS # 5	CDSP-004	Condensate Supply Pump	GOULDS WATER TECH	VITFFTM	4752422
15	Central Utility Plant		Room 100	CH 2	CHLR-002	Centrifugal Chiller	Trane	CVHE500	L11C01105
16	Central Utility Plant		Room 100	CH 3	CHLR-003	Centrifugal Chiller	Trane	CVHF680	L-98M07321

# Appendix A

	Location	Room #	Location Description	Old Engineering ID #	Asset #	Name	Make	Model	Serial #
17	Central Utility Plant		Room 100A	CH 4	CHLR-004	Centrifugal Chiller	Trane	CVHF485	LO1CO7321
18	Central Utility Plant		Room 100A	CH 5	CHLR-005	Centrifugal Chiller	Trane	CVHE800	L92C06003
19	Central Utility Plant		Room 102	TWR 2	CT-001	Cooling Tower	EVAPCO	SST8-612BS	986214M
20	Central Utility Plant		Room 103	TWR 3	CT-002	Cooling Tower	EVAPCO	AT112-318	9-356007
21	Central Utility Plant		Room 104	TWR 4	CT-003	Cooling Tower	EVAPCO	USS112-4M14	19-886112
22	Central Utility Plant		Room 105	TWR 5	CT-004	Cooling Tower	BUILT IN PLACE	BRICK AND TILE	N/A
23	Central Utility Plant		Room 100	CWP 2	CWR-P001	Chilled Water Return Pump	Unknown	Insulated	Insulated
24	Central Utility Plant		Room 100	CWP 3	CWR-P002	Chilled Water Return Pump	PACO	Insulated	Insulated
25	Central Utility Plant		Room 100A	CWP 4	CWR-P003	Chilled Water Return Pump	Unknown	Insulated	Insulated
26	Central Utility Plant		Room 100	CWP 5	CWR-P004	Chilled Water Return Pump	Unknown	Insulated	Insulated
27	Central Utility Plant		Room 100	CWS 1	CWSP-001	Chilled Water Supply Pump	Unknown	Unknown	Unknown
28	Central Utility Plant		Room 100	CWS 2	CWSP-001	Chilled Water Supply Pump	Unknown	Unknown	Unknown
29	Central Utility Plant		Room 100	CWS 3	CWSP-001	Chilled Water Supply Pump	Unknown	Unknown	Unknown
30	Central Utility Plant		Room 100	CWS 4	CWSP-001	Chilled Water Supply Pump	Unknown	Unknown	Unknown
31	Central Utility Plant		Roof, East Half, North Fan	EF 1	EXF-20	Exhaust Fan	Unknown	N/A	N/A
32	Central Utility Plant		Roof, East Half, South Fan	EF 2	EXF-21	Exhaust Fan	Unknown	N/A	N/A
33	Central Utility Plant		Roof, East Half, NorthWest	EF 3	EXF-22	Exhaust Fan	CENTRI MASTER	N/A	DP 2440
34	Central Utility Plant		Roof, East Half, West Central	EF 4	EXF-23	Exhaust Fan	LORIN COOK COMPNY	180C6B	N/A
35	Central Utility Plant		Roof, West Half, Center	EF 5	EXF-24	Exhaust Fan	Unknown	N/A	N/A
36	Central Utility Plant		Roof, West Half, West Central	EF 6	EXF-25	Exhaust Fan	LORIN COOK COMPNY	180C6B	N/A
37	Central Utility Plant		Roof, South, East Transformer Room	EF 7	EXF-26	Exhaust Fan	CENTRI MASTER	N/A	DP 2440
38	Central Utility Plant		Roof, South, West Transformer Room	EF 8	EXF-27	Exhaust Fan	Unknown	N/A	N/A
39	Central Utility Plant		Room 100 (North Pump)	FW 1	FWP-001	Feed Water Pump	MTH PUMPS	1441ABF	111684-1
40	Central Utility Plant		Room 100 (Center Pump)	FW 2	FWP-002	Feed Water Pump	MTH PUMPS	1441ABF	05H94748-1
41	Central Utility Plant		Room 100 (South Pump)	FW 3	FWP-003	Feed Water Pump	MTH PUMPS	N/A	N/A
42	Central Utility Plant		Room 100 (East)	SH 1	SH-001	Space Heater	Unknown	N/A	N/A
43	Central Utility Plant		Room 100 (Center)	SH 2	SH-002	Space Heater	Unknown	N/A	N/A
44	Central Utility Plant		Room 100 A (West)	SH3	SH-003	Space Heater	Unknown	N/A	N/A
1	Facility Services		Office (North)	FS #1	DXP-006	Direct Expansion Split System AC	YORK	ZJ048S10N1AZZ10002C	NOL9294725
2	Facility Services		Office (South)	FS #2	DXP-007	Direct Expansion Split System AC	LENNOX	LGH036H4ES4Y	5615F13110
3	Facility Services		Shop (East)	FS #3	DXP-008	Direct Expansion Split System AC	TRANE	THC060E1E0A03A00	7321029961
4	Facility Services		Shop (West)	FS #4	DXP-009	Direct Expansion Split System AC	TRANE	THC060A1R0A0XA000	2401003912
5	Facility Services		Shop (East)	SH #1		Space Heater	STERLING	GG SERIES	No Serial Number
6	Facility Services		Shop (West)	SH #2		Space Heater	STERLING	GG SERIES	No Serial Number
1	Health and PE Building	119B	Room 119B Mezzanine	HPE AHU #1	AHU-014	Air Handling Unit	TRANE	N/A	K8127825
2	Health and PE Building	225	Room 225 Center West	HPE AHU #2	AHU-015	Air Handling Unit	TRANE	CCDB25AES6	K81C26567
3	Health and PE Building	119B	Room 119B Mezzanine	HPE AHU #3	AHU-016	Air Handling Unit	MCQUAY	CAH026GDAM	FB0U091100051
4	Health and PE Building	225	Room 225 West	HPE AHU #4	AHU-017	Air Handling Unit	DAIKEN		



