

ADVERTISEMENT FOR BIDS

Sealed bids will be received and publicly read by the Purchasing Department of The University of Louisiana at Monroe, via mail or delivered to Coenen Hall Room 140, 700 University Avenue, Monroe, LA 71209-2250, until 2:00 P.M., September 30, 2025, for the following:

Bid #50006-025 – Stubbs Hall Gear & Library Transformer Replacement

Complete Bidding Documents may be obtained from: The University of Louisiana at Monroe, Purchasing Department, 4014 LaSalle St., Room 140, Monroe, Louisiana, 71209-2250, via fax request at 318.342.5218 or the State of Louisiana LaPac page: <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubmain.cfm> by using Bid No. 50006-025.

All bids shall be accompanied by Bid Security in an amount of five percent (5.0%) of the sum of the base bid and all alternates. The form of this security shall be as stated in the Instruction to Bidders included in the Bid Documents for this project.

The successful Bidder shall be required to furnish a Performance Bond written as described in the Instruction to Bidders included in the Bid Documents for this project. Workers Compensation and Employer Liability required. General and Automobile Liability Insurance required. Builders Risk Insurance Required.

Bids shall be accepted from Contractors who are licensed under LA R.S. 37:2150-2192 in the areas of: Electrical. Bidder is required to comply with provisions and requirements of LA R.S. 38:2212(A)(1)(a). No bid may be withdrawn for a period of thirty (30) days after receipt of bids, except under the provisions of LA R.S. 38:2214.

The Owner reserves the right to reject any and all bids for just cause. In accordance with LA R.S. 38:2212(B)(2), the provisions and requirements of this Section, those stated in the advertisement for bids, and those required on the bid form shall not be considered as informalities and shall not be waived by any public entity.

STATE OF LOUISIANA
THE UNIVERSITY OF LOUISIANA MONROE
MONROE, LOUISIANA
A Member of the University of Louisiana System

INVITATION TO BID
FOR
BID NO. 50006-025

ISSUING AGENCY:	The University of Louisiana Monroe Purchasing Department 700 University Avenue, Coenen Hall 140 Monroe, LA 71209
PROCUREMENT SPECIALIST:	Shakeya Bennett
Telephone:	318.342.5208
REQUISITIONED BY:	Michael Davis
Telephone:	318.342.5171
RELEASE DATE:	August 28, 2025
RECOMMENDED SITE VISIT:	Michael Davis mdavis@ulm.edu
OPENING DATE:	September 30, 2025
BID OPENING TIME:	2:00 p.m., Central Time
BID OPENING LOCATION:	The University of Louisiana at Monroe Purchasing Department Coenen Hall 140 700 University Avenue Monroe, La 71209

This ITB is available in electronic form at <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubmain.cfm>. It is available in printed form by submitting a written request to the Procurement Specialist listed above. It is the Bidder's responsibility to check the Office of State Purchasing LaPAC website frequently for any possible addenda that may be issued. ULM is not responsible for a bidder's failure to download any addenda documents required to complete an Invitation to Bid.

Notice To Vendors This Is Not An Order. It Is Merely A Request For Prices	THE UNIVERSITY OF LOUISIANA AT MONROE Monroe, Louisiana REQUEST FOR QUOTATION <u>Facilities</u> Department	DATE August 28, 2025	Date and Time by Which Quotation Must be Returned: September 30, 2025
	TO THE VENDOR: To be returned on or before date specified above to: THE UNIVERSITY OF LOUISIANA AT MONROE PURCHASING DEPARTMENT 4014 LASALLE ST, COENEN BLDG. 140 MONROE, LOUISIANA 71209-2250 NOTE: THE UNIVERSITY RESERVE THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS, AND WAIVE INFORMALITIES THIS BID IS DUE IN PURCHASING OFFICE AS STATED ABOVE <u>LATE BIDS NOT ACCEPTED</u>		
Name and Address of Vendor (Firm or Individual) <div style="border: 1px solid black; height: 100px; width: 100%;"></div>			
PURCHASE REQUISITION NO. R0030592 BID 50006-025 P. O. No.			
INSTRUCTIONS TO BIDDERS:			
<ol style="list-style-type: none"> 1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS. 2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER. 3. THIS BID IS TO BE MANUALLY SIGNED IN INK. 4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS FREIGHT ON BOARD (FOB) DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR CASH ON DELIVERY (COD) REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER. 5. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION. 6. THIS IS A SEALED BID. MUST BE MAILED OR DELIVERED TO THE PURCHASING DEPARTMENT, COENEN HALL 140, 700 UNIVERSITY AVE, MONROE LA 71209. 7. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID NUMBER. 8. BIDS OR QUOTATIONS MAY BE CONSIDERED FOR ALL OR PART OF TOTAL QUANTITIES. 9. NOTE: A COMPLETE RECORD OF ALL BIDS IS KEPT ON FILE IN THE PURCHASING DEPARTMENT SUBJECT TO THE INSPECTIONS OF ANY CITIZEN. EVERY COURTESY WILL BE AFFORDED ANY CITIZEN WHO IS INTERESTED IN INVESTIGATING FOR ANY PURPOSE THE RECORD OF STATE PURCHASES. COPIES OF EVALUATION CAN BE FAXED TO YOU ONLY AFTER RECEIPT OF WRITTEN REQUEST. PLEASE DO NOT CALL. 10. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR. ALL BID INFORMATION SHALL BE MADE WITH BLUE INK OR TYPEWRITTEN. 11. ORDER OF PRIORITY. IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN. 			
For questions regarding this bid, please contact <u>Shakeya Bennett</u> at rodgers@ulm.edu			
TO THE VENDOR: Bid Bond of 5% will be required Performance Bond of 50% will be required		THIS QUOTATION IS SUBMITTED BY	
		Name of Vendor (Firm or Individual) _____	
		Signature _____	
		Name (Printed) _____	
No Mandatory Pre-bid Meeting: Recommend Site Visit		Telephone # _____	
Deadline to Receive Inquiries: 9/9/2025		Fax # _____	
Deadline to Respond to Inquiries: 9/19/2025		Email Address _____	
Bid Opening: 9/30/2025		Title _____	
Louisiana Contractor's License #:		Vendor Quote # _____	
		Date Submitted _____	

Definitions

(1) "Alternate" means an item on the bid form that may either increase or decrease the quantity of work or change the type of work within the scope of the project, material, or equipment specified in the bidding documents, or both.

(2) "Bidding documents" means the bid notice, plans and specifications, bid form, bidding instructions, addenda, special provisions, and all other written instruments prepared by or on behalf of a public entity for use by prospective bidders on a public contract.

(3)(a) "Change order" means any contract modification that includes an alteration, deviation, addition, or omission as to a preexisting public work contract, which authorizes an adjustment in the contract price, contract time, or an addition, deletion, or revision of work.

(b) "Change order outside the scope of the contract" means a change order which alters the nature of the thing to be constructed or which is not an integral part of the project objective.

(c) "Change order within the scope of the contract" means a change order which does not alter the nature of the thing to be constructed and which is an integral part of the project objective.

(4) "Contractor" means any person or other legal entity who enters into a public contract.

(5)(a) "Emergency" means an unforeseen mischance bringing with it destruction or injury of life or property or the imminent threat of such destruction or injury or as the result of an order from any judicial body to take any immediate action which requires construction or repairs absent compliance with the formalities of this Part, where the mischance or court order will not admit of the delay incident to advertising as provided in this Part. In regard to a municipally owned public utility, an emergency shall be deemed to exist and the public entity may negotiate as provided by R.S. 38:2212(P) for the purchase of fuel for the generation of its electric power where the public entity has first advertised for bids as provided by this Part but has failed to receive more than one bid.

(b) An "extreme public emergency" means a catastrophic event which causes the loss of ability to obtain a quorum of the members necessary to certify the emergency prior to making the expenditure to acquire materials or supplies or to make repairs necessary for the protection of life, property, or continued function of the public entity.

(6) "Licensed design professional" means the architect, landscape architect, or engineer who shall have the primary responsibility for the total design services performed in connection with a public works project. Such professional shall be licensed as appropriate and shall be registered under the laws of the state of Louisiana.

(7)(a) "Louisiana resident contractor", for the purposes of this Part, includes any person, partnership, association, corporation, or other legal entity and is defined as one that either:

(i) Is an individual who has been a resident of Louisiana for two years or more immediately prior to bidding on work,

(ii) Is any partnership, association, corporation, or other legal entity whose majority interest is owned by and controlled by residents of Louisiana, or

(iii) For two years prior to bidding has maintained a valid Louisiana contractor's license and has operated a permanent facility in the state of Louisiana and has not had a change in ownership or control throughout those two years.

(b) For the purposes of Item (a)(ii) of this Paragraph, ownership percentages shall be determined on the basis of:

(i) In the case of corporations, all common and preferred stock, whether voting or nonvoting, and all bonds, debentures, warrants, or other instruments convertible into common or preferred stock.

(ii) In the case of partnerships, capital accounts together with any and all other capital advances, loans, bonds, debentures, whether or not convertible into capital accounts.

(8) "Negotiate" means the process of making purchases and entering into contracts without formal advertising and public bidding with the intention of obtaining the best price and terms possible under the circumstances.

(9) "Probable construction costs" means the estimate for the cost of the project as designed that is determined by the public entity or the designer.

(10) "Public contract" or "contract" means any contract awarded by any public entity for the making of any public works or for the purchase of any materials or supplies.

(11) "Public entity" means and includes the state of Louisiana, or any agency, board, commission, department, or public corporation of the state, created by the constitution or statute or pursuant thereto, or any political subdivision of the state, including but not limited to any political subdivision as defined in Article VI Section 44 of the Constitution of Louisiana, and any public housing authority, public school board, or any public officer whether or not an officer of a public corporation or political subdivision. "Public entity" shall not include a public body or officer where the particular transaction of the public body or officer is governed by the provisions of the model procurement code.

(12) "Public work" means the erection, construction, alteration, improvement, or repair of any public facility or immovable property owned, used, or leased by a public entity.

(13) "Responsive bidder" means the apparent low bidder who submits the proper information or documentation as required by the bidding documents within the ten-day period

(14) "Responsible bidder" means contractor or subcontractor who has an established business and who has demonstrated the capability to provide goods and services in accordance with the terms of the contract, plan, and specifications without excessive delays, extensions, cost overruns, or changes for which the contractor or subcontractor was held to be responsible, and who does not have a documented record of past projects resulting in arbitration or litigation in which such contractor or subcontractor was found to be at fault. Responsible Bidder will have a negotiable net worth, or shall be underwritten by an entity with a negotiable net worth, which is equal to or exceeds in value the total cost amount of the public contract as provided in the bid submitted by such bidder. All property comprising the negotiable net worth shall be pledged and otherwise unencumbered throughout the duration of the contract period.

(15) "Written" or "in writing" means the product of any method of forming characters on paper, other materials, or viewable screen, which can be read, retrieved, and reproduced, including information that is electronically transmitted and stored.

**Veteran-Owned and Service-Connected Disabled Veteran-Owned (Veteran Initiative) and
Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Program**

This procurement has been designated as suitable for Louisiana certified small entrepreneurship participation.

The State of Louisiana Veteran and Hudson Initiatives small entrepreneurship programs are designed to provide additional opportunities for Louisiana-based small entrepreneurship (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the state. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) are businesses that have been certified by the Louisiana Department of Economic Development. All eligible vendors are encouraged to become certified. Qualification requirements and online certification are available at <https://smallbiz.louisianaeconomicdevelopment.com>.

Bidders that are not eligible for certification are encouraged to use Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship where sub-contracting opportunities exist.

For a good faith effort, written notification is the preferred method to inform Louisiana certified Veteran Initiative and Hudson Initiative small entrepreneurship of potential subcontracting opportunities. A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship may be obtained from the Louisiana Economic Development Certification System at <https://smallbiz.louisianaeconomicdevelopment.com>. Additionally, a current list of Hudson Initiative small entrepreneurship, which have been certified by the Louisiana Department of Economic Development and have opted to enroll in the State of Louisiana Procurement and Contract (LaPAC) Network, may be accessed from <https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/vendor/srchven2.cfm>. You may then determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.), and select "Smalle".

Copies of notification to at least three (or more) certified Veteran Initiative and Hudson Initiative small entrepreneurship will satisfy the notification requirements. Notification must be provided to the certified entrepreneurship by the bidder in writing no less than five working days prior to the date of bid opening. Notification must include the scope of work, location to review plans and specifications (if applicable), information about required qualifications and specifications, any bonding and insurance information and/or requirements (if applicable), and the name of a person to contact. If a certified Veteran-Owned or Service-Connected Disabled Veteran-Owned or Hudson Initiative small entrepreneurship was not selected, the bidder must certify and maintain written justification of the selection process. The state reserves the right to request confirmation of this information at any time.

In the event questions arise after an award is made relative to the bidder's good faith efforts, the bidder will be required to provide supporting documentation to demonstrate its good faith subcontracting plan was actually followed. If it is at any time determined that the contractor did not in fact perform its good faith subcontracting plan, the contract award or the existing contract may be terminated.

Contractors will be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each to the ULM Purchasing Department along with the Clear Lien.

The statutes (LA R.S. 39:2171 *et. seq.*) concerning the Veteran Initiative may be viewed at www.legis.la.gov; and the statutes (LA R.S 39:2001 *et. seq.*) concerning the Hudson Initiative may be viewed at www.legis.la.gov. The rules for the Veteran Initiative (LAC 19:VII.Chapters 11 and 15) and for the Hudson Initiative (LAC 19:VIII.Chapters 11 and 13) may be viewed at <http://www.doa.louisiana.gov/osp/se/se.htm>.

The State requires competitive pricing, qualifications, and demonstrated competencies in the selection of contractors.

If you are a Certified Small Entrepreneur (Hudson Initiative), Veteran Owned Small Entrepreneurs, or Service-Connected Disabled Veteran-Owned (Veteran Initiative) vendor, please state your Certification Number below.

Certification No./Date of certification.: _____

LOUISIANA UNIFORM PUBLIC WORK BID FORM

TO: The University of Louisiana at Monroe
700 University Avenue
Coenen Hall 140
Monroe LA 71209-2250

BID FOR: Stubbs Hall Gear & Library Transformer Replacement
Bid No.: 50006-025

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by: EMA, and dated: June 27, 2025.

