

NORTHWESTERN STATE UNIVERSITY

Purchasing Office
St. Denis Hall
Natchitoches, Louisiana 71497
Email: purchasing@nsula.edu
(318) 357-5716



ISSUE DATE: 04/08/2025
NSU BID NO. RQ25-0003

REQUEST FOR QUOTATION

REQUEST FOR QUOTATION: This Quotation, subject to the conditions herein stated and attached hereto, will be received at this office until:

Tuesday, April 22nd, 2025, 2:00 P.M. (CST)

And then opened for furnishing the items and/or services as described for Northwestern State University.

THIS IS NOT A SEALED BID, VENDORS MAY RETURN QUOTE BY EMAIL.

DESCRIPTION

NSU Chiller Inspection/Preventative Maintenance Contract for Natchitoches and Shreveport Campus

INSTRUCTIONS:

1. Your bid should be made on this form and returned by mail, email, or in person.
2. The University cannot accept bids or addenda by phone.
3. Any quotation received after deadline will be considered non-responsive.
4. All prices are to be quoted complete and FOB Natchitoches (freight prepaid)
5. All prices must be firm.
6. DO NOT include Federal Excise Tax.
7. Unless otherwise specified, all bids shall be binding for 30 calendar days from date of bid opening

BIDDERS PLEASE FILL IN ALL BLANK SPACES AND SIGN BELOW

Terms will be _____ and shipment will be received within _____ days after receipt of order. Delivery may be a consideration in the award.

VENDOR NAME

SIGNATURE AUTHORITY (Re: L.R.S. 39:1594(Act 121))

ADDRESS

PRINTED NAME

CITY, STATE, ZIP

TITLE

TELEPHONE NUMBER

FEDERAL TAX IDENTIFICATION NUMBER (FIN)

EMAIL ADDRESS

DATE

ACCEPTANCE by NORTHWESTERN STATE UNIVERSITY

Date _____

Recommendation: _____

Approved: _____
Ashlee Grayson, Director of Purchasing

INSTRUCTIONS TO BIDDERS

1. Bid Forms: All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed. Bids submitted in the following manner will not be accepted:

1. Bid contains no signature indicating intent to be bound;
2. Bid filled out in pencil; and
3. Bid not submitted on NSU's standard forms.

Bids must be received at the address specified in the Request for Quotation prior to bid opening time in order to be considered. Any bid received after bid opening time will be returned to sender unopened. Telegraphic and fax alterations to bids received before bid opening time **will be** considered provided formal bid and written alteration have been received and time-stamped before bid opening time.

2. Submission of Solicitation: Firms/individuals who are interested in providing services requested under this Request for Quote must submit bid containing the information specified in this solicitation. The bid must be received by the Purchasing Office on or before **(2:00 P.M.)** Central Daylight Time on the date specified. Bidders mailing their submittals shall allow sufficient mail delivery time to ensure receipt of their submittal by the time specified. The submitted bid must be delivered at the Bidder's expense to:

Attn: Ashlee Grayson
Director of Purchasing
Business Affairs/St. Denis Hall
200 Sam Sibley Drive
Northwestern State University
Natchitoches, LA 71457

3. Prices: The bidder must state the prices (written in ink, in figures) for which he proposes to furnish each item and shall show the total extended amount for each based on the quantities shown. In case, however, of conflict between the unit price and the extended amount, the unit price shall govern. Unit prices should be inclusive of any freight charges.

4. F.O.B: Bid should be FOB Destination/Agency, title passing upon acceptance of merchandise. Failure to comply with this requirement may disqualify your bid.

5. Standard of Quality: Any product or service bid shall conform to all applicable Federal and State laws and regulations and the specifications contained in the IFB. Unless otherwise specified in the IFB, any manufacturer's name, trade name, brand, name, or catalog number used in the specifications is for the purpose of describing the quality level and characteristic required. Bidder 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 products specified in the IFB.

6. Descriptive Information: Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, technical data) sufficient for NSU Purchasing to evaluate quality, suitability, and compliance with the specifications in the IFB. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specifications submitted for a product shall be verifiable by the manufacturer. If item(s) bid do not fully comply with specifications (including brand and/or product number), bidder must state in what respect the item(s) deviate. Failure to note exceptions on the bid form will not relieve the successful bidder(s) from supplying the actual products requested.

