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| INVITATION TO BID |  | BID DUE DATE AND TIME | |
| BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE | | 10/15/2024 11:00 AM CT | |
| SOLICITATION RFQ-0000002353 SUPPLIER # SUPPLIER NAME AND ADDRESS <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div> | | RETURN BID TO lsubids@lsu.edu Buyer Erica Pino Buyer Phone Buyer Email epino2@lsu.edu Issue Date 09/24/2024 | |
| TITLE: Air Handling Unit for Chemistry and Materials Building | | | |
| | | | |
| To Be Completed By Supplier | | | |
| 1. _____ "No Bid" (sign and return this page only). 2. _____ My Company does not wish to receive future solicitations for this spend category. 3. Specify your Delivery: To be made within _____ days after receipt of order. 4. If applicable, Supplier's Addendum Acknowledgement/Response: As an authorized agent/signatory of the supplier, I/we acknowledge receipt of this Addendum, and _____ submit no alterations/clarifications to our original bid. _____ submit superseding revisions/clarifications to our original bid as written herein or attached hereto. | | | |
| General Instructions to Suppliers | | | |
| 1. Sealed bids for furnishing the items and/or services specified are hereby solicited, and will be received by LSU Procurement at the "Return Bid To" address stated above, until the specified due date and time. 2. Read the entire solicitation, including all terms, conditions and specifications. 3. All bid information and prices must be typed or written in ink. Any corrections, erasures or other forms of alteration to unit price are to be initialed by the supplier. 4. Bid prices are to be quoted FOB LSU/Destination and inclusive of any and all applicable shipping and handling charges unless otherwise specified in the solicitation. Any invoiced delivery charges not quoted and itemized on the LSU purchase order are subject to rejection and non-payment. 5. Payment is to be made within 30 days after receipt of properly executed invoice, or delivery and acceptance, whichever is later. 6. By signing this solicitation, the supplier certifies compliance with all general instructions to suppliers, terms, conditions and specifications; and further certifies that this bid is made without collusion or fraud. | | | |
| SUPPLIER NAME | | MAILING ADDRESS | |
| AUTHORIZED SIGNATURE | | CITY, STATE ZIP | |
| PRINTED NAME | | PHONE # | |
| TITLE | | FAX # | |
| E-MAIL | | FEDERAL TAX ID # | |

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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 (*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/tJwvcuygqTltHtZZWmWrGBCjXxstyfiETx33>

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.

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

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

1. Supplier Enrollment

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

2. Bid Delivery and Receipt

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

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

3. Bid Forms

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

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8. Standards of Quality

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

9. New Products/Warranty/Patents

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

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

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

10. Descriptive Information

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

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

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

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16. Acceptance of Bid

Only the issuance of an official LSU purchase order/contract, a Notification of Award letter, or a Notification of Intent to Award letter shall constitute the University's acceptance of a bid. LSU shall not be responsible in any way to a supplier for goods delivered or services rendered without an official purchase order/contract or award letter. Bid tabulations may be requested after acceptance of bid.

17. Applicable Law

All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

18. Awarded Products/Unauthorized Substitutions

Only those awarded brands and numbers stated in the LSU contract are approved for delivery, acceptance, and payment purposes. Any substitutions require prior approval of the Procurement Office. Unauthorized product substitutions are subject to rejection at time of delivery, post-return at supplier's expense, and non-payment.

19. Testing/Rejected Goods

Supplier warrants that the products furnished will be in full conformity with the specification, drawing or sample, and agrees that this warranty shall survive delivery, acceptance, and use. Any defect in any product may cause its rejection. LSU reserves the right to test products for conformance to specifications both prior to and after any award. Supplier shall bear the cost of testing if product is found to be non-compliant. All rejected goods will be held at supplier's risk and expense, and subject to supplier's prompt disposition. Unless otherwise arranged, rejected goods will be returned to the supplier freight collect.

20. Delivery

Supplier is responsible for making timely delivery in accordance with its quoted delivery terms. Supplier shall promptly notify the LSU Department and/or Procurement Office of any unforeseen delays beyond its control. In such cases, LSU reserves the right to cancel the order and to make alternative arrangements to meet its needs.