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following ADDENDA (where applicable):

No. ____ Dated: _____ No. ____ Dated: _____ No. ____ Dated: _____

No. ____ Dated: _____ No. ____ Dated: _____ No. ____ Dated: _____

TOTAL BASE BID: For all work required by the Bidding Documents for the _____ **we bid the sum of:**
_____ **Dollars (\$ _____)**

ALTERNATES: For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description.

Alternate No. 1 N/A

NAME OF BIDDER: _____

ADDRESS OF BIDDER: _____

FAX NO.: _____ **EMAIL ADDRESS:** _____

LOUISIANA CONTRACTOR'S LICENSE NUMBER: _____

NAME OF AUTHORIZED SIGNATORY OF BIDDER: _____

TITLE OF AUTHORIZED SIGNATORY OF BIDDER: _____

AUTHORIZED SIGNATURE OF BIDDER *: _____

DATE: _____

* If someone other than a corporate officer signs for the Bidder/Contractor, a copy of a corporate resolution or other signature authorization must be required for submission of bid. Failure to include a copy of the appropriate signature authorization, if required, may result in the rejection of the bid unless bidder has complied with LA R.S. 38:2212(B)(5).

BID SECURITY in the form of a bid bond, certified check or cashier's check as prescribed by LA R.S. 38:2218.A is attached to and made a part of this bid. If a bid bond is provided it shall be on the attached form and only on the attached form.

LIQUIDATED DAMAGES shall be assessed at the rate of \$250.00 per day each day work is not completed. The contractor shall fully complete all work within 365 consecutive calendar days. Work can begin on issuance of purchase order.

BID BOND

FOR

ULM Bid 50006-025 Stubbs Hall Gear & Library Transformer Replacement

Date: _____

KNOW ALL MEN BY THESE PRESENTS:

That _____ of _____
_____, as Principal, and
_____, as Surety, are held
and firmly bound unto the _____ (Obligee), in _____ the full and
just sum of five (5%) percent of the total amount of this bid, including all alternates, lawful money of the United States, for
payment of which sum, well and truly be made, we bind ourselves, our heirs, executors, administrators, successors and
assigns, jointly and severally firmly by these presents.

Surety represents that it is listed on the current U. S. Department of the Treasury Financial Management Service list
of approved bonding companies as approved for an amount equal to or greater that the amount for which it obligates
itself in this instrument or that it is a Louisiana domiciled insurance company with at least an A - rating in the latest printing
of the A. M. Best's Key Rating Guide. If surety qualifies by virtue of its Best's listing, the Bond amount may not exceed ten
percent of policyholders' surplus as shown in the latest A. M. Best's Key Rating Guide.

Surety further represents that it is licensed to do business in the State of Louisiana and that this Bond is signed by
surety's agent or attorney-in-fact. This Bid Bond is accompanied by appropriate power of attorney.

THE CONDITION OF THIS OBLIGATION IS SUCH that, whereas said Principal is herewith submitting its proposal to
the Obligee on a Contract for:

NOW, THEREFORE, if the said Contract be awarded to the Principal and the Principal shall, within such time as may be
specified, enter into the Contract in writing and give a good and sufficient bond to secure the performance of the terms and
conditions of the Contract with surety acceptable to the Obligee, then this obligation shall be void; otherwise this obligation shall
become due and payable.

PRINCIPAL (BIDDER)

SURETY

BY: _____
AUTHORIZED OFFICER-OWNER-PARTNER

BY: _____
AGENT OR ATTORNEY-IN-FACT (SEAL)

INDEMNIFICATION AGREEMENT

_____ {Contractor/Lessee} agrees to protect, defend, indemnify, save, and hold harmless, the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants, employees, and volunteers, from and against any and all claims, damages, expenses, 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/Lessee, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by Contractor/Lessee as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its officers, agents, servants, employees and volunteers.

Contractor/Lessee agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent. The State of Louisiana may, but is not required to, consult with the Contractor in the defense of claims, but this shall not affect the Contractor's responsibility for the handling of and expenses for all claims.

Accepted by _____
Company Name

Signature

Title

Date Accepted _____

Is Certificate of Insurance Attached? ☐ Yes ☐ No

Contract No. 50006-025 for University of Louisiana at Monroe
State Agency Name

PURPOSE OF CONTRACT: Stubbs Hall Gear & Library Transformer Replacement

LIQUIDATED DAMAGES:

The undersigned agrees that the Owner may retain the sum of Three Hundred Dollars (\$250.00) from the amount of the Compensation to be paid him for each day after the above stated completion date, Sundays and Holidays included, that the work remains incomplete. This amount is agreed upon as the proper measure of Liquidated Damages which the Owner will sustain per day by the failure of the undersigned to complete the work at the stipulated time and is not to be construed in any sense as a penalty.

If this proposal shall be accepted and the undersigned shall fail to execute the contract and furnish performance bond as herein provided, then the proposal guarantee shall become the property of the University; otherwise, the said proposal guaranty shall be returned to the undersigned.

Bidder certifies that he has visited the job site at The University of Louisiana at Monroe, and is fully aware of what is expected of the successful bidder (s).

Louisiana Contractor's License Number

Firm Name

Authorized Signature

Title

Phone/Fax Numbers

Date

STATE OF LOUISIANA
PARISH OF OUACHITA

NAME _____
LOCATION _____

AFFIDAVIT OF COMPLIANCE

Before me, the undersigned authority, duly commissioned and qualified within and for the state and parish aforesaid, personally came and appeared _____ representing _____ who, being by me first duly sworn deposed and said that he has read this affidavit and does hereby agree under oath to comply with all provisions herein as follows:

PART I

Section 2224 of Part II of Chapter 10 to Title 38 of the Louisiana Revised Statutes of 1950 as amended.

A. (1) That affiant employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the affiant whose services in connection with the construction of the public building or project or in securing the public contract were in the regular course of their duties for affiant; and

A. (2) That no part of the contract price received by affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services in connection with the construction of the public building or project were in the regular course of their duties for affiant.

B. No public contract shall be granted to any person, corporation, firm, association, or other organization refusing to execute the affidavit required by Subsection A above.

PART II

Section 2190 of Part I of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950 as amended.

The affiant, if he be an architect or engineer, or representative thereof, does not own a substantial financial interest, either directly or indirectly, in any corporation, firm, partnership, or other organization which supplied materials for the construction of a public building or project when the architect or engineer has performed architectural or engineering services, either directly or indirectly, in connection with the public building or project for which the materials are being supplied.

For the purpose of this Section, a "substantial financial interest" shall exclude any interest in stock being traded on the American Stock Exchange or the New York Stock Exchange.

That affiant, if subject to the provisions of this section, does hereby agree to be subject to the penalties involved for the violation of this section.

PART III

That affiant does hereby state that he has read and agrees to comply with and be subject to the provisions of Part V of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, being Sections 2290 through 2296 of Title 38 as amended.

Signature of Affiant: _____

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 2025.

Signature of Notary: _____

E-VERIFY AFFIDAVIT

STATE OF LOUISIANA

PARISH OF OUACHITA

BEFORE ME, the undersigned Notary Public PERSONALLY CAME AND APPEARED,

I, _____, the owner/authorized representative of

Company/Individual/Legal Entity Name

who hereby personally and as the authorized representative of the above identified legal person executes this affidavit, as the undersigned Contractor verification of its current and future compliance with LA R.S. 38:2212.10, stating affirmatively that it and each individual, firm or corporation associated with it and engaged in the physical performance of services in the State of Louisiana, under a contract with the University of Louisiana Monroe has registered with, is participating in, and shall continue to participate in a federal work authorization program designated as such under the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, as amended, which is operated by the United States Department of Homeland Security, known as the "E-Verify" program. The Contractor hereby verifies the legal status of all existing and new employees in the State of Louisiana by attesting herein that each is a citizen of the United States or legal aliens as defined by now effective immigration laws of the United States of America.

Contractor shall not assign this Contract or any monies due or to become due hereunder, or subcontract any part of the Work without the prior written consent of University of Louisiana Monroe.

Contractor verifies that Contractor will collect an affidavit in this form from any approved subcontractor and forward a copy to: University of Louisiana Monroe, Purchasing Office 700 University Avenue; Coenen Hall 140; Monroe, LA 71209-2250, no later than five business days of contracting with its subcontractor; however, in no instance shall the affidavit be received after commencement of work by the subcontractor.

Signature of Authorized Signatory

Date E-Verify ID Assigned

Printed Name of Signatory

E-Verify ID

Title of Authorized Signatory

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE DAY OF _____, 20____

Notary Signature: _____

Notary Printed Name: _____

Notary/Bar Roll Number: _____

My Commission is For/Expires: _____

PAST CRIMINAL CONVICTIONS ATTESTATION (LA R.S. 39:2192)

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, the undersigned Notary Public PERSONALLY CAME AND APPEARED,

I, _____ (Appearer) the owner/authorized representative of

Company / Individual / Legal Entity Name

Appearer, as a Bidder on the herein named Project, does hereby attest that:

A. No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a five percent (5%) ownership in the bidding entity named herein, including any silent or dormant owner or manager, has been convicted of, or has entered a plea of guilty or nolo contendere to, any of the following state crimes or equivalent federal crimes:

(a) Public bribery (R.S. 14:118)

(c) Extortion (R.S. 14:66)

(b) Corrupt influencing (R.S. 14:120)

(d) Money laundering (R.S. 14:230)

B. For five years prior to the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named herein, including any silent or dormant owner or manager, has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:

(a) Theft (R.S. 14:67)

(e) Bank fraud (R.S. 14:71.1)

(b) Identity Theft (R.S. 14:67.16)

(f) Forgery (R.S. 14:72)

(c) False accounting (R.S. 14:70)

(g) Issuing worthless checks (R.S.14:71)

(d) Contractor's misapplication of payments (R.S. 14:202)

(h) Malfeasance in office (R.S. 14:134)

Name of Bidder

Signature of Authorized Signatory of Bidder

Bid 50006-025 Stubbs Hall Gear & Library Transformer Replacement

Project Name/Number

Title of Authorized Signatory

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE DAY OF _____, 2025

Notary Signature: _____

Notary Printed Name: _____

Notary/Bar Roll Number: _____

My Commission is For/Expires: _____

University of Louisiana Monroe
NON-SOLICITATION AND UNEMPLOYMENT AFFIDAVIT
(Pursuant to LA R.S. 38:2224 and LA R.S. 23:1726(B))

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, the undersigned Notary Public PERSONALLY CAME AND APPEARED,

I, _____ (Appearer) the owner/authorized representative of

Company / Individual / Legal Entity Name

who, being first duly sworn, depose and state that I personally and as an authorized representative of the above identified legal person executes this continuing affidavit stating that neither the above named Contractor nor a person acting on its behalf, either directly or indirectly, employed, paid, nor promised any gift, consideration or commission to any person or legal entity to procure or assist in procuring this public contract, other than persons regularly employed by Contractor whose services were in the regular course of their duties for Contractor in connection with the construction, alteration or demolition of a public building or project.

The above named Contractor, if awarded, continually affirms that no part of the contract price received by Contractor was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services were in the regular course of their duties for Contractor. The above named Contractor has neither in the past three years received a final determination that the named Contractor has knowingly or willfully failed to properly classify an individual as an employee nor failed to pay unemployment.

The above named Contractor hereby attests and certifies that it does not have any unpaid assessment or penalty levied against it regarding unemployment compensation and currently does and will continue to properly classify each employee. Contractor verifies that Contractor will collect an affidavit in this form from any approved subcontractor and forward a copy to: University of Louisiana Monroe, 700 University Avenue; Purchasing Office, Coenen Hall 140; Monroe, LA 71209-2250 no later than five business days after contracting with its subcontractor; however, in no instance shall the affidavit be received after commencement of work by the subcontractor.

<p>_____ Signature of Authorized Signatory</p> <p>_____ Printed Name of Signatory</p> <p>_____ Title of Authorized Signatory</p> <p><u>Bid 50006-025 Stubbs Hall Gear & Library Transformer Replacement</u> Project Name/Number</p>	<p>SUBSCRIBED AND SWORN BEFORE ME ON THIS</p> <p>_____ DAY OF _____ 2025 .</p> <p>_____ Notary Signature</p> <p>Printed Notary Name: _____</p> <p>Notary/Bar Roll Number: _____</p> <p>My Commission is for/expires on: _____</p>
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The University of Louisiana at Monroe
Monroe, Louisiana

This Agreement, made and executed, on this ____ day of the month _____ in the year of our Lord, TWO THOUSAND and TWENTY-FIVE, by and through _____, The University of Louisiana at Monroe, the Party of the First Part, and hereinafter designated as "University" and _____, Contractor, domiciled and doing business in _____, Party of the Second Part, and hereinafter designated as Contractor.

WITNESSETH, That, in consideration of the covenants and agreements herein contained to be performed by the parties hereto and of the payments hereinafter agreed to be made, it is mutually agreed as follows:

The Contractor shall and will provide and furnish all materials, equipment and labor and perform the work required to complete in a thorough and workmanlike manner, to the satisfaction of the University, project entitled, in strict accordance with the Plans and Specifications which are on file in the Purchasing Department at The University of Louisiana at Monroe. The bid on this project, numbered Bid 50006-000, was opened on _____, at _____ 2:00 p.m. The plans and specifications and the Proposal Form are made a part hereof as fully as if set out herein and hereby become a part of this contract. Contract amount is \$ _____.

It is agreed and understood between the parties hereto that the Contractor agrees to accept and the University agrees to pay for the work at the price stipulated in said Proposal, such payment to be in lawful money of the United States, and the payment shall be made at the time and the manner set forth.

The State may terminate this Agreement at any time by giving thirty (30) days written notice to contractor of such termination or negotiating with the Contractor an effective date.

The State may terminate this agreement for cause based upon the failure of Contractor to comply with the terms and/or conditions of the Agreement provided that the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and the Agreement shall terminate on the date specified in such notice.

The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this agreement, provided that the Contractor shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

Any claim or controversy arising out of the agreement shall be resolved by the provisions of LA R.S. 39:1672.2-1672.4.

This Contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana, including but not limited to LA R.S. 39:1551-1736; rules and regulations; executive orders; standard terms and conditions, special terms and conditions, and specifications listed in the RFP (if applicable); and this Contract. Venue of any action brought, after exhaustion of administrative remedies, with regard to this Contract shall be in the Fourth Judicial District Court, Parish of Ouachita, State of Louisiana.

Contractor acknowledges and agrees to comply with the provisions of LA R.S. 38:2212.10 and federal law pertaining to E-Verify in the performance of services under this Contract.

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

The contractor agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the 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 Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, 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, or disabilities. 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.

Contractor has a continuing obligation to disclose any suspensions or debarment by any government entity, including but not limited to General Services Administration (GSA). Failure to disclosed may constitute grounds for suspension and/or termination of the Contract and debarment from future Contracts.

Contractor, and each tier of Subcontractors, shall certify that it is not on the List of Parties Excluded from Federal Procurement or Nonprocurement Programs promulgated in accordance with E.O.s 12549 and 12689, "Debarment and Suspension," as set forth at 24 CFR part 24.

The State Legislative auditor, federal auditors and internal auditors of the State, or others so designated by the State, shall have the option to audit all accounts directly pertaining to the contract for a period of five (5) years after project acceptance or as required by applicable State and Federal Law. Records shall be made available during normal working hours for this purpose.

The complete Agreement between the parties with respect to the subject matter and all prior discussions and negotiations are merged into this contract. This Agreement is entered into with neither party relying on any statement or representation made by the other party not embodied in this Agreement and there are no other agreements or understanding changing or modifying the terms. This Agreement shall become effective upon final statutory approval.

No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the contract is binding on any of the parties.

If any term or condition of this Agreement, or the application thereof, is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application; to this end the terms and conditions of this Agreement are severable.

Performance shall not begin until issuance of Notice to Proceed and Purchase Order.

The University of Louisiana at Monroe
Signature: _____

Title: _____

Contractor
Signature: _____

Title: _____

INSTRUCTIONS TO BIDDERS

ARTICLE 1

DEFINITIONS

1.1 The Bidding Documents include the following:

- a. Advertisement for Bids
- b. Instructions to Bidders
- c. Bid Form
- d. Bid Bond
- e. Affidavit of Compliance with LA R.S. 38
- f. General Requirements
- g. Supplementary Conditions
- h. Technical Specifications
- i. Addenda issued during bid period must be acknowledged on returned bid form

1.2 Addenda are written or graphic instruments issued prior to the execution of the Contract which modify or interpret the bidding documents, including Drawings and Specifications, by additions, deletions, clarifications or corrections. Addenda will become part of the Contract Documents when the Contract is executed.

ARTICLE 2

BIDDER'S REPRESENTATION

2.1 Each bidder by submitting a bid represents that s/he has read and understands the bidding documents.

2.2 Each bidder by making a bid represents that s/he has visited the site and familiarized themselves with the local conditions under which the work is to be performed.

2.3 Each bidder by submitting a bid understands they must be fully qualified under any state or local licensing law for Contractors in effect at the time and at the location of the project before submitting a bid. In the State of Louisiana; only the bids of contractors and sub-contractors duly licensed under LA R.S. 37:2150, et. seq., will be considered, if applicable. The Contractor shall be responsible for ensuring all Sub-contractors or prospective Sub-contractors are duly licensed in accordance with the statute above.

2.4 Each bidder submitting a bid understands that ULM's Public Works Policy related to contractor licensure is that a contractor's license is required for any/all projects with an anticipated/bid cost greater than \$50,000

ARTICLE 3

BIDDING PROCEDURES

3.1 Each responsive bid package must be received by the University by the date and time stated in the Advertisement for Bid or Invitation to Bid in this Bid Packet, and include, at a minimum the following documents.

- a. Bid Form
- b. Bid Security or Bid Bond
- c. Acknowledgement of Addenda
- d. Base Bid
- e. Alternates Bid (if applicable)
- f. Signature of Bidder
- g. Name, Title, and Address of Bidder
- h. Name of Firm or Joint Venture
- i. Corporate Resolution or written evidence of the authority of the person signing the bid
- j. Louisiana's Contractor's License Number
- k. Unit Prices, where required, including a description for each unit

3.2 The following items must be provided by the apparent lowest bidder not later than ten (10) calendar days after bid opening, however, it is strongly encouraged that these items be returned with the bid packet. If the apparent lowest bidder was not in attendance at the bid opening, the University Purchasing Department will notify apparent lowest bidder by email, if provided. This will not be the notification of award. If Bidder has not heard from the University within three (3) days, the Bidder should contact the University Purchasing Department. In no instance will the ten (10) days be waived or altered.

- a. Notarized Contractor's Affidavit
- b. E-Verify Affidavit
- c. Past Criminal Convictions Affidavit
- d. Non-Solicitation and Unemployment Affidavit
- e. Insurance Certificate
- f. Resolution, if incorporated

3.3 Once the above items from 3.1 and 3.2 have been received by the University, the University will soon thereafter provide the Bidder with three (3) executed contract originals. The following items must then be promptly returned to the University:

- a. One (1) original, fully-executed contract
- b. Payment & Performance Bond
- c. Proof of filing with the Ouachita Parish Clerk of Court

3.4 Upon receipt of all of the items listed in section 3.1, 3.2 and 3.3 above, the University will issue the Purchase Order (PO) and Notice to Proceed.

3.5 Bids must be prepared on the forms provided by the Owner and submitted in accordance with the Instructions to Bidders.

3.6 A bid will be considered invalid if not deposited at the designated location prior to the time and date for receipt of bids indicated in the Advertisement or Invitation to bid, or prior to any extension thereof issued to the bidders.

3.7 Unless otherwise provided in any supplement to these Instructions to Bidders, no bidder shall modify, withdraw or cancel his bid or any part thereof for thirty (30) days after the receipt of bids. However, written request (letter or email) for the withdrawal of a bid or any part thereof will be granted if the request is received prior to the specified time of opening. Formal bids, amendments thereto or request for withdrawal of bids or any part thereof received after time specified for bid opening will not be considered whether delayed in the mail or for any other cause whatsoever.

3.8 Bids are to be sealed and will be received until the time specified and at the place specified in the advertisement for bids. It shall be the specific responsibility of the Bidders to deliver sealed bids to The University of Louisiana at Monroe at the appointed place and prior to the announced time for the opening of bids. Late delivery of a bid for any reason including late delivery by the United States Mail shall disqualify the bid.

3.9 Prior to the receipt of bids, Addenda, if any, will be mailed or delivered (hard copy or email) to each person or firm recorded by the Owner as having received the bidding documents and will be available for inspection wherever the bidding documents are kept available for that purpose. Addenda issued after receipt of bids will be mailed or delivered only to the sealed bidder.

3.10 **Bids for Public Works will not be considered or accepted unless the bid is accompanied by bid security in an amount of not less than five percent (5%) of the sum of the Base Bid and any Alternates.** The bid security shall be in the form of a certified check drawn on a bank insured by the Federal Deposit Insurance Corporation, or a bid bond written by a surety company licensed to do business in Louisiana, accompanied by appropriate power of attorney and in favor of The University of Louisiana at Monroe.

3.11 All Bids and Sureties must be signed by a duly authorized person of the firm or corporation and be accompanied by legal evidence authorizing the signature as valid.

3.12 Any interpretation, correction or change of the Bidding Documents will be made by Addendum. Interpretations, corrections or changes of the Bidding Documents made in any other manner will not be binding, and bidders shall not rely upon such interpretations, corrections and changes.

3.13 If bidding other than as specified, an indication must be made on the bid form, stating manufacturer's name and model number(s) being submitted for bid. Detailed specifications, drawings, pictures, brochures, diagrams or any other literature or information necessary to determine the equality of the bid response must be included with the bid form.

ARTICLE 4

EXAMINATION OF BIDDING DOCUMENTS

4.1 Each bidder shall examine the bidding documents carefully and, not later than seven days prior to the date for receipt of bids, shall make written request to the Owner for interpretation or correction of any ambiguity, inconsistency or error therein which he may discover. Any interpretation or correction will be issued as an Addendum by the Owner. Only a written interpretation or correction by Addendum shall be binding. No bidder shall rely upon any interpretation or correction given by any other method.

ARTICLE 5

SUBSTITUTIONS

5.1 Each bidder represents that his bid is based upon the materials and equipment described in the bidding documents.

MANUFACTURER'S NUMBERS OR TRADE NAMES:

5.2 Where a 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 of quality desired and does not restrict bidders to the specific brand, make, manufacturer, or specification named; and are set forth and convey to prospective bidders the general style, type, character, and quality of product desired; and that equal products will be acceptable. The University of Louisiana at Monroe shall be sole judge as to whether or not the material is equal to that specified.

ARTICLE 6

REJECTION OF BIDS

6.1 The Bidder acknowledges the right of the University to reject any or all bids and to waive any informality or irregularity in any bid received. In addition, the bidder recognizes the right of the University to reject a bid if the Bidder failed to furnish any required bid security, or to submit the data required by the bidding documents, or if the bid is in any way incomplete or irregular.

ARTICLE 7

AWARDS

7.1 Awards may not be made to any person, firm, or company in default of any contract. Said person, firm, or company shall be considered non-responsible bidders and may be reinstated and awards made to them only after they have given evidence of good faith and have satisfactorily completed their obligations.

PUBLICIZING AWARDS

7.2 Written notice of award shall be sent to the successful bidder. In procurement over \$25,000, each unsuccessful bidder shall be notified of the award provided that he/she submitted with his/her bid a self-addressed envelope requesting this information. Notice of award will be made a part of the procurement file.

RIGHT TO PROTEST

7.3 Any person who is aggrieved in connection with the solicitation or award of a contract shall protest to the Director Purchasing. Protests with respect to a solicitation shall be submitted in writing at least two days prior to the opening of bids on all matters except housing of state agencies, their personnel, operations, equipment, or activities pursuant to R.S. 39:1643 for which such protest shall be submitted at least ten days prior to the opening of bids. Protests with respect to the award of a contract shall be submitted in writing within fourteen days after contract award.

AUTHORITY TO RESOLVE PROTESTS:

7.4 Prior to the commencement of an action in court concerning any controversy, the Director of Purchasing or his/her designee shall have the authority, to resolve the protest of any aggrieved person concerning the solicitation or award of a contract. This authority shall be exercised in accordance with regulations.

ARTICLE 8

PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND

8.1 Performance and Payment Bonds shall be required on Public Works projects with an expected cost greater than \$50,000. Performance and Payment Bonds, when required, shall be provided in an amount of 50% of the contract price. Performance and Payments Bonds shall be required by the successful bidder. Any surety bond required shall be written by a surety or insurance company currently on the U. S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register. For any Public Works projects, no surety or insurance company shall write a bond which is in excess of the amount indicated as approved by the U. S. Department of the Treasury Financial Management Service list. The surety bond written for a Public Works project shall be written by a surety or insurance company that is currently licensed to do business in the State of Louisiana.

8.2 The bidder shall require the attorney in fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of his power of attorney indicating the monetary limit of such power.

RECORDING OF BOND AND CONTRACT

8.3 The Contractor shall record the Contract and Performance Bond with the Clerk of Court in Ouachita Parish and provide the Purchasing Department with proof of filing.

ARTICLE 9

PAYMENT

9.1 Payment will be made by The University of Louisiana Monroe.

9.2 The contractor will be required to provide a Clear Lien Certificate from the Ouachita Parish Clerk of Court, a process that may take an average 45 days for final payment.

ARTICLE 10

TAX EXEMPTION:

10.1 The project is to be exempt from sales and use taxes imposed by any taxing authority. The successful contractor/subcontractors will be required to submit the appropriate tax exemption form R-85012-T (Public Projects Contractor/Subcontractor: Sales Tax Certification and Exemption Application – Louisiana Revised Statute 47:3057(A)(1)(b) to the Louisiana Department of Revenue for each contract/subcontract associated with the work.

ARTICLE 11

GUARANTEE

11.1 The materials and labor under this contract, as described in the specifications, shall be guaranteed by the Contractor for a period of one year from date of its acceptance against defects of materials or workmanship. Any defects which develop during this period shall be properly repaired or replaced without cost to the Owner as soon as possible.

ACCEPTANCE

11.2 The guarantee covering materials and labor under this contract will begin the date a Notice of Acceptance is issued to the Contractor by The University of Louisiana at Monroe.

ARTICLE 12

CHANGES IN THE WORK

- 12.1 A Change Order is a written order to the Contractor signed by the Owner, issued after execution of the Contract, authorizing a Change in the Work or an adjustment in the Contract Sum or the Contract Time. The Contract Sum and the Contract Time may be changed only by Change Order. A Change Order signed by the Contractor indicates his agreement therewith, including the adjustment in the Contract Sum or the Contract Time. Any Change Order not signed by the Owner will be considered null and void.
- 12.2 The Owner, without invalidating the Contract, may order changes in the Work within the general scope of the Contract consisting of additions, deletions or other revisions, the Contract Sum and the Contract Time being adjusted accordingly. All such changes in the Work shall be authorized by Change Order, and shall be performed under the applicable conditions of the Contract Documents.
- 12.3 When the Change Order is negotiated it shall be fully documented and itemized as to cost, including material quantities, material costs, insurance, employee benefits, other related costs, profit and overhead, and will be process in accordance with LA R.S. 38:2222.

SUPPLEMENTARY CONDITIONS

ARTICLE 1

CONTRACTOR

CONTRACTOR'S LICENSE

- 1.1 On any bid amounting to \$50,000 or more, the Contractor shall certify that s/he is licensed under Act 377 of the 1976 Louisiana Regular Legislative Session and show the contractor license number and the bid number on the front portion of the envelope; except projects financed, partially or wholly, with Federal Funds, provided that any successful Bidder before signing Contract thereon, files application for a license and pays the fee as provided in this Act and complies with all terms and provisions of this Act and with the rules and regulations of the Licensing Board.
- 1.2 A subcontractor who wishes to bid or perform commercial work where the total cost of the project including labor and materials for the following must be licensed:
- \$50,000 or more for major and specialty classifications
 - \$10,000 or more for electrical, mechanical, and plumbing
 - \$1 or more for hazardous

CONTRACTOR'S AFFIDAVIT

- 1.3 In accordance with the Louisiana R.S. 38:2190 -2220, if the Contract is awarded to the successful Bidder, the Bidder shall, at the time of the signing of the Contract, execute the Contractor's Affidavit included in the Contract Documents.

