

NORTHWESTERN STATE UNIVERSITY

200 Sam Sibley Dr
 St. Denis Hall
 Natchitoches, Louisiana 71497
 Email: purchasing@nsula.edu
 (318) 357-5716



ISSUE DATE: April 24, 2025
 NSU BID NO. RQ25-0008

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, May 13th, 2025, at 2:00 P.M. (CST)

Optional: To evaluate the scope of services, please contact Dale Wohletz at 318-471-1336 or via email wohletz@nsula.edu by **12:00pm Friday, May 9th, 2025.**

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 purchasing@nsula.edu

DESCRIPTION

**Contract for Inspection and Maintenance of Hood Suppression and
 Fire Extinguisher Systems
 Northwestern State University
 Natchitoches, Shreveport, & Leesville Campuses**

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 wire or phone.
3. Any quotation received after deadline will be returned.
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 _____N/A_____ and shipment will be received within _____N/A_____ days after receipt of order.
 Delivery may be a consideration in the award.

VENDOR NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE NUMBER _____

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

TITLE _____

FEDERAL TAX IDENTIFICATION NUMBER (FIN) _____

EMAIL _____

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.

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. 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.

21. 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.

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

23. 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.

24. 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.

25. 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.]

26. 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.

27. 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:

28. 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.***

29. 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 reflected 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: _____

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.

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.

SPECIFICATION
Hood Suppression and Fire Extinguisher Service and Maintenance
Northwestern State University
Natchitoches, Shreveport, and Leesville Campuses

PART 1

HOOD SUPPRESSION SYSTEMS SCOPE OF WORK

The contractor is to provide Northwestern State University with complete hood fire suppression system service and maintenance; at least one (1) on-site inspection of all hood suppression systems shall be conducted bi-annually and per NFPA standards.

All hood suppression systems are located on the Natchitoches Campus. All systems are to be inspected and serviced, on-site, by personnel who are appropriately licensed by the State of Louisiana, for the services that they are performing. There are 24 (twenty-four) systems of various manufactures and storage capacities, throughout the campus. All fees for licensing; insurance; pick-up and delivery charges; vehicle expenses; travel time; overtime; and any other incurred costs, other than those explicitly mentioned in this scope of work, are the sole responsibility of the contractor.

Service/inspection and maintenance shall begin upon award of bid, or July 01, 2025, whichever is later, and continued through to completion, on or before June 30, 2026. Every effort shall be made on contractor's behalf to provide annual inspection expiration of the previous certification period; this shall be considered 183 days from the last bi-annual inspection of each system. Typically, all initial annual inspections should be completed prior to August 15th of the contract year.

A comprehensive and detailed final inspection report shall be provided to the Operations Coordinator, upon completion of each inspection, service or maintenance action performed, on each and every piece of equipment located on any NSU campus specified in this contract.

This report shall include the following in writing:

- Sample of inspection checklists utilized for each system
- Number of systems serviced within each building/location
- Detailed list of appliances covered by suppression system
- Notification of expected maintenance that will be required the next contract year period

The contractor is to report to the Operations Coordinator, prior to the performance of any work; and at the conclusion of work, on any given day. Operations Coordinator can be reached by contacting the NSU Physical Plant at (318)-357-4519.

Should any work, beyond this scope of work, become apparent, the Contractor's representative shall make the Operations Coordinator, immediately aware of the situation. No work shall be performed, outside the scope of work listed in this contract, without prior, written approval from the Operations Coordinator or Physical Plant Director.

All systems shall be reset and returned to service upon completion of inspection and testing, daily. In the event the system has to be removed from service, Operations Coordinator shall be notified immediately by contacting NSU Facility Services at (318)-357-4519 or (318)-357-5886 after hours.

When a system has been activated, vendor shall respond to site and begin resetting system within two (2) hours of notification by NSU Staff. Vendor is to provide a means for emergency contact, of service technicians. Operating hours, of areas, covered by this bid, shall be assumed to be, 7 days a week; 24 hours a day.