# Appendix A

	Location	Room #	Location Description	Old Engineering ID #	Asset #	Name	Make	Model	Serial #
1	Noel Library	132	Room 132	NML AHU #1	AHU-021	Air Handling Unit	TRANE	TVDB63MOOHCS000	K92C11492
2	Noel Library	215	Room 215	NML AHU #2	AHU-022	Air Handling Unit	TRANE	73B	K92C12679
3	Noel Library	316	Room 316	NML AHU #3	AHU-023	Air Handling Unit	TRANE	73B	K92C12680
4	Noel Library	132	Room 132	DELETED	CDRP-015	Condensate Return Pump	REMOVED		
5	Noel Library	132	Room 132	DELETED	CDRP-016	Condensate Return Pump	REMOVED		
6	Noel Library		Northeast Compound	NML CH #1	CHLR-006	Centrifugal Chiller	LEGACY	PZA18DH5D	14F01135
7	Noel Library	130	Room 130	NML CRU #1	CRAC-002	Computer Room AC Unit	AIRFLOW	NON LEGIBLE	NON LEGIBLE
8	Noel Library	316	Room 316	NML CRU #2	CRAC-003	Computer Room AC Unit	AIRFLOW	NON LEGIBLE	NON LEGIBLE
9	Noel Library	307	Room 307	NML CRU #3	CRAC-004	Computer Room AC Unit	AIR TECHNOLOGY	OH5012C	9207601
10	Noel Library	344	Room 344	NML CRU #4	CRAC-005	Computer Room AC Unit	AIR TECHNOLOGY	OH5012C	9207601
11	Noel Library	132	Room 132 (West Pump)	NML CWP #1	CWBP-010	Chilled Water Building Pump	UNDER INSULATION	NON LEGIBLE	NON LEGIBLE
12	Noel Library	132	Room 132 (East Pump)	NML CWP #2	CWBP-011	Chilled Water Building Pump	UNDER INSULATION	NON LEGIBLE	NON LEGIBLE
13	Noel Library	233	Room 233 (North Pump)	NML CWP #3	CWBP-012	Chilled Water Building Pump	UNDER INSULATION	NON LEGIBLE	NON LEGIBLE
14	Noel Library	233	Room 233 (South Pump)	NML CWP #4	CWBP-013	Chilled Water Building Pump	UNDER INSULATION	NON LEGIBLE	NON LEGIBLE
15	Noel Library		Roof, Center	NML EF #1	EXF-042	Exhaust Fan	ACME	530476600	210C2B
16	Noel Library	137	Room 137 (Ceiling)	NML EF #2	EXF-043	Exhaust Fan	BROAN	NON LEGIBLE	NON LEGIBLE
17	Noel Library	123	Room 123 (Ceiling)	NML EF #3	EXF-044	Exhaust Fan	BROAN	NON LEGIBLE	NON LEGIBLE
18	Noel Library		Roof, Center, South	NML EF #4	EXF-045	Exhaust Fan	ACME	530476600	100C10DH
19	Noel Library		Roof, SouthWest	NML EF #5	EXF-046	Exhaust Fan	ACME	530476600	100010DM