21. Default of Supplier

Failure to deliver within the time specified in the bid/award will constitute a default and may be cause for contract cancellation. Where the University has determined the supplier to be in default, LSU reserves the right to purchase any or all goods or services covered by the contract on the open market and to surcharge the supplier with costs in excess of the contract price. Until such assessed surcharges have been paid, no subsequent bids from the defaulting supplier will be considered for award.

22. Supplier Invoices

Invoices shall reference the LSU purchase order number, supplier's packing list/delivery ticket number, shipping/delivery date, etc. Invoices are to be itemized and billed in accordance with the order, and submitted on the supplier's own invoice form. Invoices submitted by the supplier's third party supplier are not acceptable.

23. Delinquent Payment Penalties

Delinquent payment penalties are mandated and governed by Louisiana R.S. 39:1695. Supplier penalties to the contrary shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom.

24. Assignment of Contract/Contract Proceeds

Supplier shall not assign, sublet or transfer its contractual responsibilities, or payment proceeds thereof, to another party without the prior written consent and approval of the Procurement Office. Unauthorized assignments of contract or assignments of contract proceeds shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom.

25. Right to Piggyback

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

26. Contract Cancellation

LSU has the right to cancel any contract for cause, in accordance with procurement rules and regulations, including but not limited to: (1) failure to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; (3) misrepresentation by the supplier; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the University; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract. LSU has the right to cancel any contract for convenience at any time by giving thirty (30) days written notice to the supplier. In such cases, the supplier shall be entitled to payment for compliant deliverables in progress.

27. Prohibited Contractual Arrangements

Per Louisiana R.S. 42:1113.A, no public servant, or member of such a public servant's immediate family, or legal entity in which he has a controlling interest shall bid on or enter into any contract, subcontract, or other transaction that is under the supervision or jurisdiction of the agency of such public servant. See statute for complete law, exclusions, and provisions.

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28. Equal Employment Opportunity Compliance

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

29. Mutual Indemnification

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

30. Certification of No Suspension or Debarment

By signing and submitting this bid, supplier certifies that its company, any subcontractors, or principals thereof, are not suspended or debarred under federal or state laws or regulations. A list of parties who have been suspended or debarred by federal agencies is maintained by the General Services Administration and can be viewed on the internet at www.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 | | | Page 7 | |
|---|--|---------------------|------|----------------------|-----------------|--|
| SOLICITATION RFQ-0000002353 | | DUE DATE 10/15/2024 | | DUE TIME 11:00:00 AM | | |
| ITEM NO. | ITEM DESCRIPTION | QUANTITY | UOM | UNIT PRICE | EXTENDED AMOUNT | |
| UNLESS SPECIFIED ELSEWHERE, SHIP ALL ITEMS TO: LSU Chem & Materials Loading Dock Baton Rouge, LA 70803 | | | | | | |
| 1 | All or None Air Handling Unit for the Chemistry and Materials Building per attached specifications Specify Manufacturer / Brand Bid: _____ Specify Model / Number Bid: _____ | 1 | Each | \$ _____ | \$ _____ | |

General Specifications

Purpose

Louisiana State University (Baton Rouge Campus) is purchasing one (1) Air Handling Unit. The Air Handling Unit will be used to air condition the fifth floor of the Chemistry and Materials Building.

Delivery and Start-Up

Supplier must provide delivery to the specified location. LSU will be responsible for offloading. The Air Handling Unit must be delivered to the LSU Plant Stores, Skip Bertman Drive, Baton Rouge, Louisiana, 70803.

Final installation of the air unit will be completed by LSU under a separate contract. The manufacturer will be required to provide installation/start-up assistance to the final installer. This cost must be included in the bid price.

All costs associated with delivery and manufacturer installation/start-up shall be included in the bid response.

Delivery of the unit must be no later than the end of January 2025.

AIR HANDLING UNIT SPECIFICATIONS – AHU-5

PART 1 - GENERAL

1.1 GENERAL

- A. The purpose of this bid is to obtain an air handling unit for the installation and connection in another contract by an Installing Contractor.
- B. This purchase must include warranty for one year after receipt of the equipment by LSU and the following:
 - 1. Deliver the equipment to the site and coordinate offloading location with LSU. It is the responsibility of the supplier to schedule the offloading with LSU.
 - 2. Delivery for the air handling unit is required no later than the end of January 2025. Failure to deliver the item within the time specified in the bid may constitute a default and may cause cancellation of the purchase order, all as determined by LSU.
 - 3. Provide Action Submittals, section 1.2, for review within 7 (seven) days after receipt of purchase order. Failure to deliver the item within the time specified in the bid may constitute a default and may cause cancellation of the purchase order, all as determined by LSU.