MANUFACTURER'S NUMBERS AND TRADE NAMES: Where manufacturer's product is named or specified, it is understood that "or equal" shall apply, whether stated or not. Such name and number is meant to establish the standard, type, quality, style, etc. Northwestern State University shall be the sole judge as to whether or not the equipment offered is equal to that specified.

7. Bid Opening: Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined 72 hours after request is made. Information pertaining to completed files may be secured by visiting Northwestern State University Purchasing during

normal working hours. Written bid tabulations will not be furnished.

8. Award: Award will be made to the lowest responsible bidder, taking into consideration the quality of the products to be supplied, their conformity with specifications, the purposes for which they are required, and the time for delivery. Northwestern State University Purchasing reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities. Only the issuance of a Purchase Order constitutes acceptance on the part of the University.

9. Purchase Order: If any bid or bids are accepted, an initial purchase order or orders for the entire number of units or part thereof, will be issued not later than thirty (30) days after receipt of bids by the Owner to the lowest bidder offering products which, in the opinion of the University, meet the requirements of these specifications.

10. Conditions of Purchase Orders: We will not in any manner be responsible for goods delivered or work done for our account without a written order. No allowance for boxing or crating. If you cannot fill order as directed, return for advice. Quantities in excess of the order may be returned or held subject to shipper's order, expense and risk. By accepting the order you hereby warrant that the merchandise to be furnished hereunder will be in full conformity with the specifications, drawing or sample and agree that this warrant shall survive acceptance of the merchandise and that you will bear the cost of inspecting merchandise rejected.

11. Inspection and Acceptance: Upon delivery of each item to the Agency, inspection of the item will be made by Northwestern State University, or their representative, at the point of delivery, or in special cases, at point of origin. Acceptance of the item will be made after inspection determines that all requirements of the specifications and the proposal have been met.

12. Reject: The University reserves the right to reject any and all bids, and to waive any informalities. The right is reserved to award contracts separately, grouped, or on an all-or-none basis. Missing bid information, including Signature Authority and Performance Bond information, and/or exceptions to terms and conditions may cause a bid to be rejected. All rejected goods will be at seller's risk and expense, subject to seller's prompt advice as to disposition. Unless otherwise arranged all rejected goods will be returned and charged back including all transportation and handling costs. All packages must reflect the NSU purchase order number, or it will be refused and returned at vendor's expense.

13. Payment Terms: Cash discounts for less than 30 days or less than 1% or greater than 5% will be accepted, but will not be considered in determining awards. On indefinite quantity terms contracts, cash discounts will be accepted and taken but will not be considered in determining awards. Bids containing "payment in advance" or "COD" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later. Invoices shall be submitted to: Northwestern State University, Business Affairs, Accounts Payable Section, St. Denis Hall, Natchitoches, LA 71497. We must pay from ORIGINAL, ITEMIZED invoices as required by the State Legislative Auditor.

14. U.S. Taxpayer Identification Number: Enter your taxpayer identification number in the appropriate space on the Specifications and Bid Form Page. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. **PAYMENT CANNOT BE PROCESSED WITHOUT YOUR TAX I.D. NUMBER.**

15. Taxes: The State is exempt from sales/use tax. Vendor is responsible for including all applicable taxes in the bid price.

16. New Products: Unless specifically called for in the IFB, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the IFB. The manufacturer's standard warranty will apply unless otherwise specified in the IFB.

17. Contract Renewals: Upon Agreement of Northwestern State University Purchasing and the contractor, an open-ended requirements contract may be extended for 2 additional 12-month periods at the same prices, terms and conditions. In such cases, the total contract term cannot exceed 36 months.

18. Contract Cancellation:

Northwestern State University reserves the right to cancel this contract with thirty (30) days written notice.

19. Termination: Either party may terminate this Agreement upon ten (10) days written notice, without further liability to any other party, in the event Force Majeure causes the continued performance under this Agreement to be impossible or impracticable.