INTEREST

- 1.4 There shall be no payment of interest on money owed.

ARTICLE 2

PAYMENTS AND COMPLETION

SUBSTANTIAL COMPLETION

- 2.1 The Owner will issue a NOTICE OF ACCEPTANCE for the Contractor to record with the Clerk of Court in Ouachita Parish.

FINAL COMPLETION AND FINAL PAYMENT

- 2.2 The Contract is to provide that the contractor is not to be paid more than ninety percent (90%) of the amount of the contract upon completion of the work. The Contractor shall record the NOTICE OF ACCEPTANCE with the Ouachita Parish Clerk of Court and shall furnish a CLEAR LIEN CERTIFICATE from the Clerk of Court within forty-five days after recordation of NOTICE OF ACCEPTANCE. At that time, the remaining ten percent (10%) will be paid.

LIQUIDATED DAMAGES

- 2.3 The Owner will suffer financial loss if the Project is not substantially complete on the date set forth in the CONTRACT DOCUMENTS. The Contractor (and/or Surety) shall be liable for and shall pay to the Owner Liquidated Damages for each calendar day of delay until the work is Substantially Complete.

The Completion Time stated in Consecutive Calendar Days and the Liquidated Damages stated in Dollars per Day are listed in the PROPOSAL FORM

ARTICLE 3

INSURANCE

INSURANCE REQUIREMENTS FOR CONTRACTORS

The Contractor shall purchase 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, its agents, representatives, employees or subcontractors. The duration of the contract shall be from the inception of the contract until the date of the final payment.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE

1. Workers Compensation

Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Contractor's headquarters. Employers Liability is included with a minimum limit of \$1,000,000 per accident/per disease/per employee. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included. A.M. Best's insurance company rating requirement may be waived for workers compensation coverage only. The insurance shall cover any claim(s) for incident(s) made during the policy period.

2. Commercial General Liability

Commercial General Liability insurance, including Personal and Advertising Injury Liability and Products and Completed Operations, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general annual aggregate of \$2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

3. Automobile Liability

Automobile Liability Insurance shall have a minimum combined single limit per accident of \$1,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned automobiles.

4. Builder's Risk

Builder's Risk Insurance shall be in an amount equal to the amount of the construction contract including any amendments and shall be upon the entire Work included in the contract. The policy shall provide coverage equivalent to the ISO form number CP 10 20, Broad Form Causes of Loss (extended, if necessary, to include the perils of wind, earthquake, collapse, vandalism/malicious mischief, and theft, including theft of materials whether or not attached to any structure). The policy must include architects' and engineers' fees necessary to provide plans, specifications and supervision of Work for the repair and/or replacement of property damage caused by a covered peril, not to exceed 10% of the cost of the repair and/or replacement.

5. Professional Liability (Errors and Omissions)

Professional Liability (Error & Omissions) insurance, which covers the professional errors, acts, or omissions of the Contractor, shall have a minimum limit of \$1,000,000 per claim. Claims-made coverage is acceptable. The date of the inception of the policy must be no later than the first date of the anticipated work under this contract. It shall provide coverage for the duration of this contract and shall have an expiration date no earlier than 30 days after the anticipated completion of the contract. The policy shall provide an extended reporting period of at least 24 months, with full reinstatement of limits, from the expiration date of the policy, if policy is not renewed.

6. Cyber Liability

Cyber liability insurance, including first-party costs, due to an electronic breach that compromises the State's confidential data shall have a minimum limit per occurrence of \$1,000,000. Claims-made coverage is acceptable. The date of the inception on the policy must be no later than the first date of the anticipated work under this

contract. It shall provide coverage for the duration on this contract and shall have an expiration date no earlier than 30 days after the anticipated completion of the contract. The policy shall provide an extended reporting period of not less than 24 months from the expiration date of the policy, if the policy is not renewed. The policy shall not be cancelled for any reason, except non-payment of premium.

B. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and accepted by the Agency. The Contractor shall be responsible for all deductibles and self-insured retentions.

C. OTHER INSURANCE PROVISIONS

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

1. Commercial General Liability and Automobile Liability Coverages

- a. The Agency, its officers, agents, employees and volunteers shall be named as an additional insured as regards negligence by the contractor. ISO Forms CG 20 10 (for ongoing work) AND CG 20 37 (for completed work) (current forms approved for use in Louisiana), or equivalents, are to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the Agency.
- b. The Contractor's insurance shall be primary as respects the Agency, its officers, agents, employees and volunteers for any and all losses that occur under the contract. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.

2. Workers Compensation and Employers Liability Coverage

To the fullest extent allowed by law, the insurer shall agree to waive all rights of subrogation against the Agency, its officers, agents, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

3. Builder's Risk

The policy must include an endorsement providing the following: In the event of a disagreement regarding a loss covered by this policy, which may also be covered by a State of Louisiana self-insurance or commercial property policy through the Office of Risk Management (ORM), Contractor and its insurer agree to follow the following procedure to establish coverage and/or the amount of loss:

Any party to a loss may make written demand for an appraisal of the matter in disagreement. Within 20 days of receipt of written demand, the Contractor's insurer and either ORM or its commercial insurance company shall each select a competent and impartial umpire. The appraisers shall then identify the policy or policies under which the loss is insured and, if necessary, state separately the value of the property and the amount of the loss that must be borne by each policy. If the two appraisers fail to agree, they shall submit their differences to the umpire. A written decision by any two shall determine the policy or policies and the amount of the loss. Each insurance company agrees that the decision of the appraisers and the umpire if involved shall be binding and final and that neither party will resort to litigation. Each of the two parties shall pay its chosen appraiser and bear the cost of the umpire equally.

4. All Coverages

- a. All policies must be endorsed to require 30 days written notice of cancellation to the Agency. Ten-day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Contractor's policy. In addition, Contractor is required to notify Agency of policy cancellations or reductions in limits.
- b. The acceptance of the completed work, payment, failure of the Agency to require proof of compliance, or Agency's acceptance of a non-compliant certificate of insurance shall not release the Contractor from the

obligations of the insurance requirements or indemnification agreement.

- c. The insurance companies issuing the policies shall have no recourse against the Agency for payment of premiums or for assessments under any form of the policies.
- d. Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.

D. ACCEPTABILITY OF INSURERS

1. All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located. Insurance shall be placed with insurers with an A.M. Best's rating of **A-:VI or higher**. This rating requirement may be waived for workers compensation coverage only.
2. If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Contractor shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance within 30 days.

E. VERIFICATION OF COVERAGE

1. Contractor shall furnish the Agency with Certificates of Insurance reflecting proof of required coverage. 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 and upon any contract renewal or insurance policy renewal thereafter.
2. The Certificate Holder Shall be listed as follows: University of Louisiana at Monroe
Agency Name, Its Officers, Agents, Employees and Volunteers
Address, City, State, Zip
Project or Contract #:
3. In addition to the Certificates, Contractor shall submit the declarations page and the cancellation provision for each insurance policy. The Agency reserves the right to request complete certified copies of all required insurance policies at any time.
4. Upon failure of the Contractor to furnish, deliver and maintain required insurance, this contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Contractor to purchase and/or maintain any required insurance shall not relieve the Contractor from any liability or indemnification under the contract.

F. SUBCONTRACTORS

Contractor shall include all subcontractors as insureds under its policies OR shall be responsible for verifying and maintaining the Certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. The Agency reserves the right to request copies of subcontractor's Certificates at any time. Failure of contractor to comply with this clause does not waive the contractor responsibility to indemnify or defend Agency due to subcontractor's failure to acquire proper insurance.

G. WORKERS COMPENSATION INDEMNITY

In the event Contractor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that Contractor, its owners, agents and employees will have no cause of action against, and will not assert a claim against, the State of Louisiana, its departments, agencies, agents and employees as an employer, whether pursuant to the Louisiana Workers Compensation Act or otherwise, under any circumstance. The parties also hereby agree that the State of Louisiana, its departments, agencies, agents and employees shall in no circumstance be, or considered as, the employer or statutory employer of Contractor, its owners, agents and employees. The parties further agree that Contractor is a wholly independent contractor and is exclusively responsible

for its employees, owners, and agents. Contractor hereby agrees to protect, defend, indemnify and hold the State of Louisiana, its departments, agencies, agents and employees harmless from any such assertion or claim that may arise from the performance of this contract.

H. INDEMNIFICATION/HOLD HARMLESS AGREEMENT

1. Contractor/Subcontractor/Other responsible party agrees to protect, defend, indemnify, save, and hold harmless, the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants, employees, and volunteers, from and against any and all claims, damages, expenses, 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, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by Contractor as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its officers, agents, servants, employees and volunteers.
2. Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent. The State of Louisiana may, but is not required to, consult with the Contractor in the defense of claims, but this shall not affect the Contractor's responsibility for the handling of and expenses for all claims.

ARTICLE 4

QUALITY

STANDARD OF QUALITY

1.1 Where catalog numbers and/or manufacturer's names are referred to in the specifications, they are used for the purpose of conveying to the prospective bidders the type and design of equipment, or supplies desired; but it shall be understood that bidders may submit on other makes in lieu of that mentioned, providing such other item is similar in design and equal in quality. It is not expected that the items of all manufacturers shall conform exactly to every detail and dimension mentioned in the specifications; but the essential features of the items mentioned shall be provided in the items to be furnished.

University of Louisiana at Monroe (ULM)

ULM Bid 50006-025 Stubbs Hall Gear & Library Transformer Replacement

1. PROJECT SUMMARY

The University of Louisiana at Monroe (ULM) is requesting bids from qualified, Louisiana licensed Municipal and Public Works Construction contractors. The scope of work for this project consists of replace 138800-480/277V 200KVA transformer at ULM Library. Also, to replace 15KV Switchgear in same location on new concrete pad at Stubbs hall as further described in the bid documents. Work can begin upon issuance of purchase order.

2. PROJECT LOCATION

The project location is on the main campus of the University of Louisiana at Monroe, Monroe, Louisiana, 71203. Refer to the attached plans and drawings for the exact location.

3. BID DELIVERY INSTRUCTIONS

Sealed bids can be received by the Purchasing Department of The University of Louisiana Monroe, Coenen Hall 140, 4014 LaSalle St., Monroe, LA 71209, until the Due Date and time. Bids must be sealed in an envelope with the BID NUMBER, BID OPENING DATE, COMPANY NAME, and CONTRACTOR'S LICENSE clearly displayed on the outside of the envelope.

4. SCOPE OF WORK TO BE COMPLETED BY CONTRACTOR

Contractor shall refer to full set of Contract Documents for full Scope of Work for the project.

5. RECOMMENDED PRE-BID SITE VISIT

Site visits are recommended for all potential Bidders. Visits may be scheduled by contacting Michael Davis, Director of Facilities & EHS, at 318.342.5171, or via email to mdavis@ulm.edu.

Each Bidder is solely responsible for a prudent and complete personal inspection, examination and assessment of the facilities and any other existing condition, factor, or item that may affect or impact the performance of service described and required by the Contractual Requirements.

Bidders are strongly encouraged to advise the University, prior to the scheduled tour of the facilities, of any special accommodations for disabled personnel who will be attending the tour(s) so that these accommodations can be made.

6. SUBMISSION FOR APPROVAL OF "OR EQUAL" PRODUCTS

Procurement Substitution Request must be made in writing in compliance with the following requirements:

- a. Requests for substitution of materials and equipment will be considered if received no later than 7 business days prior to date of bid opening.
- b. Submittal Format: Submit 1 copy of each written Procurement Substitution Request, using CSI Substitution Request Form 1.5C.
- c. Procurement Substitution Request may be submitted via email in PDF format or mailed. Faxed requests will not be accepted.
 - i. Contact: Laura Williams
 - ii. Email:
 - iii. Mailing Address: 9441 Stevens Road, Ste 200, Shreveport, La 71106

7. QUESTIONS / REQUESTS FOR CLARIFICATION

All questions and requests for clarification shall be submitted in writing to the ULM purchasing office at least seven (7) days prior to the bid date. If necessary, ULM will issue an addendum to provide answers and clarifications.

8. AREA OF WORK – Safety and Protection

The contractor shall post warning signs and barriers as necessary to ensure that students, faculty, staff, and the general public avoid the work area. The contractor may store materials on site provided the materials are stored in a location and manner that does not interfere with the University and does not damage existing facilities (grounds, grass, sidewalks, parking lots, etc.)

The contractor should coordinate with University personnel to approve the laydown / material storage areas at the pre-construction meeting and before any material are delivered.

This building will remain open and the business will maintain normal operations. The contractor needs to insure that the safety of the students, faculty, staff, and general public remain the first priority during this job. The contractor shall in no way impede the day-to-day operations of the business.

9. CONSTRUCTION SCHEDULE / OUTAGES

The project should be completed within 365 days of a notice to proceed.

The University should be given a notice of 24 hours before any outages are scheduled should there need to be any.

10. LIQUIDATED DAMAGES

The University will assess liquidated damages to the contractor for failure to comply with the schedule of the work. Liquidated damages shall be assessed at the rate of \$250.00 per day for each additional day required to fully complete the scope of work. Work can begin upon issuing of the purchase order, in accordance with the project specifications.

11. DAMAGES TO FACILITIES

Contractor shall be responsible for all damages to the existing site, facilities, furniture, and equipment that are caused by this project. The contractor shall carefully document existing site conditions and existing damages prior to commencing work. The contractor shall repair all damage to its original, undamaged condition prior to completing this project.

12. COMPLIANCE AND SAFETY REQUIREMENTS

Contractor shall be required to adhere to all University safety and health policies. Contractor shall fully comply with all applicable laws, rules, regulations, permits, etc. This includes but is not limited to the following: the contractor must use an OSHA approved lockout / tag out program that meets or exceeds the University's policy, the contractor shall properly label all chemical containers used during the project, the contractor shall have a material safety data sheet (MSDS) for each product used during the project, etc. All employees shall wear fall protection equipment as required when working at elevated levels. All employees will not be allowed to use tobacco products on the project site. Contractor, subcontractors, material suppliers and all employees must be properly trained and fully comply with occupational safety and health regulations. Any accidents, incidents, near misses, etc. will be reported to the University project coordinator immediately and the University may investigate these events. The University reserves the right to require the contractor to remove any employee from the project if the employee is observed violating safety rules, regulations, policies, etc.