SERVICE OF SYSTEMS

At a minimum, the contractor will perform the following tasks, during the service/inspection and maintenance phases of this scope of work:

1. Inspect systems semi-annually
2. Replace fuse-links every six months
3. Clean all nozzles, and ensure nozzle protective covers are in place
4. Check agent levels in tanks
5. Check gas valve shut off for gas appliances
6. Ensure all electrical appliances shut down
7. Check fire alarm initiation upon activation
8. Check tanks for sign of corrosion
9. Check all cables, leading to systems and tighten terminations, if required
10. Check all cable conduits to ensure cables move freely
11. Provide service tag on manual pull station and at storage location of agent
12. Provide NSU Facility Services with written report of inspections

When a system has been discharged, vendor shall respond to site and begin resetting system within two (2) hours of notification by NSU Staff. Vendor is to provide a means for emergency contact, of service technicians. Operating hours, of areas covered by this bid, shall be assumed to be, 7 days a week: 24 hours a day.

HYDROSTATIC TEST OF HOOD SUPPRESSION CHEMICAL CYLINDERS

1. Each Hood Suppression chemical cylinder is to be hydrostatically tested, in accordance with NFPA standards, and cylinder shall be documented accordingly. All cylinders must be kept up to date, based on the manufactured date of each cylinder. Vendor will supply a listing of all tested cylinders, to the Facility Services Office. Spare cylinders must be installed in the place of a "cylinder-under-test" so that the suppression system always remains functional. Spare cylinders will be loaned to NSU by the Vendor, for the purpose of such tests, if necessary.
2. Cylinders, under test, are to be emptied; and tested as required by NFPA regulations; then dried and refilled/recharged, in accordance with NFPA regulations as well.
3. All recharged cylinders will be tagged, in accordance with NFPA Regulations.

PART 2

FIRE EXTINGUISHER SCOPE OF WORK:

The contractor is to provide Northwestern State University with complete fire extinguisher systems service and maintenance; at least one (1) on-site Annual Inspection of all fire extinguishers and as a minimum, plus quarterly, pick-up and service of fire extinguishers that were replaced by NSU Staff, during the course of routine monthly maintenance; Contractor shall report to the Natchitoches Campus Operations Coordinator quarterly and verify no extinguishers are require maintenance/service.

The extinguishers are located in all Natchitoches Campus buildings plus those at the Shreveport Nursing School and Leesville Campus buildings. Extinguishers are to be inspected and serviced, on-site, by personnel who are appropriately licensed by the State of Louisiana, for the services that they are performing. There are approximately 852 (eight hundred fifty-two) fire extinguishers, of various sizes and types, throughout the campus. All fees for licensing; insurance; pick-up and delivery charges; vehicle expenses; travel time; overtime; and any other incurred costs, other than those explicitly mentioned in this Scope of Work, are the sole responsibility of the contractor.

Service/Inspection and Maintenance shall begin upon award of bid, or July 01, 2025, whichever is later, and continued through to completion, on or before June 30, 2026. Every effort shall be made on contractor's behalf to provide annual inspection expiration of the previous certification period; this shall be considered 365 days from the last annual inspection of each extinguisher. Typically, all annual inspections should be complete prior to August 15th

of the contract year. Following this theory, quarterly service would then be in November, February, and May of the contract year.

A comprehensive and detailed final inspection report shall be provided to the Operations Coordinator, upon completion of each inspection, service or maintenance action performed, on each and every piece of equipment located on any NSU campus specified in this contract. This report shall include the following in writing:

- Sample of inspection checklists utilized for each extinguisher.
- Number of extinguishers serviced within each building/location.
- Record of all fire extinguisher locations within the building.
- Notification of expected maintenance that will be required the next contract year period.

The contractor is to report to the Operations Coordinator, prior to the performance of any work; and at the conclusion of work, on any given day. Call Operations Coordinator can be reached by contacting the NSU Physical Plant at (318)-357-4519.

Should any work, beyond this scope of work, become apparent, the Contractor's representative shall make the Operations Coordinator, immediately aware of the situation. No work shall be performed, outside the scope of work listed in this contract, without prior, written approval from the Operations Coordinator or Physical Plant Director.

SERVICE OF EXTINGUISERS:

At a minimum, the contractor will perform the following tasks, during the service/inspection and maintenance phases of this scope of work:

At least one(1) inspection, during the course of the fiscal year. This periodic inspection will include the checking of the following items:

- Location in designated place.
- No obstruction to access or visibility.
- Operating instructions on nameplate legible and facing outward.
- Safety seals and tamper indicators not broken or missing.
- Fullness determined by weighing or "hefting".
- Examination for obvious physical damage, corrosion, leakage, or clogged nozzle.
- Pressure gauge reading or indicator in the operable range or position.
- Label are in place, as required.
- Loosen powder in cylinder.
- Clean hose, nozzle and cylinder.