20. Force Majeure: Neither party shall be responsible for any failure to perform or delay in performing any of its obligations under this Agreement to the extent that such failure or delay, results from causes beyond the control of the party. Such causes shall include by not be limited to, Acts of God, acts of the government in its sovereign or

22. Insurance Requirements: The successful bidder must provide the standard air charter insurance as required by the Federal Aviation Administration (FAA). *Proof of insurance should be supplied with the bid and will be required of the successful bidder prior to award of bid.*

23. Indemnity: Contractor agrees, upon receipt of written notice of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the state, its officers, its agents and its employees from and against all claims and actions for bodily injury, death or property damages caused by the fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees. However, the contractor shall have no obligation as set forth above with respect to any claim of action from bodily injury, death or property damages arising out of the fault of the state, its officers, its agents or its employees.

24. Davis Bacon Act: The Davis-Bacon Act, United States Code, Title 40, Chapter 3, Section 276(a) requires all laborers and mechanics employed by contractors and subcontractors who work on construction projects financed by federal assistance to be paid wages not less than those established by the Secretary of Labor for the locality of the project when required by federal grant program legislation.

25. Order of Priority: In the event there is a conflict between the Instructions to Bidders or General Conditions and the Special Conditions, the Special Conditions shall govern.

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

27. Discrimination and EEOC COMPLIANCE: The contractor 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, the 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 1972, and contractor agrees to abide by the requirements of the Americans With Disabilities Act of 1990: Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, disabilities, or in accordance with KBB 2004-54 because of an individual's sexual orientation. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

contractual capacity, fires, floods, earthquakes, epidemics, pandemic quarantine restrictions, freight embargoes, riots, strikes, civil or military authority, acts of public enemy or war.

28. Default of Contractor: Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the Northwestern State University Purchasing has determined the contractor to be in default, NSU Purchasing reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.

29. Performance Bond-REQUIRED: All bids submitted must include the requested surety or insurance company information with your submission. Bids submitted without this information will not be considered. The actual bond will be required of the successful bidder in the amount of fifty percent (50%) of the Total Bid Price:

29. Standard Preference:

A. In accordance with Louisiana Revised Statutes 39:1595, a preference not to exceed 10% may be allowed for paper and paper products manufactured or converted in Louisiana of equal quality. For paper supplied in wrapped reams, each carton and each individual ream shall be clearly labeled with the name of the manufacturer or converter and the location within Louisiana where such paper is manufactured or converted. For paper and paper products supplied in bulk or in other forms, the smallest unit of packaging shall be clearly labeled with the name of the manufacturer or converter and the location within Louisiana where such paper or paper product is manufactured or converted.

Do you claim this preference? Yes _____

Specify Item Number(s) _____

Name and location within Louisiana where such paper or paper product is manufactured or converted: _____

B. A preference not to exceed 10% may be allowed for products manufactured, produced, grown, or assembled in Louisiana of equal quality.

Do you claim this preference? Yes _____

Specify Item Number(s) _____

Specify location within Louisiana where this product is manufactured, produced, grown or assembled: _____

If so, do you certify that at least fifty percent (50%) of your Louisiana business workforce is comprised of Louisiana residents?

Yes: _____ No: _____

[Note: If more space is required, include on separate sheet. Failure to specify above information may cause elimination from preferences. Preferences shall not apply to service contracts.]

30. Scope of Contract: Furthermore, submittal of any terms and conditions contrary to those of the State of Louisiana may cause your bid to be rejected. By signing this form terms and conditions which may be included in your bid are nullified, and contractor agrees that this contract shall be construed in accordance with and governed by the laws of the State of Louisiana.

(Members of firm or person authorized to sign bids for corporation)
BIDDERS MUST SIGN IN INK

I M P O R T A N T

Signature Authority: In Accordance with L.R.S.39:1594 (Act 121), the person signing the bid must be:

1. A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or
2. **An individual authorized to bind the vendor as reelected by an accompanying corporate resolution, certificate or affidavit; or**
3. **An individual listed on the State of Louisiana Bidder's Application as authorized to execute bids.**

By signing the bid, the bidder certifies compliance with the above.

