

**Agency Term Contract**  
**HVAC Services for LDWF-Lafayette Office**  
**RFx 3000022982**  
**Attachment B – Specifications**

**Scope of Work**

These specifications are for an annual service contract for the heating, ventilation and air conditioning (HVAC) at the Louisiana Department of Wildlife and Fisheries (LDWF) located at 200 Dulles Dr. Lafayette LA, 70506. The prime contractor shall perform an annual inspection of all HVAC equipment, which may include but not limited to, repair or replacement of components that show to be defective or become worn under normal use on an Annual Fixed Fee Basis. A list of planned preventive annual maintenance items are provided herein (Basic Maintenance Plan) but is not intended to limit the scope of work necessary to keep the equipment operational.

The Prime Contractor will provide a complete mechanical maintenance annually in accordance with the terms and conditions set forth in these specifications and the maintenance recommendations of the equipment manufacturers (Equipment Specifications). The contract will consist of furnishing all labor, component parts, equipment, materials for the annual maintenance, repair and/or replacement of all equipment pertaining to the HVAC systems located at 200 Dulles Dr. Lafayette LA, 70506.

The Prime Contractor shall be responsible for the maintenance, repair and replacement of all electrical and pneumatic control circuits pertaining to the operation of the HVAC system and units covered under these specifications. Electrical components such as compressors, fan motors, contactors, air handler motors, pumps and pump motors, heating strips and all components associated with the HVAC system will receive routine annual maintenance and complete repair or replacement under the terms and conditions provided for under this contract. Any equipment installed during the comprehensive annual inspection will become part of the scope of work for comprehensive annual maintenance at the prices bid.

Replacements and/or repairs to satisfy the comprehensive annual inspection must be performed in the most expedient manner possible (including outside of normal business hours and on weekends) and in accordance with industry standards and to the satisfaction of LDWF. The annual inspection shall take place during normal business hours (7:00 a.m. to 4:00 p.m.) Monday through Friday, excluding LDWF holidays, unless authorized by LDWF. The Prime Contractor shall schedule the annual maintenance visit with Lafayette maintenance personnel 48 hours prior to the visit. The Prime Contractor must meet with Lafayette maintenance personnel prior to beginning work and must meet with Lafayette maintenance personnel once work is complete. The Contractor shall be free to start and stop all primary equipment incidentals to the heating and air conditioning systems by mutual agreement between the Contractor and the LDWF representative. The Contractor will furnish a detailed estimate of downtime for all major repairs.

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**BASIC MAINTENANCE PLAN**

Perform a 14-point check and keep the system in peak operating condition - once before winter and once before summer. This plan covers the labor charge for both seasonal checks. Parts are not included. Any additional service calls for breakdowns will get priority service but at the regular rate. Including the following:

**AIR CONDITIONING SYSTEM**

- Check refrigerant charge and operating pressures
- Check voltage and amperage to all motors with meter
- Check air temperature drop across evaporator
- Check evaporator superheat
- Check and lubricate all moving parts when applicable
- Check belt and adjust tension when applicable
- Check and Replace Filters if necessary
- Check pressure switch cut-out setting
- Check electrical lock out circuits
- Check all wiring and connections
- Adjust thermostat
- Check air temperature across condenser
- Check for dirty condenser coil
- Check that condensate drain is open. Turn exposed dampers to cooling position, if marked.

**HEATING SYSTEM**

- Adjust thermostat
- Clean and adjust all safety controls
- Vacuum clean burners and controls if necessary
- Test ignition components
- Adjust burner for efficiency
- Check for gas leak in the furnace
- Check and lubricate all moving parts when applicable
- Check belt and adjust tension when applicable
- Check flue pipe
- Shut down central air conditioner per customer request
- Turn exposed dampers to heating position, if marked
- Activate humidifier if applicable
- Check all circuit boards and electronics
- Check total performance and operating efficiency of heating system

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**Term of Contract**

The contract will be awarded to one Prime Contractor. The contract will be in effect for a one year period beginning with date of award. At the option of LDWF and acceptance by the contractor, this contract may be extended for two additional 12-month periods not to exceed 36 months. If any third party contractor or subcontractor is utilized by this Prime Contractor, project oversight/management, project completion and payment is the sole responsibility of this prime contractor.

**Repair and Replacement Parts**

The HVAC system will be repaired with new parts, or reconditioned components if approved by the Secretary or Undersecretary. Parts, maintenance procedures and workmanship will be those as recommended by the manufacturer of the equipment and professional trade standards. All operation documents, warranty information and manuals shall be stored and maintained by the Contractor on the premises. The Contractor on site shall update the manuals and/or operation documents as necessary. Prime Contractor shall provide a copy of state license to remain on premises with operation documents.

**Preventive Maintenance**

Preventive maintenance inspection and service shall be scheduled and performed on equipment to keep all systems operating at optimum comfort and efficiency levels.

**Warranty Clause**

The Prime Contractor will be responsible for providing the manufacturer's standard warranty on all parts and labor. All warranties should meet or exceed one year on labor, repaired parts, replacement parts and new parts.

**Emergency Service**

The prime contractor will make emergency service available on a continuous 24-hour basis. Response time is not to exceed two hours. The prime contractor is required to maintain a point of contract for service 24 hours per day, seven days per week including holidays. If the trouble call is made after normal business hours, the Prime Contractor has the option to respond at the start of the next business day provided the failing equipment can be safely shut down and a backup system is properly holding the load needed during that time.

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**Supplemental Service**

Additional services upon request and proper authorization by LDWF personnel will be invoiced by the Prime Contractor at the Prime Contractor’s prevailing billing rate as listed below, and will remain in effect during the complete contract year.

Straight time ----- per working hour

Time and one-half ----- per working hour

Double time ----- per working hour

Note: the working hour rate is defined as the number of hours on site needed to complete the task. Working hour should not be confused with man hours.

**Contractor Qualifications**

The prime contractor must be a Louisiana licensed HVAC service contractor and shall have all the necessary licenses required by the city, parish and state to perform the work required by these specifications on the attached equipment list. Service personnel must have at least five years of experience on the specified equipment. The Prime Contractor must provide licenses required and service personnel years of experience prior to award.

**Insurance Requirements**

Proof for insurance will be required before work can commence. A copy of insurance requirements is attached.

**Written Reports**

The Prime Contractor shall provide to LDWF personnel a written report of all work performed for each inspection, repair or emergency call. The Prime Contractor shall provide an annual inspection checklist of all the equipment listed herein. The checklist developed by the Prime Contractor and approved by LDWF, may be submitted in place of the manufacturer’s checklists.

**Termination for Cause**

LDWF may terminate this contract for cause based upon the failure of the Prime Contractor to comply with the terms and/or conditions of the contract; provided that LDWF shall give the Prime Contractor written notice specifying the Prime Contractor’s failure. If within 30 days after

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receipt of such notice, the Prime Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in 30 days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then LDWF may, at its option, place the Prime Contractor in default and the contract shall terminate on the date specified in such notice. The Prime Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of LDWF to comply with the terms and conditions of this contract; provided that the Prime Contractor shall give LDWF written notice specifying LDWF's failure and a reasonable opportunity for LDWF to cure the defect.

**Termination of Convenience**

LDWF may terminate the contract at any time by giving 30 days written notice to the Prime Contractor. The Prime Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.