Contractor shall install fire extinguishers in areas where the originals are missing but are required. Missing units will be provided by the University where possible first; in the event a new extinguisher or additional units are needed beyond what the University can supply, extinguishers will be supplied by the contractor at the specified amount within this contract.

Contractor shall replace any unit which does not pass a functional/operational inspection. Any extinguisher found that has not been maintained in accordance with NFPA maintenance cycles, shall be replaced with a like-unit, that has a serviceable life of a year or more. Replacement units will be provided by the University where possible first; in the event a new extinguisher or additional units are needed beyond what the University can supply, extinguishers will be supplied by the contractor at the specified replacement amount within this contract.

MAINTENANCE:

All fire extinguishers shall be subjected to maintenance at intervals of not more than one (1) year, as specified by NFPA standards.

A conductivity test shall be conducted annually on all carbon dioxide hose assemblies. Hose assemblies found to be nonconductive shall be replaced.

Pressure regulators, if provided, shall be tested for outlet static pressure and flow rate in accordance with manufacturer's instructions.

Maintenance procedures shall include a thorough examination of the three (3) basic elements of a fire extinguisher:

- Mechanical parts.
- Extinguishing agent
- Expelling means.

At the time of maintenance, the tamper seal of rechargeable fire extinguishers shall be removed by operating the pull pin or locking device. After the applicable maintenance procedures are completed, a new tamper seal shall be installed.

Stored pressure fire extinguishers that require a 6-year maintenance or 12-year hydrostatic test shall be emptied and subjected to the applicable maintenance procedures, or units can be supplied by the contractor at the specified replacement amount within this contract.

INSPECTION REQUIREMENTS FOR PORTABLE EXTINGUISHERS

1. Inspect annually
2. Check pressure on gauges, recharging if necessary
3. Lubricate valve inside head of extinguisher
4. Loosen powder in cylinder
5. Clean hose and nozzle per unit
6. Clean cylinder exterior
7. Units ARE to be serviceable for one year from date of inspection
8. Tag units with label/tag that indicates month and year the inspection was done and that identifies person performing the service.
9. Vendor to install new extinguishers in areas where they are missing, but are required by NFPA – University approval needed
10. Vendor to install replacement extinguishers, as needed – University approval needed
11. Provide Operations Coordinator with written report of inspections.
12. Vendor will not yellow tag an extinguisher without first attempting to replace the unit from University stocks or with a new unit provided by the vendor on approval by the Operations Coordinator. If a yellow tag is a necessity (no replacement available) the Operations Coordinator is to be personally notified.

GENERAL CONTRACT SPECIFICS

Contractor will be on call, 24 hours a day, for emergency callback on all service needs, at all Northwestern State University locations. Contractor shall provide required phone numbers and an on-call roster to the Operations Coordinator. Contractor should provide a set call back charge/rate, on the price list, requested below.

Contractor shall provide a cost/price of all replaceable fire extinguisher items as listed below. This list also contains the costs to re-charge various types of hand-held portable fire extinguisher. In addition, cost/price for replacement extinguishers as listed below. This cost list will be utilized to determine repair rates/replacement of fire extinguishers, in the event that repairs become necessary. The list indicates a "per unit" basis. All labor costs involved, as well as any pick-up and delivery charges, should be incorporated into these costs.

Contractor shall be responsible for any disposal of unserviceable cylinders that have been approved for replacement by NSU.

If the contractor is on-site, performing any portion of the contracted inspections contained in this scope of work, and the University has other extinguishers that require attention, a call-back charge will not apply.

Contractors are encouraged to visit all campuses for the purposes of conducting pre-bid surveys, prior to bid close-out. Please contact Dale Wohletz at (318) 357-4519 or wolhertz@nsula.edu for any questions you may have.

LENGTH OF CONTRACT

This contract will be for a period of one (1) year, beginning on 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. Contract is not to exceed thirty-six (36) months. Northwestern State University reserves the right to cancel this contract with a written thirty (30) day notice to awarded contractor.