WE ARE AN EQUAL OPPORTUNITY UNIVERSITY

INDEMNIFICATION AGREEMENT

The _____ agrees to protect, defend, indemnify, save, and hold harmless the
 (Contractor/Subcontractor/Lessee/Supplier)
 State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents,
 servants and employees, including volunteers, from and against any and all claims, demands, expense and
 liability arising out of injury or death to any person or the damage, loss or destruction of any property
 which may occur or in any way grow out of any act or omission of _____,
 (Contractor/Subcontractor/Lessee/Supplier)
 its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by
 _____ as a result of any claim, demands, and/or causes of action
 (Contractor/Subcontractor/Lessee/Supplier)
 except those claims, demands and/or causes of action arising out of the negligence of the State of
 Louisiana, all State Departments, Agencies, Boards, Commissions, its agents, representatives, and/or
 employees. _____ agrees to investigate, handle, respond to, provide
 (Contractor/Subcontractor/Lessee/Supplier)
 defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs
 and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent.

Accepted by _____
 Company Name

 Signature

 Title

Date Accepted _____

Is Certificate of Insurance Attached? ____ Yes ____ No

Contract No. _____ for _____
 State Agency Number and Name

PURPOSE OF CONTRACT: _____

INSURANCE REQUIREMENTS FOR CONTRACTORS

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability "occurrence" coverage form CG 00 01 (current form approved for use in Louisiana). **"Claims Made" form is unacceptable.**
2. Insurance Services Office form number CA 00 01 (current form approved for use in Louisiana). The policy shall provide coverage for owned, hired, and non-owned coverage. If an automobile is to be utilized in the execution of this contract, and the vendor/contractor does not own a vehicle, then proof of hired and non-owned coverage is sufficient.
3. Workers' Compensation insurance as required by the Labor Code of the State of Louisiana, including Employers Liability insurance.

B. MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
2. Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage.
3. Workers Compensation and Employers Liability: Workers' Compensation limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage. Exception: Employers liability limit is to be \$1,000,000 when work is to be over water and involves maritime exposure.

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the Agency. At the option of the Agency, either 1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Agency, its officers, officials, employees and volunteers, or 2) the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages
 - a. The Agency, its officers, officials, employees, Boards and Commissions and volunteers are to be added as "additional insureds" as respects liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor, premises owned, occupied or used by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Agency, its officers, officials, employees or volunteers. It is understood that the business auto policy under "Who is an Insured" automatically provides liability coverage in favor of the State of Louisiana.
 - b. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, officials, employees, Boards and Commissions or volunteers.
 - c. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
2. Workers' Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the Agency, its officers, officials, employees and volunteers for losses arising from work performed by the Contractor for the Agency.
3. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Agency.

E. ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a Best's rating of **A-:VI or higher**. This rating requirement may be waived for workers' compensation coverage only.

F. VERIFICATION OF COVERAGE

Contractor shall furnish the Agency with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the Agency before work commences. The Agency reserves the right to require complete, certified copies of all required insurance policies, at any time.

G. SUBCONTRACTORS

Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

NOTIFICATION LETTER

To: All contractors, subcontractors and short-term workers working or proposing to work on the Campus of Northwestern State University.

The State of Louisiana has completed an asbestos survey of all state owned buildings. The results of the survey are compiled in management plans by facility. The management plans were assembled according to the requirements set forth in the Department of Environmental Quality Required Elements Index. These plans are available for review to anyone interested in the results. The plans will be kept in the Office of Environmental Health and Safety Officer.

Designated person to carry out local education agency, Northwestern State University, responsibilities under LAC 33:III.2705:

Northwestern State University Environmental Health and Safety Officer:

**Chelsea Eddington
NSU Facilities Services Complex
998 South Jefferson Street
Northwestern State University
Natchitoches, LA 71497
(318) 357-4424**

Per LAC 33:III, Chapter 27, Louisiana Asbestos Regulations, this information is available for your review to ensure that all “workers who may come in contract with asbestos in a school or state building are provided information regarding the locations of ACBM and suspected ACBM assumed to be ACM.”

All contractors’ subcontractors and short-term workers planning to do any work on any Northwestern Campus shall coordinate with the Environmental Health and Safety Officer prior to beginning such work.

ON-SITE VISIT/INSPECTION FORM

I, _____, have made an on-site visit to Northwestern State University and made a complete inspection of the area indicated as the project limits in the Construction Documents and understand all Requirements to perform the specifications of Request for Quotations for Chiller Inspection and Preventative Maintenance Contract.