20	Noel Library		Roof, NorthWest	NML EF #6	EXF-047	Exhaust Fan	ACME	530476600	135C10D
21	Noel Library		Roof, NorthCenter	NML EF #7	EXF-048	Exhaust Fan	ACME	530476600	100C10DH
22	Noel Library		Roof, NorthEast	NML EF #8	EXF-049	Exhaust Fan	DAYTON	NON LEGIBLE	NON LEGIBLE
23	Noel Library	146	Room 146 Elevator Equipment Room	NML EF #9		Exhaust Fan	LOREN COOK	705015D	552271300
24	Noel Library	154	Room 154 West Vestibule	NML FCU #1	FCU-002	Fan Coil Unit	TRANE	FCN345G	X3970044801
25	Noel Library	134	Room 134 East Vestibule	NML FCU #2	FCU-003	Fan Coil Unit	TRANE	FCN345G	X3970044801
26	Noel Library	133	Room 133	NML FCU #3	FCU-004	Fan Coil Unit	TRANE	NON LEGIBLE	NON LEGIBLE
27	Noel Library	132	Room 132	NML HWP #1	HWP-009	Hot Water Pump	Peerless	F1825AMBF	474870
28	Noel Library	132	Room 132	NML HWP #2	HWP-010	Hot Water Pump	Peerless	F1825AMBF	474871
29	Noel Library	316	Room 316	NML BLR #1		Water Boiler	HYDROTHERM	KN-10	KN-10-M11NB-7247
30	Noel Library	316	Room 316	NML BLR #2		Water Boiler	HYDROTHERM	KN-10	KN-10-M11NB-7248
1	Science Building	202	Room 202 2nd Floor Mechanical Room	SCI AHU #1	AHU-024	Air Handling Unit	TRANE	MCCA03DMAGOCCAODAC	K98F57664
2	Science Building	202	Room 202 2nd Floor Mechanical Room	SCI AHU #2	AHU-025	Air Handling Unit	TRANE	MCCA035AAG0CA60	K98F55355
3	Science Building	343	Room 343 3rd Floor Mechanical Room	SCI AHU #3	AHU-026	Air Handling Unit	TRANE	MCCA0BOGAUOAGGA	K98044306
4	Science Building		Basement (North Pump)	SCI AC #1	AC-010	Air Compressor	INGERSOL RAND	2475	NAA10280243
5	Science Building		Basement (South Pump)	SCI AC #2	AC-011	Air Compressor	INGERSOL RAND	V235X1	873740
6	Science Building			SCI CDR #1	CDRP-017	Condensate Return Pump	REMOVED		
7	Science Building			SCI CDR #2	CDRP-018	Condensate Return Pump	REMOVED		
8	Science Building	215	Room 215	SCI CRU #1	CRAC-006	Computer Room AC Unit	LIEBERT	MMD185	104672
9	Science Building	306A	Room 306A	SCI CRU #2	CRAC-007	Computer Room AC Unit	DAIKEN	RXG15HVJU	NON LEGIBLE