13. CYBERSECURITY TRAINING

- a. In accordance with La. R.S. 42:1267(B)(3) and the State of Louisiana's Information Security Policy, if the Contractor, any of its employees, agents, or subcontractors will have access to State government information technology assets, the Contractor's employees, agents, or subcontractors with such access must complete cybersecurity training annually, and the Contractor must present evidence of such compliance annually and upon request. The Contractor may use the cybersecurity training course offered by the Louisiana Department of State Civil Service without additional cost or may use any alternate course approved in writing by the Office of Technology Services.
- b. For purposes of this Section, "access to State government information technology assets" means the possession of credentials, equipment, or authorization to access the internal workings of State information technology systems or networks. Examples would include but not be limited to State-issued laptops, VPN credentials to credentials to access the State network, badging to access the State's telecommunications closets or systems, or permissions to maintain or modify IT systems used by the State. Final determination of scope inclusions or exclusions relative to access to State government information technology assets will be made by the Office of Technology Services.

14. PROFESSIONAL CONDUCT

The contractor, sub-contractors, material suppliers, and all workers associated with the project shall conduct themselves in a professional manner at all times. All employees shall wear identification that clearly identifies them as a contract employee. This could be a uniform shirt or name badge. Shirts shall be neatly tucked into trousers. Contractors shall not be allowed to wear sleeveless shirts, tank tops, etc. No profanity will be allowed for any reason. The University reserves the right to require the contractor to remove any employee from the job immediately for failure to comply with these requirements and / or for failure to comply with University policies and procedures, and all other applicable laws, rules, and requirements.

15. USE OF UNIVERSITY FACILITIES

The contractor, sub-contractors, material suppliers, and all workers associated with the project shall not use University facilities such as restrooms, break rooms, vending machines, etc. The contractor shall supply a portable restroom for their employees to use.

16. USE OF TOBACCO PRODUCTS

Tobacco use will only be allowed in personal vehicles. See ULM's tobacco use policy for detailed information at <http://www.ulm.edu/tobaccouse/>

17. DISPOSAL

Contractor shall dispose of all construction debris, trash, and other materials in compliance with all applicable laws, rules, regulations, permits, etc.

Project Manual & Drawings to Follow

SECTION 26 00 00

ELECTRICAL

PART 1 - GENERAL

1.1 GENERAL REQUIREMENTS

- A. Provide all materials, equipment, labor, and transportation required to install a complete and working electrical system. It is the intent of the drawings and specifications to provide complete installations even though each and every item necessary is not specifically mentioned or shown.
- B. Perform all Division 26 work in strict accordance with the requirements and recommendations stated in the latest adopted version of all federal, state, and local codes, ordinances, and standards (NFPA, NEC, IECC, etc.) except when requirements are modified by the Authority Having Jurisdiction.
- C. Where local codes or practices exceed or conflict with the NEC, it shall be the Contractor's responsibility to perform the work in accordance with the local code prevailing and local interpretations thereof by the Authority Having Jurisdiction. This Contractor shall bear all costs for correcting any deficiencies due to non-compliance.

1.2 REFERENCES AND STANDARDS

- A. All adopted State and Local Building Codes and Facility Standards.
- B. All requirements of the local authority having jurisdiction.

1.3 DEFINITIONS

- A. Owner's Representative - Indicates the entity designated or hired to represent an owner on a project. This entity could be the owner themselves, an Architect or could be another third party hired to represent the owner. Verify who will be representing the owner on this project before bidding.
- B. Or equal - Indicates that the contractor may substitute equipment by another manufacturer if the salient features of the equipment indicated by manufacturer's name and / or described are adequate in the judgment of the Owner's Representative.
- C. Provide - Furnish and install all material and labor required for a complete installation ready for operation as required in accordance with the intent of the Contract Documents.
- D. Shall - Indicates a mandatory requirement or requirements.
- E. Unless otherwise noted, refer to NEC 100 for additional definitions used in these specifications.

1.4 COORDINATION

- A. All temporary electrical service charges and / or costs of utilities shall be paid by the Contractor.
- B. The Drawings are not to be construed as shop drawings but indicate the extent, general locations, arrangement, etc., of conduit systems and equipment. Electrical drawings are diagrammatic and shall not be scaled for exact size. If the contractor has any questions

regarding the layout of a particular device or equipment item, he shall contact the Owner's Representative for clarification. This Contractor shall, in laying out their work, refer to other sections of the specifications and other drawings such as air conditioning, structural, plumbing, architectural, civil, etc., to eliminate conflicts and undue delays in the progress of the work. Where items are furnished by other trades require connections by this Contractor, they shall be held responsible for providing rough-in drawings and assistance upon request.

- C. Plans, specifications, and other documents have been prepared and developed with reasonable professional care and coordination. It is the intent that all documents are supportive and complimentary, one to the other; and as such what is required by one shall be considered as required and binding as if indicated by all. Work indicated shall include, regardless of whether or not specifically stated, such supportive or required items or work as consistent with what is indicated, is reasonably inferable from what is indicated, and / or is common construction procedure or knowledge with regard to what is indicated.

1.5 SUBMITTALS

- A. The submittals required in this Division shall conform to and be submitted in accordance with the General Conditions, Instructions to Bidders, Division 1 and requirements listed in all sections of Division 26.
- B. Shop drawings, manufacturer's data materials lists, etc., are required for all equipment and material where submittals are required.
- C. Each submittal shall contain data relevant to the particular equipment (including options). The data shall be identified by "highlighting", arrows, underlining, etc. Do not submit pages of non-relevant information. Broad general data is not acceptable. If equipment submitted is not as specified in the Contract Documents, then the submittal shall contain specific details prominently identifying any differences in form, fit or function. If the equipment submitted is not as specified, then the Contractor shall be responsible for any additional costs necessary to install and connect the equipment. This includes, but is not limited to, increased panelboard size, circuit breaker size, disconnect size or circuit size.
- D. Submit warranty information on all equipment specified in this division. Warranty shall start at the time of substantial completion, unless otherwise indicated in subsequent sections.
- E. Submit dimensional layout of all electrical equipment locations, drawn to scale, with equipment locations shown. Clearances shall be in accordance with NEC and local codes.
- F. If materials or equipment are installed before being reviewed without comment by the engineer, the contractor shall be liable for the removal and replacement of such unapproved materials and equipment, at no additional expense to the owner. Additionally, if the removal and replacement of unapproved materials or equipment necessitates the removal and replacement of other related materials or equipment, then the contractor shall be liable for the removal and replacement of the related materials and equipment at no additional expense to the owner.

1.6 CLOSEOUT SUBMITTALS

- A. This Contractor shall accumulate during the job's progress the below list of data and shall keep it updated during construction as a set of Record Documents:
 - 1. All warranties, as described in this section and in each subsequent specification section.
 - 2. All shop drawings, as-built drawings, submittals, operating manuals, maintenance manuals, repair parts lists, etc.

1.7 QUALITY ASSURANCE

- A. This contractor shall be certified / licensed to install the provided products and equipment.

1.8 DELIVERY, STORAGE, AND HANDLING

- A. Contractor shall store and handle in accordance with manufacturer's recommendations to avoid damaging equipment, installed devices, and finish.

1.9 EXISTING FIELD CONDITIONS

- A. All proposals shall take these existing conditions and any revisions required into consideration, and the lack of specific site information on the drawings shall not relieve the contractor of any responsibility.

1.10 WARRANTY

- A. This Contractor shall guaranty fully all workmanship, material, equipment, systems, etc., provided by them for a period of one (1) year after substantial completion of the project, unless otherwise modified in other specification sections. The use of building equipment for temporary service and testing does not constitute the beginning of the warranty. This guaranty means that this Contractor shall make good to the owner, at no cost, any defects that become apparent during the year following substantial completion. This guaranty is in addition to any other guaranties or warranties and is not intended to limit such other guaranties or warranties.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Unless otherwise noted, products shall be only from manufacturers that have been in business for at least five (5) consecutive years and have been manufacturing proposed products for at least two (2) consecutive years.

2.2 PERFORMANCE REQUIREMENTS

- A. All materials, components, products, assemblies, equipment, etc. shall be new, free from defects, listed (by an NEC accepted listing agency), and approved / rated for the application, environment and purpose.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. All equipment shall be installed in strict compliance with manufacturer's installation instructions and properly torqued using a calibrated torque tool.
- B. Unprofessional and incomplete work shall be rejected and corrected at no additional expense. The judgement of professionalism and completeness of work shall be made by the Engineer and / or Owner's Representative and shall be final.
- C. All electrical connections shall be made per NEC 110.14 and torqued per manufacturer's instructions.

- D. Where existing utilities already exist or where renovation / addition work is to be done, maintain all utility services during construction to existing structures and / or portions of a project that are to remain in place and operational.
- E. This Contractor shall be responsible for damage to the project caused by this Contractor's failure to recognize hazards associated with items such as lack of power, scheduling of work (tardiness), inexperienced workmen, excessive cutting, etc. This Contractor shall repair at no expense to the owner any such damage.

3.2 INSTALLATION - OTHER WORK

- A. Cutting and Patching:
 - 1. All cutting required by the installation of sleeves, conduit, equipment, etc., shall be performed by this Contractor. Patching shall be by General Contractor. This Contractor shall not cut any structural element or any finished work without written permission from the Owner's Representative.
- B. Concrete Work:
 - 1. This Contractor shall provide all forming, reinforcing and concrete as indicated or required for equipment bases, transformer pads, etc.

3.3 SYSTEM STARTUP

- A. All circuit and operational tests of the electrical systems shall be made by this Contractor and repeated until equipment meets or exceeds testing requirements and all electrical systems are operating properly.

END OF SECTION

SECTION 26 05 05

SELECTIVE DEMOLITION FOR ELECTRICAL

PART 1 - GENERAL

1.1 GENERAL REQUIREMENTS

- A. Selective demolition of enclosures, equipment and the off-site removal of the portions of those systems and equipment not reused, shall be in a code-compliant and lawful manner.

PART 2 - PRODUCTS

2.1 NOT APPLICABLE.

PART 3 - EXECUTION

3.1 ELECTRICAL EXAMINATION

- A. Verify existing field measurements, wiring and equipment served in areas as shown on the Drawings. Adjust as required by job conditions.
- B. The Contractor accepts all existing conditions when beginning demolition, whether or not those conditions are reflected in the Contract Documents.

3.2 PREPARATION

- A. Provide temporary wiring and connections to maintain required existing systems that must remain operational during construction.
- B. Disconnect and remove abandoned wiring, devices, conduits, panels and distribution equipment unless otherwise specified in the drawings.

3.3 DEMOLITION OF EXISTING ELECTRICAL

- A. Where demolition of equipment or materials is required, this Contractor shall minimize cutting and exercise all due caution to leave undamaged surfaces, material and equipment meant to remain.

3.4 EXTENSION / EDITING OF EXISTING ELECTRICAL

- A. Extend existing electrical using materials and methods compatible with existing while maintaining all applicable requirements.
- B. Install identification on all existing unmarked equipment to remain in accordance with Section 26 05 53 - Identification for Electrical Systems. Replace all lost nameplates, labels or markers.

3.5 RE-INSTALLATION

- A. Install all relocated materials and equipment under the provisions of Divisions 01 and 26.

END OF SECTION

SECTION 26 05 26

GROUNDING AND BONDING FOR ELECTRICAL SYSTEMS

PART 1 - GENERAL

1.1 GENERAL REQUIREMENTS

- A. Grounding and bonding shall include the solid grounding of the various electrical systems and equipment and the proper bonding of all electrical system components and equipment to meet NEC 250 and all other applicable NEC sections, codes, and ordinances. These systems shall be provided for the proper protection of life, equipment, circuits, and systems.
- B. Permanently ground entire power systems in accordance with the latest adopted version of the NEC.
- C. Grounding and bonding requirements specified in this section may be supplemented in other sections of these Specifications.

1.2 SUBMITTALS

- A. Submittals required in this section shall conform to and be submitted in accordance with the General Conditions, Division 01, and Division 26 requirements.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturer List
 - 1. Apache Grounding
 - 2. Copperweld, Inc.
 - 3. ILSCO Corporation
 - 4. nVent (Cadweld, Critec, Erico)
 - 5. O-Z Gedney Co.
 - 6. Thermoweld
 - 7. Thomas & Betts

2.2 PERFORMANCE REQUIREMENTS

- A. General:
 - 1. All grounding and bonding shall be in strict accordance with NEC 250, 517, etc.
- B. Ground Rods:
 - 1. Copper cladding permanently bonded to a high-strength steel core.
 - 2. 3/4 inch by 10 feet (19mm by 3m) straight, conform to UL 467.
- C. Connections:
 - 1. General: All connectors shall be listed and labeled as grounding connectors for the materials used.
 - 2. Welded Bond - Exothermic welded connection or bond such as "Cadweld". No phosphorous or any other caustic, toxic or explosive substance may be used.

- a. Provide exothermic materials, accessories, and tools for preparing and making permanent field connections between grounding system components.
3. Clamps - Listed bronze connectors, suitable for grounding and bonding applications, in configurations required for a particular installation.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Remove paint, rust, mill oils, and all surface contaminants at connection points.

3.2 APPLICATION

- A. Unless otherwise indicated, the below list of connection styles shall be followed.
- B. Outdoor Below Grade Grounding Connections:
 1. Welded bond only, no exception.
- C. Outdoor Above Grade Grounding Connections:
 1. Clamps may be used. Use welded bond where clamping is not accessible or practical.

