

NORTHWESTERN STATE UNIVERSITY

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



ISSUE DATE: 04/08/2025  
NSU BID NO. RQ25-0004

## 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 Back up Power Generator Inspection/Preventative Maintenance Contract For Main Campus-Natchitoches

### 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 but 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 Back Up Generator 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**

### **BACK UP POWER GENERATOR INSPECTION/MAINTENANCE NORTHWESTERN STATE UNIVERSITY NATCHITOCHES, LOUISIANA**

#### **GENERATOR INSPECTION/MAINTENANCE**

Northwestern is seeking qualified vendors to provide scheduled service, maintenance and inspection for all diesel and natural gas-powered stand by generator sets and associated equipment on the Natchitoches campus for Northwestern State University as per specifications, terms and conditions. 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 on all equipment being serviced and must have at least five (5) years continuous involvement in the area of standby, emergency or backup power distribution equipment, maintenance service and installation. 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 BASE BID AMOUNT. Unit pricing is to be provided for individual generators. The successful vendor will be issued a contract for the 2025-2026 fiscal year for the total base bid price comprised of unit pricing for 1 semiannual and 1 annual service and inspection on each generator listed herein. Northwestern State University reserves the right to add and/or delete generators that come into and out of service as needed and adjust the contract cost accordingly during each contract period. The total renewal cost will be determined by using the UNIT PRICE of each Generator provided with this Quotation. The contractor is to provide yearly rates for the performance of the required generator inspection and maintenance services as stipulated. The contractor shall also provide Hourly rates good for the entirety of the contract period for service calls, including regular time, overtime, and emergency response.

## **SPECIFICATIONS FOR GENERATOR INSPECTION/MAINTENANCE PROGRAM**

**The Contractor shall furnish all labor, tools, equipment and materials required to perform the specified scheduled generator inspections and maintenance.**

**Proposal to provide scheduled maintenance for all diesel and natural gas-powered stand-by generator sets and associated equipment on the Natchitoches Campus of Northwestern State University.**

**Equipment is to be inspected and serviced during regular business hours and causes no interruption to the Universities functions and or operations.**

The successful vendor will be required to respond to emergency requests as needed. Access to campus will be coordinated with Northwestern State University Physical Plant.

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

**Semi-annual maintenance and inspections (1ea.) include the following: (To be completed January 2026)**

All generator technicians must be trained and experienced to work on all brands of generators present on campus. Contractor must have all equipment necessary to provide the specified services. Contractor to schedule work with the Physical plant a minimum of 24 hours in advance. Contractors are required to check in with the physical plant when arriving and departing campus. All invoices must include a copy of a service ticket legibly signed by a Northwestern State University Physical Plant representative. 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.

1. Inspect and adjust entire fuel system with filter changes as needed. All fuel filters and sediment bowls to be cleaned or replaced as needed.
2. Oil – Check oil level and condition, add as needed.
3. Inspect cooling system for leaks or degradation of coolant. Add coolant as needed.
4. Air cleaner to be inspected and cleaned or replaced as needed.
5. All belts to be inspected, tightened, and replaced as needed.
6. Inspect, clean, and grease all serviceable bearings.
7. Inspect all hoses, fittings and clamps for damage or leaks. Replace as needed.
8. Check engine and generator controls for proper operation, voltage output and self-test schedule. Re-program self-test schedule as per the University schedule.
9. Check and record operating engine oil pressure
10. Check and record operating engine coolant temperature
11. Check engine and record operating hours
12. Check and record battery and alternator output voltage
13. Check and record fuel level.

14. Check automatic transfer switch for proper operation. Clean, lube, adjust as necessary.
15. Set-up time for University maintenance personnel training on PM's between semi-annual inspections.
16. Provide University with electronically generated reports of results of entire inspection process. Include recommendations and quotes for any additional parts and/or repairs which may be required and is beyond the scope of this maintenance contract.

**Annual inspections (1ea.) will include the following: (To be completed July 2025)**

All generator technicians must be trained and experienced to work on all brands of generators present on campus. Contractor must have all equipment necessary to provide the specified services. Contractor to schedule work with the Physical plant a minimum of 24 hours in advance. Contractors are required to check in with the physical plant when arriving and departing campus. All invoices must include a copy of a service ticket, legibly signed by a Northwestern State University Physical Plant representative. 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.

1. The Annual Inspection includes All items in the Semi-Annual maintenance and inspections and the additional items as specified herein.
2. Oil and filter change. Change engine oil and filter. Dispose of all waste off site as per EPA and/or DEQ regulations.
3. Change Air Filter. Dispose of all waste off site as per EPA and/or DEQ regulations.
4. Change Fuel Filter. Dispose of all waste off site as per EPA and/or DEQ regulations.
5. Conduct load bank tests every twelve (12) months. Tests to be performed at full capacity without interruptions to normal building service.
  - A. Load bank test performed for total of 120 minutes in the following manner
  - B. Bring to 25% of rated load and hold for 15 min.
  - C. Bring to 50% of rated load and hold for 15 minutes
  - D. Bring to 75% or rated load and hold for 15 minutes
  - E. Bring to 100% rated load and hold for 15 minutes
  - F. Reverse procedure to end test.
  - G. Provide complete documentation of load test to the University.
  - H. Normal electrical service cannot be interrupted during this procedure.
6. Provide University with electronically generated reports of results of entire inspection process. Include recommendation for any additional parts and/or repairs which may be required and is beyond the scope of this maintenance contract.

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

### Unit Price

### HOURLY RATES:

**Emergency Service – Authorization Required** \$ \_\_\_\_\_

**TOTAL AMOUNT** \_\_\_\_\_ **\$** \_\_\_\_\_  
**(WORDS)** **(FIGURES)**

Maintenance contract shall be for one a period of one (1) year, beginning July 1, 2025, through June 30, 2026, and shall include (1) one Semi-Annual Inspection and service and (1) one Annual inspection and service.

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

**Bidder**\_\_\_\_\_

**Signature**\_\_\_\_\_

**Date**\_\_\_\_\_

**Telephone**\_\_\_\_\_

**Fax** \_\_\_\_\_

**Federal Tax ID Number** \_\_\_\_\_