BASE BID CALCULATIONS

HOOD SUPPRESSION SYSTEMS (Wet)

1 @ Warren Easton	\$
4 @ Student Union	\$
4 @ Iberville Dining Hall	\$
1 @ Family & Consumer Science	\$
10 @ Family & Consumer Science (Guardian)	\$
1 @ Culinary Arts Bldg	\$
1 @ Recreation Complex	\$
1 @ Prather Coliseum (Guardian)	\$

FIRE EXTINGUISHERS

875 Inspections @ \$_____ ea.	\$
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BASE BID:	
\$_____	\$_____
(words)	(figures)

BASE BID TO INCLUDE BI-ANNUAL INSPECTION FOR HOOD SUPPRESSION SYSTEMS AND ONE FIRE EXTINGUISHER SERVICE/INSPECTION AND MAINTENANCE PER UNIT FOR SAID FISCAL YEAR, ACCORDING TO NFPA RULES AND REGULATIONS AND AS STIPULATED ABOVE;23 HOOD SUPPRESSION SYSTEMS AND APPROXIMATELY 852 EXTINGUISHERS ARE REQUIRED TO BE SERVICED UNDER THIS CONTRACT.

CALL BACK AND MAINTENANCE COST LIST:

Maintenance on extinguishers will be handled per extinguisher, serviced according to the following:

A. PRICE PER CALL-BACK MOBILIZATION FEE \$ _____

B. RECHARGING AS PER NFPA RULES & REGULATIONS:

I. 5 lb. ABC \$ _____

II. 10 lb. ABC \$ _____

III. Hood Suppression Reset \$ _____

C. REPLACE PARTS, IF NECESSARY:

I. Hose \$ _____

II. Nozzle \$ _____

III. Valve \$ _____

IV. Gauge \$ _____

V. Hood Suppression Agent (per gallon of agent) \$ _____

D. MAINTENANCE

I. 6-year Maintenance 5 lb. ABC \$ _____

II. 6-year maintenance 10 lb. ABC \$ _____

III. 12 year hydrostatic 5 lb. ABC \$ _____

IV. 12 year hydrostatic 10 lb. ABC \$ _____

E. REPLACEMENT EXTINGUISHER

I. 5 lb. ABC \$ _____

II. 10 lb. ABC \$ _____

*One (1) call-back mobilization fee is allowed per University-requested call-back.

The rates below are requested for information only – not a part of this bid award consideration.

NSU reserves the right to get quotes / bids from other sources for additional services / repairs.

These rates for services / repairs would be events outside the scope of the bid or quotation requested.

“Not to Exceed” Rates, for special called services and repairs:

- | | | | |
|----|--|----------|----------|
| 1. | Regular working hours, not holidays (8-5, Monday-Friday) | \$ _____ | per hour |
| 2. | Overtime service / repair, outside regular hours | \$ _____ | per hour |
| 3. | Emergency Service (on site within 3 hours) | \$ _____ | per hour |
| 4. | Per Mile Charge for travel if applicable | \$ _____ | per mile |

All contracts negotiated by Northwestern State University will be paid with new fiscal year funds, only and if appropriated by the Legislature of the State of Louisiana

Bidders may contact NSU Physical Plant Operations Coordinator Dale Wohletz for further details at 318-471-1336 or via email wohletz@nsula.edu.

LIST OF EXISTING FIRE EXTINGUISHERS:

LOCATION	# of Extinguishers	LOCATION	# of Extinguishers
Shreveport Nursing	69	Morrison Hall	6
Leesville Campus	27	Alumni House	3
Family Consumer Science	8	Fournet Hall	19
Warren Easton	35	Old Warehouse	7
Russell Hall	22	Turpin Stadium	32
Old Fine Arts	35	Post Office	3
New Fine Arts	38	Physical Plant/Warehouse	40
South Hall	10	Prather Coliseum	21
North Hall	6	Fieldhouse	15
Mechanics Shop	8	Motor Pool	1
Print Shop	12	Information Center	1
St. Denis	9	Soccer Complex	4
Williamson Hall	11	University Police	10
Centrex	3		
Kyser Hall	59	Chiller Stations	10
Teacher Education Center	25	Student Services	23
Health & Human Performance	14	Caspari Hall	9
Watson Library	43		
Roy Hall	10	Student Union	29
Bienvenu Hall	44	Iberville Dining Hall	19
Baseball Field	4	Rec. Complex	12
Tennis Complex	1	WRAC	27
Carpenter Shop	5	National Preservation Center	14
President's Home	5	Alost Hall new Construction (ownership 8/26)	20
Power Plant	8	Remaining Reserves	29
Lady Demons Softball	4		
Track Complex	3		

TOTAL EXTINGUISHER = 852 (Subject to change with additional buildings / areas)