FOR BIDDER: _____
Signature Date

COMPANY: _____

FOR NSU: _____
Physical Plant Representative Date

NOTE: THIS MUST BE COMPLETED, SIGNED AND RETURNED WITH BID.

SPECIFICATION AND BID FORM

CHILLER INSPECTION/MAINTENANCE NORTHWESTERN STATE UNIVERSITY NATCHITOCHES, LOUISIANA

CHILLER INSPECTION/MAINTENANCE

Northwestern is seeking qualified vendors to provide Chiller Inspections and Maintenance on Trane, McQuay, Carrier and York brand chillers on the Natchitoches and Shreveport Campuses. It is the desire of the University, to have one (1) contractor provide the service as specified. The Contractor is required to have factory-trained service personnel for all equipment being serviced and must have had at least five (5) years continuous involvement in the area of centrifugal, screw type, and air-cooled chiller service and maintenance. Proof of Certification, service and maintenance involvement must be presented with your quotation.

If a contract ensues, the contract will be issued for the period July 1, 2025, through June 30, 2026. At the option of the University and acceptance by the contractor, the contract may be renewed/extended for two (2) additional twelve (12) month periods, at the terms, conditions and prices referred to in the specifications.

This contract will be awarded to the vendor who provides the lowest responsible, responsive bid for the total amount. Quotations will be received for individual chillers. The successful vendor will be issued a contract for the 2025-2026 fiscal year for the total bid price. If the contract is renewed, it will be renewed for an amount reflecting the cost of inspections and maintenance for all operational chillers. Total renewal cost will be determined by using the UNIT PRICE of each Chiller provided with this Quotation.

SPECIFICATIONS FOR CHILLER INSPECTION/MAINTENANCE PROGRAM

The Contractor shall furnish all labor and materials, and equipment required to perform annual shutdown and operating inspections of all Northwestern State University Chillers.

The Contract shall include one (1) annual Winter/Shutdown inspection and two (2) operating inspections for each of the chillers listed on the Bid Form herein at Northwestern State University. Inspections shall be as specified hereinafter and shall be scheduled at the University's discretion.

Annual Winter/Shutdown Inspections are to be completed during the historically coldest months of January and/or February

Operating inspection #1 is to be completed during the first quarter of the University Fiscal Year during the months of July and/or August.

Operating Inspection #2 is to be completed during the last quarter of the University fiscal year during months of April and/or May.

The Contractor shall comply with all rules set forth in the Clean Air Act with regards to CFC refrigerants. A refrigerant management system shall be used to remove all liquid and vapor from any machine of which the refrigerant system will be opened to the atmosphere.

ANNUAL Winter/Shutdown INSPECTION – to be completed during January and/or February - The listed procedures shall be considered the minimum acceptable performance. Manufacturer's accepted and recommended procedures omitted from these specifications shall be included in the project scope. Contractor is responsible for determining that the work being performed meets or exceeds the minimum prescribed maintenance requirements established by the manufacturer.

All chillers shall be thoroughly leak tested and all leaks clearly marked. University personnel shall be advised of all leaks and Contractor shall not repair leaks prior to receiving permission. Cost of repair of leaks is not included in the specification. The means used to elevate machine pressure for leak testing shall not be required purging of the machine prior to operation and leak testing shall take place at or above a pressure of 5 psig. Contractor shall furnish all oil, filters and gaskets required for listed maintenance procedures.

Air-Cooled Screw Chillers - Annual Winter/ Shutdown Inspection

- a. Check unit thoroughly for refrigerant leaks on the unit and all associated refrigerant piping.
- b. Check and calibrate safety and operating controls.
- c. Meg test compressor motors.
- d. Check and tighten all electrical terminals and check contacts for wear.
- e. Check oil level in compressors.
- f. Tighten motor terminals and control panel terminals.