1.2 ACTION SUBMITTALS

- A. Product Data: Include dimensions and manufacturers' technical data on features, performance, electrical characteristics, ratings, and finishes.
- B. Shop Drawings:
 - 1. Include dimensioned plans, elevations, sections, and details. Show tabulations of installed devices, equipment features, and ratings.
 - 2. Detail features, characteristics, ratings, and factory settings of individual overcurrent protective devices and auxiliary components.
 - 3. Include wiring diagrams for power, signal, and control wiring.

1.3 SCOPE

- A. Furnish, deliver, and offload all equipment as indicated and specified hereinafter.
- B. Heating, Ventilating and Air Conditioning (HVAC) equipment shall meet or exceed applicable minimum efficiency requirements of the Louisiana Commercial Building Energy Code as adopted by the State of Louisiana. Currently, IECC 2021 is the applicable Energy Code.
- C. The supplier shall be required to furnish the air unit in segments or completely broken down as needed to fit within the existing nominal 112" x 80" louver on the fifth floor of the building.
- D. The air unit shall not exceed the following dimensions: 132" wide x 202" length x 92" tall (including baserail).

PART 2 - PRODUCTS

2.1 AIR HANDLING UNITS

A. General:

1. Air volume, static pressure, fan speed, brake horsepower and selection procedures of air units shall be in accordance with ARI 430. Certify coil capacities, pressure drops and selection procedures of air unit in accordance with ARI 410-87.
2. Fabricate draw-through type air unit (suitable for the scheduled air pressure operation) with fan section(s), coil section(s), mixing box sections, access section(s) and filter section(s).
3. Provide 5 inch minimum/8 inch maximum height factory installed base rails to support all sections of units. Construct base rails of minimum 12 gauge galvanized steel channels or I-beams.
4. Factory fabricate air units of sizes, capacities and configuration as indicated on attached equipment schedule. Configurations and sizes shall be as required to be properly accommodated in the spaces shown on Drawings.
5. Units shall be selected for optimum performance. Submittal data shall include fan curves showing selection at peak operating efficiency and minimum noise level.

B. Delivery, Storage and Handling:

1. Units shall be fully assembled on base rails up to practical shipping limitations. On units not shipped fully assembled, manufacturer shall tag each section to indicate location in direction of airflow to facilitate assembly at the job site.
2. Each unit section shipped shall be individually and fully encapsulated with several layers of heavy shrink wrap plastic material providing a weatherproof covering.

C. Environmental Requirements:

1. Do not operate units for any purpose, temporary or permanent until ductwork is clean, filters are in place, bearings lubricated and fan has been test run under observation.

D. Submittals:

1. Submittals shall show unit configuration in direction of airflow and shall indicate unit overall dimensions and service clearances. Product data shall indicate shipping/operating weights, coil performance, fan performance, motor electrical characteristics and finishes of materials. Submit sound power levels for each air unit at scheduled conditions. Provide fan curves with specified operating point clearly plotted. Fan curves shall indicate air volume, static pressure, fan speed and brake horsepower. Submit product data on filter sizes and quantities, filter performance and filter frames.

E. Casing:

1. Unit shall be constructed of a complete (galvanized steel) structural frame system with removable panels. Unless noted otherwise on Drawings, casing wall panels shall be double wall construction in all unit sections. Exterior wall shall be minimum 18 gauge galvanized steel. Unless indicated otherwise, interior wall shall be minimum 20 gauge

solid galvanized steel. All portions of the interior of the unit exposed to the airstream shall be covered with steel to allow cleaning and prevent fiberglass erosion into the airstream. Unit shall be designed and constructed such that structural frames are freestanding and wall panels are non-load bearing. Removal of all wall panels shall not affect the structural integrity of the unit. Units with welds on exterior surfaces or welds that have burned through from interior welds shall also receive a final shop coat of zinc-rich protective paint in manufacturer's standard color. All interior welds shall be coated with red oxide or zinc chromate primer.