3.3 INSTALLATION

- A. General:
 1. Where the Drawings or Specifications exceed NEC requirements, then follow the Drawings or Specifications.
 2. Bond all ground electrodes together to form the grounding electrode system including metal underground water pipe, metal frame of the building or structure, concrete encased electrodes, ground ring, rod and pipe electrodes and plate electrodes.
 3. Refer to Drawings for additional special grounding systems or grounding requirements not mentioned here.
- B. Transformers: Ground as a separately derived source.
 1. Where transformer secondary includes a neutral, the neutral shall be bonded to the equipment enclosure and connected to the system ground conductor.
 2. Size bonding jumper per NEC Table 250.66.
 3. Grounding conductor shall be in raceway and shall be bonded to nearest available point of interior metal water piping system.
- C. Equipment Grounding Conductor (EGC):
 1. Comply with NEC 250 for sizes and quantities of equipment grounding conductors, except where larger sizes or more conductors are indicated.
 2. All power circuits shall be provided with a separate copper insulated EGC run in the raceway with the power conductors. The conduit shall not be used as the sole means of grounding. The insulation of the EGC shall be green.
 3. Bonding to the EGC shall be provided at each end of metallic conduit runs and at all boxes and enclosures.

3.4 CONNECTIONS

- A. General:
 1. Make connections in such a manner as to minimize possibility of galvanic action or electrolysis. Select connectors, connection hardware, conductors, and connection methods so metals in direct contact will be galvanically compatible.

2. Aluminum to steel connections shall be with stainless steel separators and mechanical clamps. Aluminum to galvanized steel connections will be with tin-plated copper jumpers and mechanical clamps.
 3. Coat and seal connections involving dissimilar metals with inert material such as red lead paint to prevent future penetration of moisture to contact surfaces.
- B. Exothermic Welded Connections:
1. Use for connections to structural steel and for underground connections except those at test wells. Install at connections to ground rods and plate electrodes. Comply with manufacturer's written recommendations. Welds that are puffed up or that show convex surfaces indicating improper cleaning are not acceptable.
 2. Terminate insulated EGCs for feeders and branch circuits with pressure-type grounding lugs. Where metallic raceways terminate at metallic housings without mechanical and electrical connection to the housing, terminate each conduit with a grounding bushing. Connect grounding bushings with a bare grounding conductor to the ground buss in the housing. Bond electrically noncontinuous conduits at both entrances and exits with grounding bushing and bare grounding conductors.
- C. Compression Type Connections:
1. Use hydraulic compression tools to provide the correct circumferential pressure for compression connectors. Use tools and dies recommended by the manufacturer of the connectors. Provide embossing die code or other standard method to make a visible indication that a connector has been adequately compressed on the ground conductor.
- D. Moisture Protection:
1. Where insulated ground conductors are connected to ground rods or ground busses, insulate the entire area of the connection and seal against moisture penetration of the insulation and cable.

3.5 SITE TESTING

- A. Testing:
1. Test the electrical system after installation is complete. Inspect and test for stray currents, unintended ground shorts, and proper physical condition of grounding system. Correct any deficiencies and re-test to verify satisfactory installation.
 2. Document all readings and testing and make documentation available to Owner upon request.
 3. Perform ground resistance and continuity testing in accordance with IEEE 142.
 4. Perform leakage current tests in accordance with NFPA 99.

END OF SECTION

SECTION 26 05 53

IDENTIFICATION FOR ELECTRICAL SYSTEMS

PART 1 - GENERAL

1.1 GENERAL REQUIREMENTS

- A. Identification required for electrical equipment and systems.
- B. All identification required by code or ordinance shall be provided, whether or not shown on Drawings or specified herein.

1.2 SUBMITTALS

- A. Submit Electrical Identification schedule including list of wording, symbols, letter size, color coding, tag number, location, and function.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. General Requirements:
 - 1. All means of identification referenced in this section shall be of sufficient durability to withstand the environment per NEC 110.21. Where plastic is used outdoors, it shall be UV rated or treated.
 - 2. Colors shall conform to FS L-P-387.
 - 3. Thickness for signs and engraved labels shall be 1/16" thick minimum.
- B. Signs: For identifying multiple electrical services.
 - 1. Outdoors: Aluminum.
 - 2. Appearance: White with black lettering, lettering to be 1/4" tall minimum.
- C. Equipment Labels: For switchgear and Transformer
 - 1. Outdoors: UV rated engravable plastic (L-P-387).
 - 2. Appearance:
 - a. White with black lettering, lettering to be 1/4" tall minimum.
- D. Electrical Safety Labels: For arc flash labelling.
 - 1. Inside building or enclosure to be self-adhesive vinyl.
 - 2. Appearance: Industry standard colors and layout.
- E. Underground Warning Tape:
 - 1. Four (4) inch wide plastic tape.
 - 2. Appearance: Colored red and yellow with suitable warning legend describing buried electrical lines.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Degrease and clean surfaces to receive adhesive for identification materials.

3.2 INSTALLATION OF EQUIPMENT IDENTIFICATION

- A. General:

- 1. Install all identification per manufacturer's installation instructions, NEC and NECA standards.
- 2. Install all labels in an easily visible location and parallel to equipment lines.
- 3. Provide signs and tags for equipment requiring identification as shown on Drawings and for equipment as required by the NEC.
- 4. All signs and tags to be mechanically fastened. Double-sided tape or other fastening methods are not acceptable.
- 5. Provide all additional signage required by the AHJ at no cost to the Owner.

- B. Electrical Distribution Nameplates:

- 1. Application: Switchgear and Transformers.
- 2. Identification: Sign or Equipment Label with mechanical fasteners, per NEC 408.4(B).
- 3. Information shall include (Example in parenthesis):
 - a. Voltage, phase and wires (277/480v 3ph 4w).

END OF SECTION

SECTION 26 10 00

MEDIUM VOLTAGE ELECTRICAL DISTRIBUTION

PART 1 - GENERAL

1.1 GENERAL REQUIREMENTS

- A. Provide and install all components of the medium voltage distribution transformers, testing, etc. as shown on the Drawings and as required for a complete and working system. All equipment shall be sized to meet the latest adopted version of NEC requirements as a minimum.

1.2 SUBMITTALS

- A. Provide shop drawings for each transformer. Such shop drawings will be reviewed for compliance with the intent of the Drawings and the spaces available for all electrical equipment.
- B. Include the following parameters as applicable in the submittal: equipment name, description, voltage, phase, ampacity, kVA rating, K-rating, control voltage, impedance, AIC rating, etc.

1.3 MAINTENANCE MATERIALS

- A. Provide one set of any special tools required to operate and maintain transformers.

1.4 EXISTING FIELD CONDITIONS

- A. Verify field measurements of pad, conduit locations, and so on, prior ordering or fabrication of enclosures, supports, equipment etc.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Transformer Manufacturers Include:
 - 1. ABB (formerly GE)
 - 2. Delta Star Inc.
 - 3. Eaton (formerly Cutler Hammer)
 - 4. Hammond
 - 5. Jefferson
 - 6. MagneTek
 - 7. Siemens
 - 8. Square-D
- B. Terminations Manufacturers Include:
 - 1. TE (Raychem)
 - 2. Cooper (Eaton)
 - 3. 3M
 - 4. Elastimold (ABB)
- C. All other manufacturers shall require pre-approval in accordance with Section 26 00 00 - Electrical.

2.2 GENERAL REQUIREMENTS:

- A. All products / equipment in these Specifications shall meet the requirements outlined below, unless specifically noted otherwise on the Drawings.
- B. Transformers shall meet all IEEE C57.12, C57.13, C57.94, C57.106, C57.111, C57.12 and NEMA 260 standards and requirements, be sized per the Drawings, coils shall be continuous wound and conductor material shall be copper.
- C. Unless otherwise indicated on the Drawings, provide a NEMA 3R rated enclosure for new transformer.
- D. All equipment shall have a factory applied gray finish applied over a rust inhibiting treatment.
- E. Provide all labelling / identification per Section 26 05 53 - Identification of Electrical Systems.

2.3 PAD-MOUNTED TRANSFORMER REQUIREMENTS:

- A. Transformers - IEEE C57.12.26, three phase, compartment type, pad mounted, self-cooled, sealed tank transformer unit.
- B. Transformer Properties
 - 1. Impedance - 5.75% maximum
 - 2. Basic Impulse Level - 95k (primary), 30k (secondary)
 - 3. Tap Changer - 2.5% each, at least 2 above and at least 2 below nominal voltage, externally operable
 - 4. Cooling - 65 degrees C temp rise per IEEE C57.12.00
 - 5. Insulating Liquid - Type FR3 seed oil (when inside), Type 2 mineral oil (when outside)
 - 6. Sound Rating - Shall not exceed maximum sound levels in accordance with ANSI C89.
- C. Enclosure -
 - 1. Terminal compartments shall be full height, air-filled, with individual doors.
 - 2. The high voltage terminations and equipment shall be dead front and conform to ANSI C57.12.26.
- D. Service Conditions:
 - 1. Meet requirements for usual service conditions described in IEEE C57.12.00 and for specified unusual service conditions.
 - 2. Maximum Ambient Temperature: 104 degrees F, 40 degrees C
 - 3. Altitude: 3,300 feet (1,000 m) and below
- E. Transformer Accessories:
 - 1. IEEE C57.12.00 standard accessories and dial type thermometer and pressure vacuum gauge.
 - 2. Primary Terminations - Bushing wells conforming to IEEE 386; furnish three for radial feed. Include bushings for insulated load break connectors.
 - 3. Primary Switching - Internal liquid-immersed gang-operated, fusible, four (4) position, load break switch, externally operable.
 - 4. Primary Overcurrent Protection - Internally-mounted, liquid-immersed, expulsion fuses at approximately three times the full-load primary current.
 - 5. Secondary Terminations - Spade lugs
 - 6. Surge Protection - Provide three distribution class lightning arresters for surge protection. Arresters are to be mounted in the high voltage compartment.

7. Nameplate on the outside of the unit (preferred) or in low voltage compartment, upper filter press and filling plug, drain plug / valve with sampling device.
- F. Quality Control:
1. Provide factory tests conforming to IEEE C57.12.90. Include routine tests as defined in IEEE C57.12.00.
 2. Test insulating liquid samples in accordance with IEEE C57.106.

2.4 TERMINATIONS:

- A. Terminations shall meet all currently adopted industry standards.
- B. Materials shall be compatible with the cables being terminated, and shall be suitable for the prevailing environmental conditions.
- C. Terminations:
1. Shall comply with IEEE 48. Include shield ground strap for shielded cable terminations.
 2. Class 1 terminations for indoor use: Kit with stress-relief tube, molded-silicone rubber insulator modules, and compression-type connector.
 3. Load-break terminations for indoor and outdoor use: load-break premolded rubber elbow connectors with bushing inserts, suitable for submersible applications. Separable connectors shall comply with the requirements of IEEE 386, and shall be interchangeable between suppliers. Allow sufficient slack in medium-voltage cable, ground, and drain wires to permit elbow connectors to be moved to their respective parking stands.
 4. Ground metallic cable shields with a device designed for that purpose, consisting of a solderless connector enclosed in watertight rubber housing covering the entire assembly.
 5. Provide insulated cable supports to relieve any strain imposed by cable weight or movement. Ground cable supports to the grounding system.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Coordinate any / all utility requirements with ULM.
- B. Verify pads and supports are suitable for installation. Extend concrete pad as required.

3.2 INSTALLATION

- A. General:
1. Set all equipment plumb, straight and level.
 2. Provide grounding and bonding in accordance with Section 26 05 26 - Grounding and Bonding.
 3. Provide and install all equipment, including electrical connections, in accordance with the manufacturer's written instructions, the applicable requirements of NEC and the NECA "Standard of Installation", and in accordance with recognized industry practices to ensure that products serve the intended function.
 4. Any items which have a marred / scratched finish shall be touched up or refinished to a new condition before final acceptance. This shall include, but shall not be limited to, sanding and properly removing rust or other contaminants and completely repainting equipment. Overall acceptance is subject to approval of the Engineer.
- B. Pad-Mounted Transformers:

1. Mount to a six (6) inch thick minimum steel reinforced housekeeping pad (inside) or per manufacturer's installation instructions (outside, eight (8) inches minimum). Extend slab at least one (1) foot beyond transformer on each side. Provide weather shields from the manufacturer at all transformers outside.
2. Provide equipment grounding connections, sufficiently tight to assure permanent and effective ground.
3. Check for damage and tight connections prior to energizing transformer. Measure primary and secondary voltages and make appropriate tap adjustments.
4. Install in accordance with IEEE C57.94.
5. Install safety labels in accordance with NEMA 260.
6. Install engraved plastic nameplates in accordance with Section 26 05 53 - Identification of Electrical Systems.

3.3 IDENTIFICATION

- A. Refer to Section 26 05 53 - Identification for Electrical Systems for additional requirements.

3.4 SITE QUALITY CONTROL

- A. Transformers:
 1. Inspect and test in accordance with NETA ATS, except Section 4.
 2. Perform inspections and tests listed in NETA ATS, Section 7.2.

3.5 ADJUSTING

- A. Transformer Voltage Adjustments: Measure primary and secondary voltages and make appropriate tap adjustments to within 2% of rated voltage.

END OF SECTION

SECTION 26 13 16

MEDIUM-VOLTAGE FUSIBLE INTERRUPTER SWITCHGEAR

PART 1 - GENERAL

1.1 SCOPE

- A. This section includes medium voltage metal-enclosed switchgear assemblies consisting of load interrupter switches, power fuses and associated auxiliary equipment.

1.2 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.3 SUBMITTALS

- A. Submit shop drawings and product data for approval and final documentation in the quantities listed according to the Conditions of the Contract. All transmittals shall be identified by customer name, customer location and customer order number.
- B. Documents for Approval: One-line diagrams, dimensioned plans, sections and elevations showing minimum clearances, installed devices, major features, nameplate legends and bills of material.
- C. Final Documents: Record documentation to include those in 1.3.B and wiring diagrams, single-line and three-line diagrams of switchgear bus and component connections, product data of accessories or parts not previously described in the drawings, list of recommended spare parts and instruction and installation manuals
- D. Product Data: Include features, characteristics and ratings of switches, fuses and other components. Also, time-current characteristic curves for power fuses and any overcurrent devices.
- E. Shop Drawings: Detail equipment assemblies and indicate dimensions, weights, required clearances, method of field assembly, components and location and size of each field connection. Include the following:
 - 1. Enclosure type and details.
 - 2. Nameplate legends.
 - 3. Bus configuration with size and number of conductors in each bus run, including phase, neutral and ground conductors of main and branch buses.
 - 4. Current ratings of buses.
 - 5. Short-time and short-circuit ratings of switchgear assembly.
 - 6. Mimic bus diagram.
 - 7. Wiring Diagrams: Detail wiring for power, signal and control systems and differentiate between manufacturer-installed and field-installed wiring.