# Appendix A

	Location	Room #	Location Description	Old Engineering ID #	Asset #	Name	Make	Model	Serial #
10	Science Building	322	Room 322	SCI CRU #3	CRAC-008	Computer Room AC Unit	LIEBERT	ABANDONED IN PLACE	
11	Science Building		Room 128	SCI CRU #4		Computer Room AC Unit	STULZ	OHS040HAS	10020077
12	Science Building		Basement (East Pump)	SCI CWP #1	CWBP-014	Chilled Water Building Pump	AURORA PUMP	344	NON LEGIBLE
13	Science Building		Basement (West Pump)	SCI CWP #2	CWBP-015	Chilled Water Building Pump	AURORA PUMP	344	NON LEGIBLE
14	Science Building		Roof	SCI EF #1	EXF-050	Exhaust Fan	GREENHECK	GB1404X	98E19690
15	Science Building		Roof	SCI EF #2	EXF-051	Exhaust Fan	ACME	P14D	L29125
16	Science Building		Roof	SCI EF #3	EXF-052	Exhaust Fan	BROAN	505	99042342L
17	Science Building		Roof	SCI EF #4	EXF-053	Exhaust Fan	GREENHECK	6B8014X0D	98E1024
18	Science Building		Roof	SCI EF #5	EXF-054	Exhaust Fan	ACME	P14D	LN29126
19	Science Building		Basement (South Pump)	SCI HWP #1	HWP-011	Hot Water Pump	TACO	FE3008E261F2LOA	185123004
20	Science Building		Basement (North Pump)	SCI HWP #2	HWP-012	Hot Water Pump	TACO	FE3008E261F2LOA	188378003
21	Science Building		Basement (South Pump)	SCI SP #1	SP-003	Sump Pump	WEIL	W130715	F181211382
22	Science Building		Basement (North Pump)	SCI SP #1	SP-004	Sump Pump	WEIL	W130715	F181211383
23	Science Building		Basement (Upper Pump)	SCI VP #1	VP-001	Vacuum Pump	CHICAGO PUMP	LOL2	NON LEGIBLE
24	Science Building		Basement (Lower Pump)	SCI VP #1	VP-002	Vacuum Pump	CHICAGO PUMP	LOL2	NON LEGIBLE
25	Science Building	331B	Room 331B 3rd Floor Boiler Room	SCI BLR #1		Hot Water Boiler	HYDROTHERM	KN-16	61422668
26	Science Building	331B	Room 331B 3rd Floor Boiler Room	SCI BLR #2		Hot Water Boiler	HYDROTHERM	KN-16	61422667
1	SLA	100A	SLA 100A Mechanical Room	SLA AHU #1		AIR HANDLING UNIT	TRANE	MCCA012UB05000000	K99C63150M
1	Technology Center		Room 236 Mechanical Room	TC AHU #1	AHU-028	Air Handling Unit	TRANE	M-63	K101587
2	Technology Center		Room 236 Mechanical Room	TC AHU #2	AHU-029	Air Handling Unit	TRANE	M-63	K101589
3	Technology Center		Room 236 Mechanical Room	TC AHU #3	AHU-030	Air Handling Unit	TRANE	L-14	K101588
4	Technology Center		Room 236 Mechanical Room	TC CRU #1	CRAC-009	Computer Room AC Unit	STULZ	VFS-120-DAR-U	6037024
5	Technology Center		Roof SouthWest	TC CRU #1 COND		Computer Room AC Cond Unit	STULZ	SCS-144-DSA	10029042
6	Technology Center		Room 226 Server Room	TC SRU #1	CRAC-010	Computer Room AC Unit	TRANE	TWE036P1300	34969A 4H2V
7	Technology Center		Roof, Center	TC SRU #1 COND		Computer Room AC Cond Unit	TRANE	2TTB2036A1000AA	34823JG3F
8	Technology Center		Roof, Center	TC EF #1	EXF-055	Exhaust Fan	CentriMaster	PV150E2	02E733701
9	Technology Center		Ceiling Room 110A Toilet	TC EF #2	EXF-056	Exhaust Fan	BROAN	504	Non Legible
10	Technology Center		Ceiling Room 133A Toilet	TC EF #3	EXF-057	Exhaust Fan	BROAN	504	Non Legible
11	Technology Center		Ceiling Room 148 Jan Closet	TC EF #4	EXF-058	Exhaust Fan	BROAN	504	Non Legible
12	Technology Center		Roof, Center	TC EF #5	EXF-059	Exhaust Fan	CentriMaster	PV150F	02E733706
13	Technology Center		Roof, NorthWest	TC EF #6	EXF-060	Exhaust Fan	CentriMaster	Non Legible	
14	Technology Center		Roof, West	TC EF #7	EXF-061	Exhaust Fan	Not In Service		
15	Technology Center		SW Transformer Room	TC EF #8	EXF-062	Exhaust Fan	In High Voltage Transformer Room. Not Safe to Enter.		
1	University Center	BO1	Basement BO1	UC AHU #1	AHU-031	Air Handling Unit	McQuay	MMM-150CH	3H000171
2	University Center	214	Room 214	UC AHU #2	AHU-032	Air Handling Unit	McQuay	MMM-141CH	3HC00172
3	University Center	223B	Room 223B	UC AHU #3	AHU-033	Air Handling Unit	McQuay	MMM-222CH	3HC00053