2. Panels shall be fully removable to allow for a proper way to thoroughly clean panels of microbial growth and to access internal parts. Secure panels to structural frames with appropriate fasteners. Seal joints between exterior panels and structural frames with closed-cell foam gasketing for leak seal and thermal and acoustical break.
3. Panel deflection shall not exceed L/240 ratio at 125% of design static pressure, maximum 6 inches of negative static pressure or 5 inches of positive static pressure. Deflection shall be measured at the midpoint of the panel height. The casing leakage rate shall not exceed .5 cfm per square foot of cabinet area at 6 inches of negative static pressure or 5 inches of positive static pressure.
4. Insulate casing sections with nominal 2 inch thickness foam with a minimum material R value of 13. For all walls, sides, top and bottom, provide double wall casing construction and encase insulation between exterior and interior casing panels such that no insulation is exposed to airstream. Insulate all structural channels connected to casing panels and cover openings in structural channels with galvanized steel. Insulation shall comply with NFPA 90A.
5. As required for routine service access, unit shall be supplied with full height, galvanized, (insulated) double wall, hinged, removable access doors. Access door shall have a full perimeter automotive type Neoprene gasket to prevent air leakage, and Ventlock style handle that can be opened from unit inside or outside of unit. Access doors are to open outward for negative pressure and inward for positive pressure. Where access segment is to be provided, segment is to be supplied with double wall full height hinged access door, as described above.
6. Units shall have a service door on the service side of fan section. Doors shall be double wall, hinged type constructed as specified above. Fan section drive side access door shall contain an 8 inch square sealed glass and wire view window. When fan segment is a multi-fan arrangement or when noted on drawings for fan section to have access door on both sides, provide access door on both the service side and the side opposite.
7. Drain pan(s) shall be provided to completely cover bottom of each cooling coil, hot water heating coil, access and supply fan sections for each air unit. Drain pans shall be double wall construction with insulation encased between exterior and interior walls. Unless noted otherwise, interior pan for cooling coil section shall be stainless steel construction, sloped in two planes to assure positive drainage, as per ASHRAE Standard 62. Interior drain pan for other casing sections shall be galvanized steel.

F. Fans:

1. Provide fan section(s) with plenum type fan as required for stable operation and suitable for class of service intended.
2. Fans shall be selected for a minimum fan energy index (FEI) of 1.0 at the design duty point. Sound levels for radiated noise, unit discharge noise, and unit section noise shall all be maintained below 90 dB for all octave bands between 63 Hz through 8,000 Hz. The fans selected shall have stable operating performance with a 50% reduction in total air flow capacity. Fan performance shall be such that on a decrease in fan static pressure

(below the design point), fan air flow shall **increase** (while maintaining constant fan speed). Fan wheels are to be airfoil type, except fans less than 4,000 cfm may be forward curved type, provided the performance of the forward curve fan selection is optimally superior to the manufacturer's airfoil fan selection.

3. Fans shall be mounted on galvanized steel isolation bases. Internally mount motors on same isolation bases and internally isolate fans with 2-inch deflection spring isolators, unless noted otherwise on Drawings. Install flexible canvas duct connection between fan and casings to ensure proper isolation and prevent vibration and noise from being transmitted through the unit and ductwork. Flexible canvas connection shall comply with NFPA 90A.
4. Fan sections with plenum fan shall have fan inlet screen and fan wheel cage, metal construction per OSHA standards.
5. For unit fan segments with multi-fan arrangement, provide backdraft damper for each fan to enable isolation of a fan for servicing.
6. For unit fan segments with multi-fan arrangement, provide factory wiring package for field installed single Variable Frequency Drive (VFD) operation. Factory wiring is to include individual motor overloads and power disconnecting means. Wiring is to be complete up to the provided junction box mounted at the unit enclosure, ready for field wiring extension to the VFD.

G. Motors and Drives:

1. Fan motors shall be mounted and isolated on the same integral base as the fan.
2. Motors shall be inverter duty rated, with efficiency, and power factor to meet minimum requirements of the 2021 IECC with Louisiana Amendments.
3. Motors for direct driven fans shall have extended life L-10 of at least 200,000 hours.
4. Motors shall be totally enclosed fan cooled.