1.4 RELATED STANDARDS

- A. Comply with requirements of latest revisions of applicable industry standards, specifically including the following:
 - 1. ANSI/IEEE C37.20.3 – Standard for Metal-Enclosed Interrupter Switchgear.
 - 2. ANSI/IEEE C37.20.4 – Standard for Indoor AC Medium Voltage Switches Used in Metal-Enclosed Switchgear.
 - 3. NEMA
 - 4. UL

1.5 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Engage a firm with at least 5 years experience in manufacturing switchgear.
- 1.6 DELIVERY, STORAGE AND HANDLING
- A. Deliver products in factory labeled packages. Shipping groups shall not exceed 15 ft. in length.
 - B. Store and handle in strict compliance with manufacturer's instructions and recommendations. Protect from potential damage from weather and construction operations. Store so condensation will not form on or in switchgear and if necessary, apply temporary heat where required to obtain suitable service conditions.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. The metal-enclosed switchgear assembly shall be manufactured by Siemens or pre-approved equal.

2.2 RATINGS

- A. System Configuration: Switchgear suitable for application in three-phase, 60-Hz, grounded-neutral system.
- B. Electrical Ratings:
 - 1. Nominal System Voltage, kV: 13.8
 - 2. Maximum Design Voltage, kV: 15
 - 3. BIL Impulse Level: 95
 - 4. Main-Bus Continuous: 600A.
 - 5. Switch Duty Cycle, Fault Closing, symmetrical A: 40

2.3 GENERAL REQUIREMENTS

- A. The switchgear shall be factory assembled and tested and comply with applicable industry standards. If multiple sections, it shall be a coordinated design so that shipping groups are easily connected together at the site into a continuous line-up. Necessary connecting materials shall be furnished.
- B. The switchgear assembly shall consist of one or more metal-enclosed ventilated sections in outdoor NEMA 3R enclosure. Units shall be of individual frames of bolted steel construction with full-side sheets separating adjacent units. Each frame shall be adequately braced to function properly under normal operating and short-circuit conditions. Assembly shall have the following:
 - 1. Window on door to permit viewing switch-blade positions when door is closed.
 - 2. Rear removable panels with handles
 - 3. Danger-warning sign
 - 4. Kirk Key interlocked front doors
- C. The switchgear shall be UL listed with separate doors to the switch and or fuse compartment with the following.
 - 1. Doors shall be mechanically interlocked with the switch to prevent closing the switch with the door open and to prevent opening the door with the switch closed. Doors shall have provision for pad locks
 - 2. Protective hinged screen steel barriers, retained with captive thumb screws, to prevent access to the switch when changing fuses.
- D. Surge Arresters: Comply with IEEE C62.11, intermediate class; metal-oxide-varistor type, with ratings as indicated, connected in each phase of incoming circuit and ahead of any disconnecting device.

- E. Main bus shall connect vertical sections and between compartments and shall be uniform capacity the entire length of assembly. The main horizontal bus shall be run in a vertical, edge-to-edge arrangement for high short circuit strength. Access to the rear cable termination area shall be possible without reaching over the main and vertical bus.
1. Bus shall be [98% minimum conductivity copper with silver-plated joints] [98 % conductivity copper with tin-plated joints] [aluminum with welded connections]
 2. Ground Bus shall be copper of 98 percent minimum conductivity, with pressure connector for feeder and branch-circuit ground conductors, minimum size 1/4 by 2 inches.
 3. Bus bracing shall be equal to the short circuit interrupting rating of the lowest rated non-fused circuit breaker applied in the assembly.
 4. Neutral Bus shall be 50 percent of phase-bus ampacity. Equip bus with pressure-connector terminations for outgoing circuit neutral conductors.
 5. [Neutral bus equipped with pressure-connector terminations for outgoing circuit neutral conductors. Neutral-bus extensions for busway feeders are braced.]
 6. [Neutral Disconnect Link: Bolted, uninsulated, 1/4-by-2-inch copper bus, arranged to connect neutral bus to ground bus.]
 7. Provide for future extensions from either end of main phase, neutral and ground bus by means of predrilled bolt-holes and connecting links.
 8. MV clearances shall be maintained in all horizontal and vertical buses such that insulation is not required. [Insulated bus-bar shall consist of bus bars wrapped with factory-applied, flame-retardant tape or spray-applied, flame-retardant insulation. Sprayed insulation thickness of 3 mils minimum. Bolted bus joints shall be insulated with secure joint covers that can easily be removed and reinstalled.]

2.4

- A. Instrument Transformers: Comply with IEEE C57.13.
1. Potential Transformers: Secondary voltage rating of 120V and NEMA accuracy class of 0.3 with burdens of W, X and Y.
 2. Current Transformers: Donut type for shielded cable, ratios as indicated; burden and accuracy class suitable for connected relays, meters and instruments.

2.5 INTERRUPTER SWITCH AND FUSE ASSEMBLY

- A. Load interrupter switches shall be three-pole, single throw, gang-operated stored energy type with quick-make, quick-break operation.
1. Electrically operated
 2. Non removable switch handle
 3. Separate main and arcing contacts to provide maximum endurance for fault close and load interrupting duty
 4. Arcing contacts shall be spring loaded so that on opening they breaker after the main contacts, on closing they make after the main contacts. Arc interruption to take place in an interruption chute.
- B. Fuse Assembly: To be current limiting type.
1. Current-limiting fuses to be fast replaceable which will operated without explosive noise, expulsion of gas vapor, or foreign matter from the tube.
 - a. Fuse contacts be retained by high-pressure locking device to prevent blow-out during operation
 - b. Indicator integral with each fuse to show when it has blown.
 2. Spares: Include three fuses in use and three spare fuses in storage clips in each switch.

2.6 TESTING

- A. Perform production tests in compliance with ANSI C37 and NEMA SG 5 requirements. Provide certified test results.

2.7 UNITS REQUIRED

- A. Incoming Line:
 - 1. (3) Intermediate Class Surge Arrestors 9.8KV MCOV with Jumpers to Incoming Bus
 - 2. Set of 3 voltage transformers, rated 15KV
 - 3. Set of 3 current transformers, rated 600A
 - 4. Space heater and thermostat
 - 5. Connections shall be made via:
 - a. A set cable lugs per phase, compression-type for EPR type cable #2/0 AWG per phase for bottom entry.
 - b. Metal-enclosed bus rated 600A
- B. Switches: Qty 1
 - 1. Current rating: 200A
 - 2. Outgoing set of cable lugs

2.8 ACCESSORIES

- A. The following accessories shall be provided:
 - 1. Engraved Nameplate: LOOP A STUBBS/BRY/BROWN ANNEX TRANF
 - 2. Fuse-handling tool
 - 3. Three spare power fuses
 - 4. Three spare control fuses for potential transformer and control power transformer.
 - 5. Spare Indicating Lights: One of each type installed.
 - 6. Touchup Paint: One-half pint of paint matching enclosure finish.
 - 7. Metal Screens

PART 3 - EXECUTION

3.1 INSTALLATION

- A. General: Electrical contractor to install metal-clad switchgear in accordance with manufacturer's written instructions and the following specifications.
- B. Install and anchor switchgear in accordance with manufacturer's instructions.
- C. Tighten bus joints, electrical connectors and terminals according to manufacturer's published torque-tightening values. Install equipment grounding conductors for switchgear with ground continuity to main electrical ground bus.

3.2 ADJUSTMENTS AND CLEANING

- A. Set field-adjustable, protective-relay trip characteristics.
- B. Clean exposed surfaces using manufacturer recommended materials and methods. Touch-up damaged coating and finishes using non-abrasive materials and methods recommended by manufacturer. Eliminate all visible evidence of repair.

3.3 TESTING

- A. After installing switchgear and after electrical circuitry has been energized, demonstrate product capability and compliance with requirements.
 - 1. Procedures: Perform inspections and tests specified below. Report values that do not meet manufacturer's written recommendations. Certify compliance with test parameters.
 - 2. Switchgear: Perform inspections and tests stated in NETA ATS, Section 7.1.
 - 3. Instrument Transformers: Perform inspections and tests stated in NETA ATS, Section 7.10.
 - 4. Metering and Instrumentation: Perform inspections and tests stated in NETA ATS, Section 7.11.
 - 5. Ground-Fault Systems: Perform inspections and tests stated in NETA ATS, Section 7.14.
 - 6. Battery Systems: Perform inspections and tests stated in NETA ATS, Section 7.18.

7. Surge Arresters: Perform inspections and tests stated in NETA ATS, Section 7.19.

3.4 WARRANTY

- A. Equipment manufacturer warrants that all goods supplied are free of non-conformities in workmanship and materials for one year from date of initial operation, but not more than eighteen months from date of shipment.

3.5 FIELD QUALITY CONTROL

- A. Manufacturer's Field Services: Engage a factory-authorized service representative to inspect field-assembled components, installation and connection of switchgear; and to pretest and adjust switchgear components. Report results in writing.
- B. Remove and replace malfunctioning units with new units and retest.

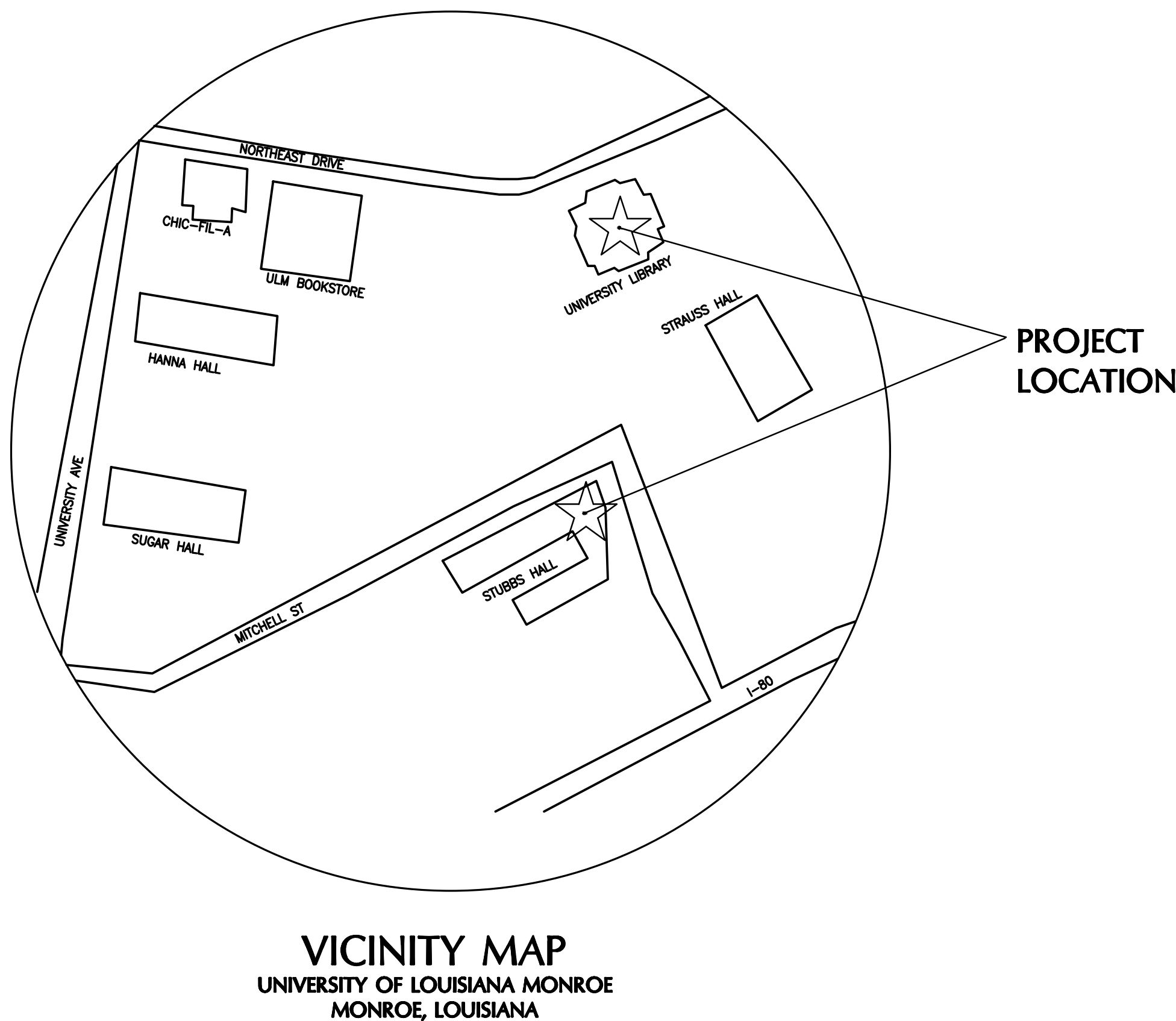
3.6 STARTUP SERVICES

- A. Engage a factory-authorized service representative to perform startup service.
- B. Train Owner's maintenance personnel on procedures and schedules for energizing and de-energizing, troubleshooting, servicing and maintaining equipment and schedules.
- C. Verify that switchgear is installed and connected according to the Contract Documents.
- D. Verify that electrical control wiring installation complies with manufacturer's submittal by means of point-to-point continuity testing. Verify that wiring installation complies with requirements in Division [26] [16] Sections.
- E. Complete installation and startup checks according to manufacturer's written instructions.