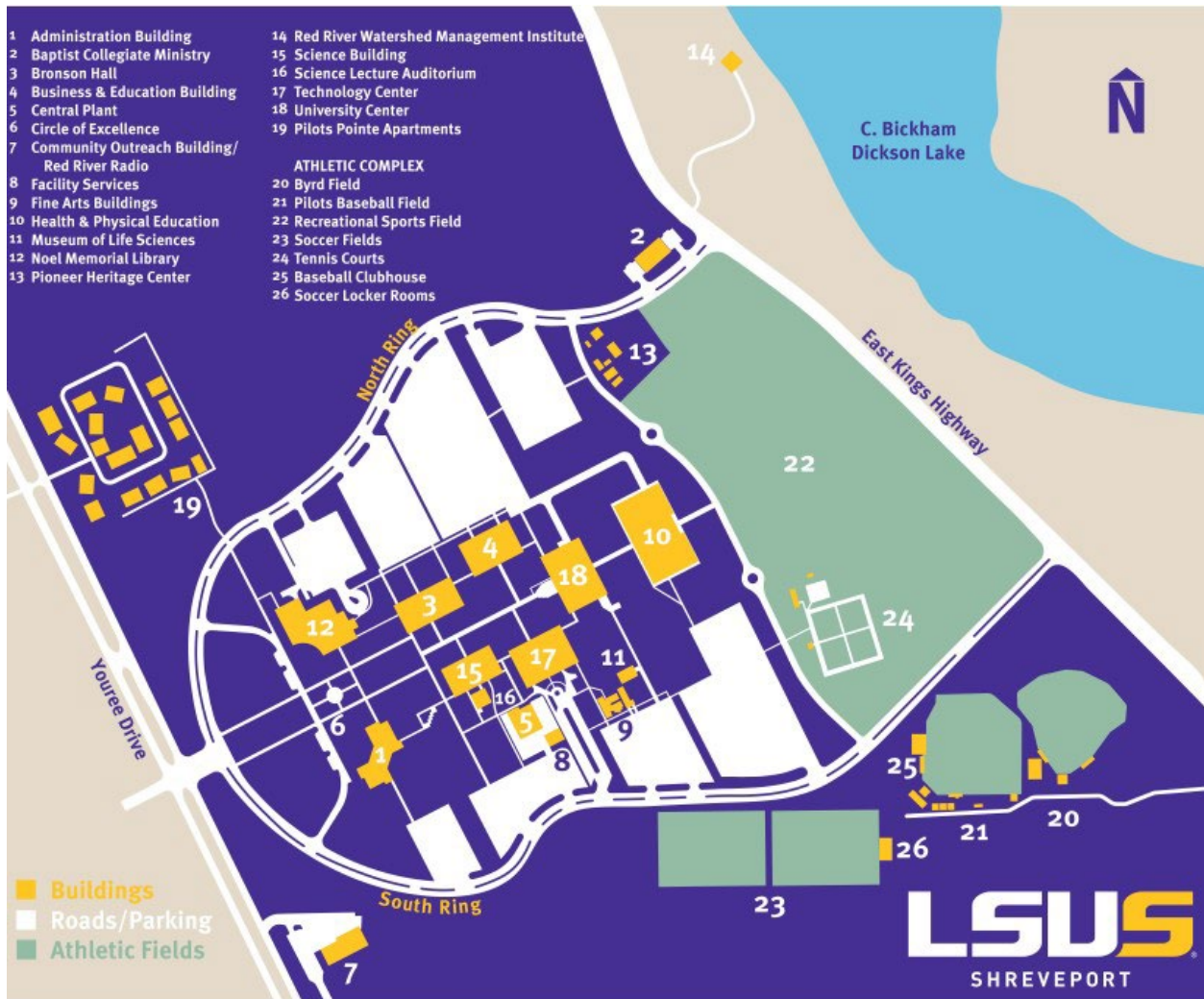




**APPENDIX B**

<b>Holiday</b>	<b>Date</b>
Independence Day	Thursday, July 4,2024
Labor Day	Monday, September 2,2024
Thanksgiving	Thursday, November 28,2024
Thanksgiving	Friday, November 29,2025
Christmas and New Year's	Tuesday, December 24,2024
Christmas and New Year's	Wednesday, December 25,2024
Christmas and New Year's	Thursday, December 26,2024
Christmas and New Year's	Friday, December 27,2024
Christmas and New Year's	Monday, December 30,2024
Christmas and New Year's	Tuesday, December 31,2024
Christmas and New Year's	Wednesday, January 1,2025
Martin Luther King, Jr. Day	Monday, January 20, 2025
Easter (Good Friday)	Friday, April 18, 2025
Memorial Day	Monday May 26, 2025

# Appendix C



## LSU TERM CONTRACT – TERMS & CONDITIONS

A "Term Contract" is defined as an agreement with a supplier 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. Term Contract purchase orders (PO) issued serve as a binding contract with LSU.

### 1. Scope of Contract

This solicitation is issued to establish a term contract for the specified goods and/or services for the period beginning \_\_\_\_\_ and ending \_\_\_\_\_, 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 Supplier, this contract may be renewed for \_\_\_\_\_ additional \_\_\_\_\_ month periods, or extended in partial increments thereof, at the same prices, terms and conditions of the original contract award.

### 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. Suppliers 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. Supplier 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, Supplier 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. Supplier Parking on the LSU Campus – Permits & Gate Passes

LSU A & M Campus: Suppliers 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 & Transportation Services (PTS). Visit the LSU/PTS website at [www.lsu.edu/parking](http://www.lsu.edu/parking) and the "Parking & Permits" webpage for details.

Other Campuses: For parking information, contact Buyer-Of-Record for instruction or refer to specific campus parking instructions.

### 8. Supplier Non-Performance

Supplier is required to perform in strict accordance with all contract specifications, terms, and conditions. Supplier 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 supplier nonperformance is deemed severe, LSU reserves the right at its sole discretion to suspend supplier and cancel the contract with a ten (10) day written notice. Contract cancellations due to non-performance may be cause to deem the supplier non-responsible in future solicitations.