H. Water Coils:

1. All coils shall be fully enclosed (including headers and U-bends) in an insulated coil section casing. Coils shall be designed with aluminum plate fins and 1/2" (or 5/8") diameter copper tubes 0.020" wall thickness. Coils shall be drainable and shall have non-trapping circuits. Coils shall have minimum of two rows (of tubes).
2. Fins shall have collars drawn, belled and firmly bonded to the tubes by means of mechanical expansion of the tubes. No soldering or tinning shall be used in the bonding process. Fin spacing shall not be closer than 10 fins per inch.
3. Construct headers of copper tubing. Supply and return water piping connections shall penetrate coil section casings to allow for field tie-in. Clearly label piping connections.
4. Cooling coils in excess of 48 inches total height shall have intermediate stainless steel drain pan(s) for the upper coil section. The intermediate pan(s) shall have drop tubes to drain condensate to the bottom pan.
5. Coil casings and tube sheet supports shall be 16 gauge Type 304 stainless steel. Except where noted otherwise on drawings, coils shall be separated by 12 inch (minimum) width access section; do not mount coils back to back.

6. Heating coil shall be mounted in the preheat position upstream of cooling coil.

I. Filters:

1. Provide factory fabricated filter section(s) of the same construction and finish as unit casing with filter guides and hinged, removable double wall access doors for filter removal. Block-offs shall be provided by the unit manufacturer as required to prevent air bypass around filters. Unit inlet filter section shall be flat filter type, angle filter type, or angle filter type (combination) filter-mixing box section, as indicated on Drawings. Unless indicated otherwise on the Drawings, inlet filters shall be 2 inch pleated media (30% efficient) MERV 8 type.

J. Damper Section:

1. Damper section casing shall be same construction and finish as unit casing with hinged double wall access doors. Dampers shall be double-skin galvanized steel air-foil blade type with blade edge seals, rated for maximum leakage rate of 4 cfm/ft² at 1 inch W.C. Blades shall rotate on stainless steel (sleeve) bearings.

2. Where noted on drawings for Variable Air Volume (VAV) units are to have (combination) filter mixing box, the outside air inlet (typically at the back of the mixing box) shall have a field cut ducted inlet for the outside air inlet; control damper for the outside air is to be a fielded installed. Provide damper on the return air opening of the mixing.

K. Performance Data-AHU-5:

1. Total supply CFM: 33,040
2. Outside Air CFM: 28,000
3. Estimated total static pressure: 6.3 inches W.G.
4. Estimated external static pressure: 3.5 inches W.G.
5. Type: Horizontal draw through
 - a. Angle filter mixing box
 - b. Preheat coil
 - c. Access segment
 - d. Cooling coil
 - e. Access Segment
 - f. Fan Section
6. Fan HP: 60
7. Electrical 480 V / 3 Phase
8. Starter: VFD
9. Cooling coil
 - a. CFM: 33,040

- b. Entering Air °F: 90.0/77.5 DB/WB
- c. Leaving Air °F: 52.1/51.8 DB/WB
- d. Sensible MBTUH: 1,372
- e. Total MBTUH: 2,912
- f. Max Face Velocity: 550 FPM
- g. Max Air Static Pressure Drop : 1.60 inches W.G.
- h. Max Water Pressure Drop: 30 feet W.G.
- i. Chilled Water GPM: 583
- j. Chilled Water Entering Temperature: 46°F
- k. Chilled Water Leaving Temperature: 58°F

10. Heating Coil

- a. CFM: 33,040
- b. Entering Air Dry Bulb Temperature: 27°F
- c. Leaving Air Dry Bulb Temperature: 55°F
- d. Max Face Velocity: 600 FPM
- e. Air Static Pressure Drop: 0.11 inches W.G.
- f. Water Pressure Drop: 10 feet W.G.
- g. Hot Water GPM: 98
- h. Hot Water Entering Temperature: 180°F
- i. Hot Water Leaving Temperature: 160°F

PART 3 - EXECUTION

3.1 GENERAL

- A. Deliver equipment to LSU Plant Stores, Skip Bertman Drive, Baton Rouge, Louisiana, 70803.

END OF SECTION 23 00 50



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.