END OF SECTION

STUBBS HALL GEAR & LIBRARY TRANSFORMER REPLACEMENT UNIVERSITY OF LOUISIANA MONROE

MONROE, LOUISIANA
JUNE 27, 2025



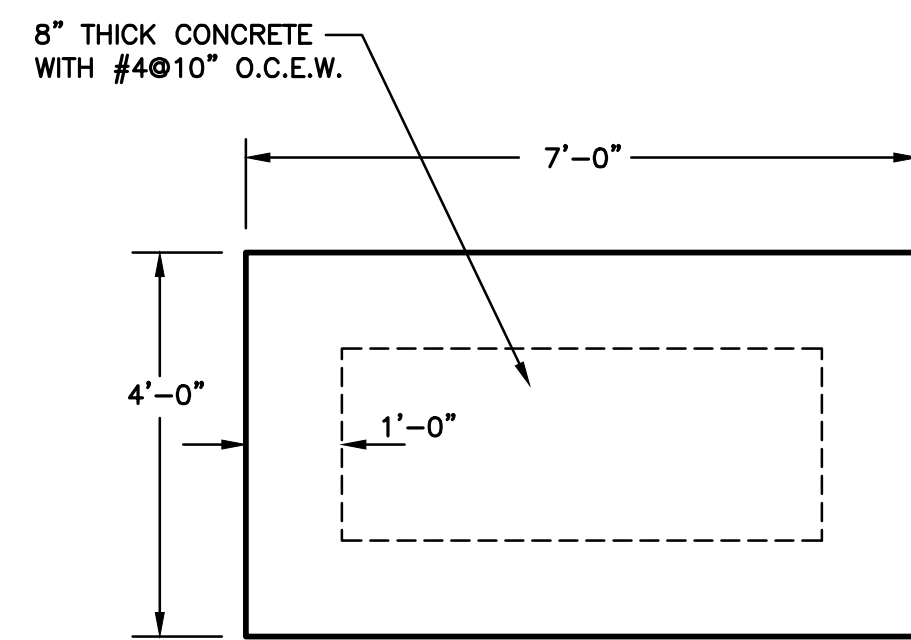
INDEX TO DRAWINGS	
SHEET	DESCRIPTION
T1	TITLE SHEET
E1.0	SITE PLANS – ELECTRICAL
E1.1	CONCRETE DETAIL

STUBBS HALL GEAR &
LIBRARY TRANSFORMER REPLACEMENT
UNIVERSITY OF LOUISIANA MONROE



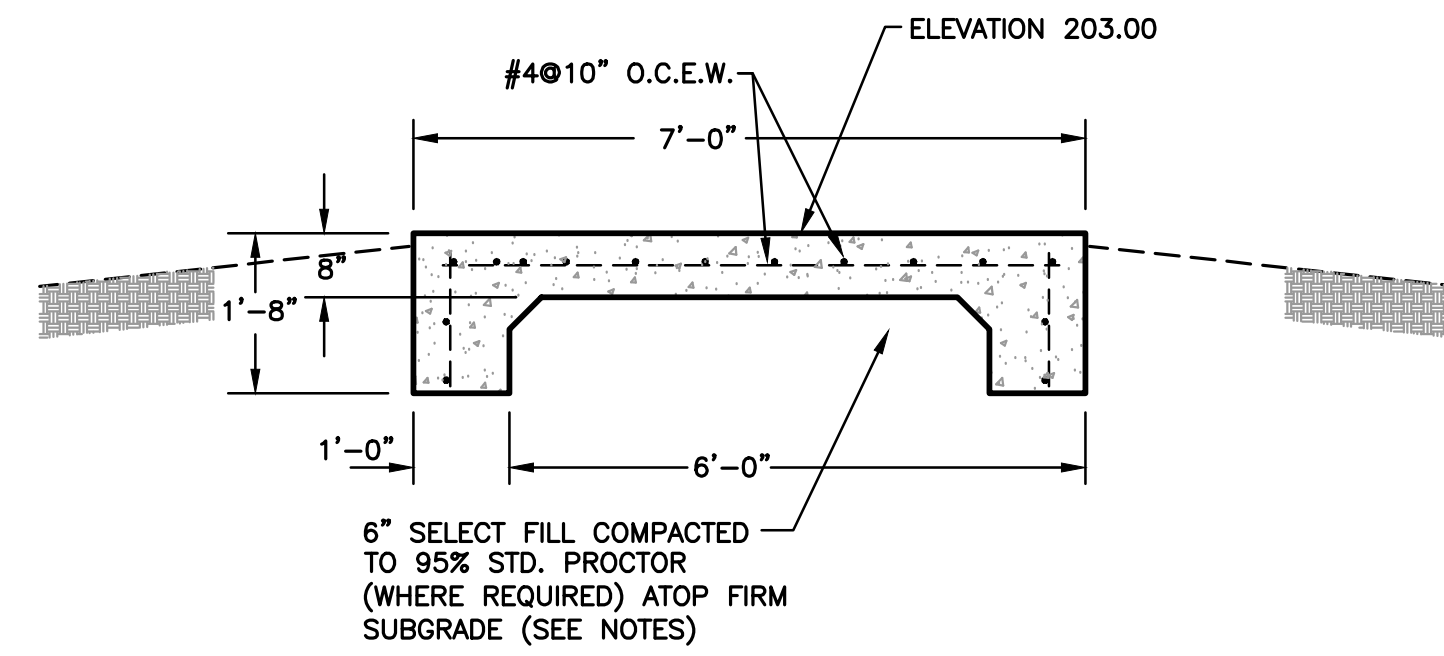
9441 STEVENS ROAD - SUITE 200
SHREVEPORT, LOUISIANA 71106
318-425-4500

LOUISIANA REGISTERED ENGINEERING FIRM #F-5818
TEXAS REGISTERED ENGINEERING FIRM #F-893
EMA NO. 5-001-2338-003



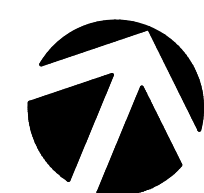
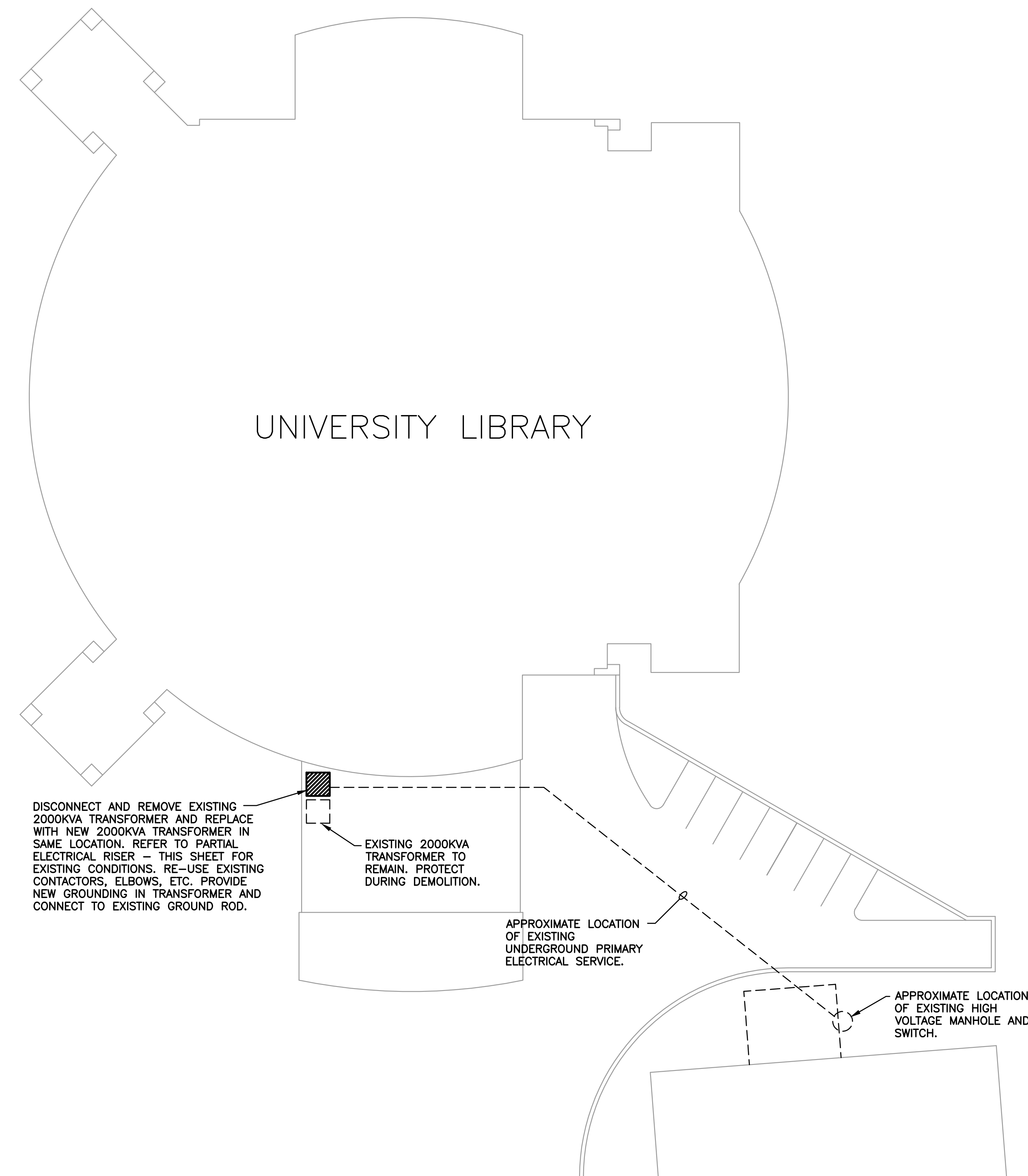
TRANSFER SWITCH PAD PLAN

NO SCALE



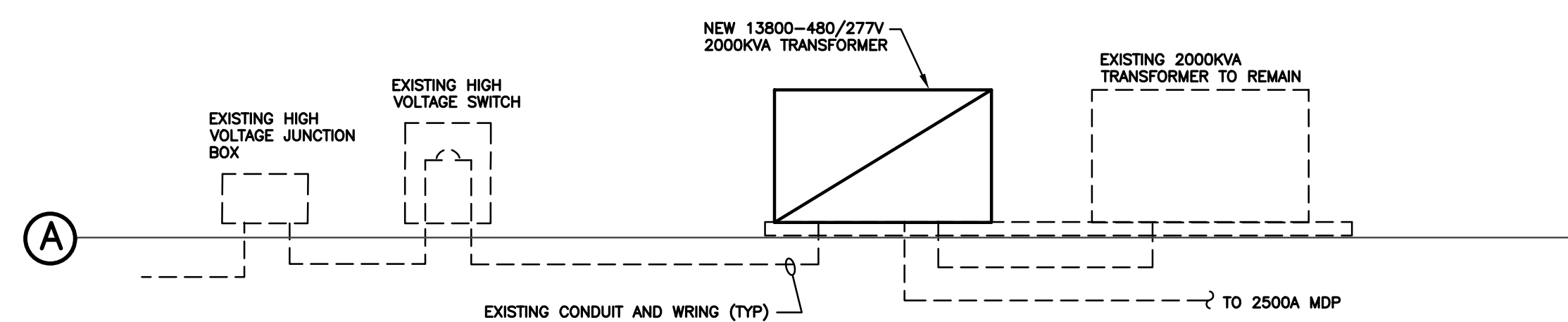
TRANSFER SWITCH PAD SECTIONS

NO SCALE



LIBRARY TRANSFORMER REPLACEMENT

SCALE: 1" = 20'-0"



PARTIAL ELECTRICAL RISER

NO SCALE

ELECTRICAL NOTES:

- E1 ALL WORK SHALL BE IN ACCORDANCE WITH THE MOST RECENT NATIONAL ELECTRICAL CODE AND ALL LOCAL AND STATE SUPPLEMENTS.
- E2 CONTRACTOR SHALL COORDINATE ELECTRICAL SERVICE AND ACCESS TO MANHOLE WITH BRIAN AUCOIN (318-732-1874) OR MICHAEL DAVIS (318-342-5171). CONTRACTOR SHALL GIVE FIVE (5) DAYS NOTICE PRIOR TO SHUT DOWN OF PRIMARY SERVICE. CONTRACTOR SHALL REPLACE TRANSFORMER AND SWITCHGEAR WHEN SCHOOL IS NOT IN SESSION. CONTRACTOR SHALL COORDINATE LENGTH OF SHUTDOWN WITH SCHOOL SCHEDULE AND MICHAEL DAVIS.
- E3 CONTRACTOR SHALL VISIT THE SITE TO VERIFY ALL EXISTING CONDITIONS PRIOR TO BID; COORDINATE SITE VISIT WITH BRIAN AUCOIN (318-732-1874) AND MICHAEL DAVIS (318-342-5171).
- E4 SWITCHGEAR REPLACEMENT:

DISCONNECT AND REMOVE EXISTING 15KV SWITCHGEAR AND TRANSPORT TO PHYSICAL PLANT YARD.

DEMOLISH EXISTING CONCRETE PAD COMPLETE. PROTECT EXISTING CONDUIT AND WIRING DURING DEMOLITION. PROVIDE NEW 84" X 48" CONCRETE PAD PER DETAIL- THIS SHEET.

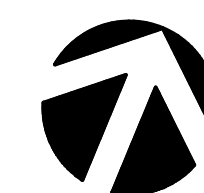
PROVIDE AND INSTALL NEW 15KV SWITCHGEAR PER SPEC SECTION 26 13 16 ON NEW CONCRETE PAD.

REPLACE 9 STRESS CONES, 6 ON INCOMING LINES/LOOP CONDUCTORS AND 3 ON LOAD SIDE OF SWITCH.

PROVIDE AND INSTALL 3/4" X 10' COPPER GROUND ROD 20 FEET FROM THE PAD VIA #3/0 AWG BARE COPPER STRANDED AND CADWELD TO GROUND ROD, BOLT TO NEW SWITCH GROUND BUS.

PROVIDE 120V, 20A CIRCUIT FROM NEW 1P-20A BREAKER IN STUBBS HALL EQUIPMENT BUILDING FOR NEW SPACE HEATER.

RE-USE EXISTING CONDUCTORS, TERMINATIONS, ELBOWS, ETC.



STUBBS HALL SWITCHGEAR REPLACEMENT

SCALE: 1" = 20'-0"

MITCHELL STREET

STUBBS HALL

EXISTING TRANSFORMER
TO REMAIN. PROTECT
DURING DEMOLITION.

E4



Stubbs Hall Gear & Library Transformer Replacement
FOR
UNIVERSITY OF LOUISIANA AT MONROE
MONROE, LOUISIANA

NO.	DATE	REVISIONS

JOB NO: 5-001-2338-003
CHECKED BY: RW
DRAWN BY: LW
DATE: 05-16-2025
SCALE: AS SHOWN

SHEET
E1.0
OF