### 9. Contract Amendments

Requests for contract changes must be made in writing by an authorized agent/signatory of the supplier and submitted to LSU Procurement Services 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 Procurement Services and issuance of a formal LSU Contract Amendment or PO Change Order. The supplier shall honor purchase orders issued prior to the approval of any contract amendment as applicable.

**10. Price Reductions**

Whenever price reductions are made by the Supplier/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.

Supplier shall give prompt written notice to LSU Procurement Services of any such price reduction and effective date for issuance of a formal contract amendment. Price reductions must be offered to all departments. Suppliers 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 Supplier's expense, and non-payment.

By submitting a bid, Suppliers 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, Suppliers are expected to honor the awarded brands/numbers throughout the contract term. Substitution requests based merely on the Supplier's own elective change to another supplier may be disapproved at the sole discretion of LSU Procurement Services.

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

**12. Right to Add Department/Campus Users**

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 Supplier shall honor all such purchase orders.

**13. Non-Exclusivity**

This agreement is non-exclusive and shall in no way preclude LSU from entering into similar agreements and/or arrangements with other Suppliers or from acquiring similar, equal, or like goods and/or services from other entities or sources.

**14. Contract Usage Report**

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

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

**17. Termination for Convenience**

The University may terminate this Agreement at any time by giving thirty (30) days written notice to Contractor of such termination or negotiating with the Contractor an effective date.

**18. Contract Documents**

In the event that any conflict arises between the documents that constitute the agreement, the following order of precedence should apply:

- A. Solicitation Specifications
- B. LSU Term Contract – Terms & Conditions
- C. Solicitation Special Terms & Conditions
- D. Solicitation Standard Terms & Conditions



## Insurance Minimum Limits and Requirements for Standard Contractor/Vendor Agreements

### INSURANCE

The Board of Supervisors of Louisiana State University and Agricultural and Mechanical College (henceforth referred to as "University") requires contractors/vendors to procure the below minimum limits. The insurance must be maintained for the duration of work performed for or on behalf of the University, and for the length of any agreement with the University. Failure to maintain the required insurance throughout the term of the Agreement shall be a material breach, and shall entitle University to all remedies provided for in the Agreement, or by operation of law. The minimum insurance requirements described herein do not in any way limit the contractor/vendors' financial responsibilities as outlined in the agreement's Indemnification requirements. Therefore, the contractor/vendor may opt to have broader coverage and limits to satisfy its financial obligations.

#### **Workers' Compensation**

Workers' Compensation insurance shall be in compliance with the laws of the state in which the company is domiciled. Employer's Liability shall be included with a minimum limit of \$1,000,000 per accident/per disease/per employee. If Contractor/vendor is exempt from workers' compensation or fails to provide appropriate coverage, then the Contractor/vendor is or agrees to be solely responsible and hold harmless the University for the injuries of any owners, agents, volunteers, or employees during the course of the agreement.

#### **Commercial General Liability (CGL)**

Commercial General Liability insurance shall be maintained on an "occurrence" basis, including property damage, bodily injury, products & completed operations, and personal & advertising injury with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate on Insurance Services Office Form CG 00 01, ISO 2007 edition or equivalent.

#### **Automobile Liability**

Automobile Liability Insurance shall have a minimum combined single limit per accident of \$1,000,000 on ISO form number CA 00 01 or equivalent. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned vehicles.

#### **Excess Insurance**

Umbrella or Excess insurance may be used to meet the minimum limit requirements for liability insurance.

### Other Insurance Requirements

#### ***Additional Insured Status***

The University is to be listed as an Additional Insured on the Commercial General Liability (must use an endorsement at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms with edition date 2004 if later revisions used). See *Verification of Coverage* section on how the University should be listed as an Additional Insured.

#### ***Waiver of Subrogation/Recovery***

All insurances shall include a waiver of subrogation/recovery in favor of the University.