- g. Check crankcase heater operation.**
- h. Check external interlocks, flow switches, pumps, and fans.**
- i. Check and adjust operating and safety control setpoints.**
- j. Clean air-cooled condenser.**
- k. Check condenser fans and motors.**
- l. Check superheat and subcooling (adjust superheat as required).**
- m. Check air and water flows of the condenser and evaporator sections.**
- n. Make a complete operating log and record proper operating temperatures, pressures, voltages, and amperages.**
- o. Check Settings in the Chiller Plant Control.**
- p. Report any uncorrected deficiencies noted.**

Air-Cooled Screw Chillers – Operating Inspection (Two required)

- a. Adjust operating and safety controls and setpoints.**
- b. Complete operating log and record proper operating temperatures, pressures, voltages, and amperages.**
- c. Check operation of control circuit.**
- d. Check oil level in compressors.**
- e. Check operation of motors and starters.**
- f. Check Settings in the Chiller Plant Control.**
- g. Report any uncorrected deficiencies noted**

CENTRIFUGAL CHILLERS – ANNUAL Winter/Shutdown INSPECTION

- a. Complete Chiller Log Sheet.
- b. Adjust Operating Controls & Safeties.
- c. Adjust and Check Flow Switches/DP Switches.
- d. Check Control Set Points.
- e. Check Lubrication System.
- f. Check Oil Pump Amps/Volts & Record.
- g. Check Differential Pressure & Record.
- h. Check Oil Heater Amps/Volts & Record.
- i. Check and Tighten Motor Terminals.
- j. Meg Test Motor and Record Readings.
- k. Check and Tighten all Motor Starter Electrical Connections.
- l. Check all Contactors for Wear and Pitting.
- m. Check Motor Amps & Record.
- n. Check Operation of the Starter.
- o. Check All Settings on the Control Panel.
- p. Check and Tighten all Control Panel Terminals and Connections.
- q. Check Operation of the Purge Unit.
- r. Check and Record Purge Run Time.
- s. Check Liquid Level in the Purge.
- t. Check Vacuum Pressure of Pump Out Compressor.
- u. Replace Purge Dryer Corers, Leak Test and Evacuate.
- v. Verify Cond/Evap Pressure With Gauge.
- w. Check Cond & Evap Water Pressure.

- x. Check Cond & Evap Approach Temperature.
- y. Check Operation of the Vane Motor.
- z. Lubricate Vane Motor and Linkage per Manufacturer's Recommendations.
- aa. Pull Condenser Head, Brush Condenser Tubes, Check for Excessive scale and Deposits.
- bb. Pull Oil Sample, Analyze, and Provide Documentation and Recommendation.
- cc. Check Settings in Chiller Plant Control.
- dd. Perform Vibration Signature and Provide Documentation and Recommendation.
- ee. Report to Customer Any Problems with Equip & Controls.

CENTRIFUGAL CHILLERS – OPERATING INSPECTION (Two Required)

- a. Complete Chiller Log Sheet.
- b. Adjust Operating Controls & Safeties.
- c. Adjust and Check Flow Switches/DP Switches.
- d. Check Control Set Points.
- e. Check Lubrication System.
- f. Check Differential Pressure & Record.
- g. Check Motor Amps & Record.
- h. Check Operation of the Starter.
- i. Check All Settings on the Control Panel.
- j. Check Operation of the Purge Unit.
- k. Check and Record Purge Run Time.
- l. Check Liquid Level in the Purge.
- m. Check Cond & Evap Approach Temperature.
- n. Check Operation of the Vane Motor.
- o. Report to Customer Any Problems with Equip & Controls.

Water-Cooled Screw Chillers - Annual Winter/Shutdown Inspection

- a. Complete operating log of temperature, pressures, voltages and amperages.**
- b. Adjust Operating Controls & Safeties.**
- c. Check and calibrate safety controls.**
- d. Adjust and Check Flow Switches/DP Switches.**
- e. Check Condenser and Evaporator Pump Auxiliary Switches.**
- f. Check Control Set Points.**
- g. Check Lubrication System.**
- h. Tighten oil heater leads.**
- i. Check and Tighten Motor Terminals.**
- j. Meg Test Compressor Motor and Record Readings.**
- k. Check main starter, and tighten all starter terminals. Check and calibrate overloads. Record overload dip switch settings.**
- l. Check All Contactors for Wear and Pitting.**
- m. Check Motor Amps & Record.**
- n. Check Operation of the Starter.**
- o. Check All Settings on the Control Panel.**
- p. Check and Tighten All Control Panel Terminals and Connections.**
- q. Verify Cond/Evap Pressure With Gauge.**
- r. Check Cond & Evap Water Pressure.**
- s. Check Cond & Evap Approach Temperature.**
- t. Check unit thoroughly for refrigerant leaks on the unit and all associated refrigerant piping.**
- u. Inspect and Mechanically clean Condenser Water Tubes and strainers.**