#### ***Primary Coverage and Limits of Insurance***

For any claims related to work performed for or on behalf of the University or related to an agreement/purchase order, the contractor/vendor's insurance coverage shall be primary insurance as respects to the University. Any applicable insurance or self-insurance maintained by the University shall be excess of the Contractor/vendor's insurance and shall not contribute with it.

#### ***Subcontractors***

Subcontractors of the Contractor/vendor shall be subject to all of the requirements stated herein. Contractor/vendor shall include all subcontractors as insureds under its policies or shall be responsible for verifying insurance coverages and limits and maintaining Certificates of Insurance for each subcontractor. The University reserves the right to receive from the Contractor/vendor copies of subcontractors' certificates.

#### ***Deductibles and Self-Insured Retentions***

Any deductibles or self-insured retentions above \$25,000 must be approved by the University or reduced prior to the commencement of work. The University may require the Contractor/vendor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

#### ***Acceptability of Insurers***

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A- VII, unless otherwise approved by the University.

#### ***Verification of Coverage***

The University shall be listed as Additional Insured and Certificate Holder as follows:

**The Board of Supervisors of Louisiana State  
University and Agricultural & Mechanical College  
213 Thomas Boyd Hall  
Baton Rouge, LA 70803**

Certificates of Insurance shall be furnished to the University evidencing the insurance required herein including amendatory endorsements. The University's failure to obtain the required documents prior to the work beginning or acceptance of a non-compliant certificate shall not waive the Contractor/vendor's obligation to have in place the required insurances or to provide the certificate. The University reserves the right to require certified copies of all the insurance policies, including endorsements.

#### ***Special Risks or Circumstances***

LSU reserves the right to consider alternate coverage or limits and to modify these requirements, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.



## **Insurance Minimum Limits and Requirements for Standard Supplier Agreements (no services to be performed)**

The Board of Supervisors of Louisiana State University and Agricultural and Mechanical College (henceforth referred to as "University") requires contractors/vendors to procure the below insurance. The insurance must be maintained for the duration of work performed for or on behalf of the University, and for the length of any agreement with the University. Failure to maintain the required insurance throughout the term of the Agreement shall be a material breach, and shall entitle University to all remedies provided for in the Agreement, or by operation of law. The minimum insurance requirements described herein do not in any way limit the contractor/vendors' financial responsibilities as outlined in the agreement's Indemnification requirements; therefore, the contractor/vendor may opt to have broader coverage and limits to satisfy its financial obligations.

### **Workers' Compensation**

Workers' Compensation insurance shall be in compliance with the laws of the state in which the company is domiciled. Employer's Liability shall be included with a minimum limit of \$1,000,000 per accident/per disease/per employee. If Supplier is exempt from workers' compensation then the Supplier is or agrees to be solely responsible and hold harmless the University for the injuries of any owners, agents, volunteers, or employees during the course of the agreement.

### **Commercial General Liability (CGL)**

Commercial General Liability insurance shall be maintained on an "occurrence" basis, including property damage, bodily injury, products & completed operations, and personal & advertising injury with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate on Insurance Services Office Form CG 00 01, ISO 2007 edition or equivalent.

### **Automobile Liability**

Automobile Liability Insurance shall have a minimum combined single limit per accident of \$1,000,000. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned vehicles.

### **Excess Insurance**

Umbrella or Excess insurance may be used to meet the minimum limit requirements for liability insurance.

## **Other Insurance Requirements**

### ***Additional Insured Status***

The University is to be listed as an Additional Insured on the Commercial General Liability policy.

### ***Primary Coverage***

For any claims related to an agreement/purchase order, the suppliers' insurance coverage shall be primary insurance as respects to the University. Any applicable insurance or self-insurance maintained by the University shall be excess of the supplier's insurance and shall not contribute with it.

### ***Acceptability of Insurers***

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A- VII, unless otherwise approved by the University.

### ***Special Risks or Circumstances***

LSU reserves the right to consider alternate coverage or limits and to modify these requirements, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.