Water-Cooled Screw Chillers – Operating Inspection (Two Required)

- a. Complete operating log of temperature, pressures, voltages and amperages.
- b. Adjust Operating Controls & Safeties.
- c. Adjust and Check Flow Switches/DP Switches.
- d. Check Control Set Points.
- e. Check Lubrication System.
- f. Check Motor Amps & Record.
- g. Check Operation of the Starter.
- h. Check All Settings on the Control Panel.
- i. Check Cond & Evap Approach Temperature.
- j. Complete written report of inspection and recommendations shall be provided to NSU Physical Plant Director or Utility Supervisor.

Should work beyond the scope of this contract become apparent, Contractor's representative shall make the NSU Plant Director/Utility Supervisor immediately aware of the situation. No work shall be performed beyond the scope of this contract without prior written authorization

If the contract is renewed for the 2026-2027 and 2027-2028 fiscal years, the renewal rate will be as per the below quoted prices. Should any unit be removed or new units replace any of the above units during this period, Contract will be adjusted using the Unit Prices quoted.

Bidder_____

Signature_____

Date_____

Telephone_____

Fax _____

Federal Tax ID Number _____

BID FORM**Unit Price**

1. 1 each	Trane Mod#RTHC1D1FOFOB2L4G2MFOQ400 SERIAL #: OOHO2339 400 Ton-TEC STATION	\$ _____
2. 1 each	Trane Mod#CVHEO500 SERIAL #: LO2A00529 500 Ton-WATSON STATION	\$ _____
3. 1 each	Trane Mod#CVHF049FA1LOA SERIAL #: LO5CO1488 500 Ton-WARREN EASTON STATION	\$ _____
4. 1 each	Trane Mod#CVHF410 SERIAL #: L00E02455 400 Ton-COLISEUM STATION	\$ _____
5. 1 each	Trane Mod#CGAM052F2E02AXD2A1A1A1AX XA1A1A4XXXXA1A3A10XXXLXX SERIAL #: U11G24050 Air Cooled – COLISEUM	\$ _____
6. 1 each	Trane Mod#RTHC1C1F0F0E1L2F0QU00 SERIAL #:00HO2340 236 Ton-STATION # 1	\$ _____
7. 1 each	McQuay Mod#WSCO87-BAABC SERIAL #: STNV090200023 500 Ton-STATION # 1	\$ _____
8. 1 each	Trane Mod#CVHF065LA2D0 SERIAL #: L03D03938 650 Ton-STATION # 2	\$ _____
9. 1 each	Trane Mod#CVHF770LA1L0 SERIAL #: L00C01620 650 TON-STATION #2	\$ _____
10. 1 each	Trane Mod#RTAA1004XN01A3C0BDFKNR SERIAL #: U03G01509 Air Cooled-NSU Shreveport, BLDG B	\$ _____
11. 1 each	Trane: 75-ton, Model # CGAM080F2A02AXD2 SERIAL #: U09J11993 Air Cooled-NSU Shreveport, BLDG B	\$ _____

12. 1 each	McQuay Mod#AG2075DHHNN-ER10 SERIAL #: STNU110400250 Air Cooled–NSU Shreveport, BLDG B	\$ _____
13. 1 each	Trane Mod# CGAFC60EALA1AOCDF0W00 SER#C07F06850 Air Cooled–NSU Shreveport, Warrington Place	\$ _____

TOTAL AMOUNT		\$	
	(WORDS)		(FIGURES)

Maintenance contract shall be for one (1) annual inspection and two (2) operating inspections of these Chillers for a period of one (1) year, beginning July 1, 2025, through June 30, 2026.

At the option of Northwestern State University and the acceptance of the Contractor, this contract may be extended to two (2) additional twelve (12) month periods at the same price, terms and conditions. Contract not to exceed thirty-six (36) months.

Northwestern State University reserves the right to cancel this contract with thirty (30) days written notice.

For questions concerning this bid, please contact Jon Lentz or Dale Wohletz, Physical Plant, at 318-357-4519