

INVITATION TO BID
NO. 40004-23059
Furnish
HVAC PREVENTIVE MAINTENANCE

ISSUING AGENCY: Fletcher Technical Community College
Purchasing Department
6220 East Texas Street
Bossier City, LA 71111

PURCHASING DIRECTOR: Gayle Doucet gdoucet@bpcc.edu
Ph: (318) 678-6117

ITB RELEASE DATE: December 15, 2025

PRE-BID CONFERENCE: Wednesday, January 8th, 2026

CONFERENCE/INSPECTION TIME: 9:00 a.m., Central Time

PRE-BID CONFERENCE LOCATION: Fletcher Technical Community College
Schriever Campus
Community Room 226
1407 Highway 311
Schriever, LA 70395

Failure to be represented at the mandatory pre-bid conference/on-site inspection tour shall cause rejection of the bid without further consideration.

DEADLINE FOR INQUIRIES: 12:00 p.m., Central Time, January 14, 2026

BID OPENING DATE: January 28, 2026

BID OPENING TIME: 2:00 p.m., Central Time

BID OPENING LOCATION: Bossier Parish Community College
6220 East Texas Street
Bldg. J
Bossier City, LA 71111

Bids of \$50,000.00 or more will be considered only when the bidder certifies that he holds a current valid Louisiana Contractors license of proper classification and shows the license number on the sealed bid envelope and above his signature on the bid forms as required under R.S. 37:2150-2163. Contractors desiring to bid shall submit evidence that they have a current Louisiana Contractors license of proper classification.

UNSIGNED OR LATE PROPOSAL WILL BE REJECTED

DEFINITIONS & INSTRUCTIONS TO BIDDERS

PURPOSE

This Invitation to Bid (ITB) sets forth the requirements and specifications of Fletcher Technical Community College. The contents of this ITB and the Bidder/Vendor/Contractor's bid response shall become contractual obligations if a contract ensues. The bid and any resulting contract shall be governed under the laws of the State of Louisiana.

Issuance of this Invitation to Bid does not ensure that FTCC will make an award.

GOVERNING BID REGULATIONS

All bids shall be subject to the Louisiana Purchasing Rules and Regulations, and Louisiana Revised Statutes 39:1551-1738. In accordance with L.S.A.-R.S. 39:1594 purchases where the estimated cost is greater than \$25,000 all solicitations must be advertised on the State Purchasing website, <http://wwwprd.doa.louisiana.gov/osp/lapac/pubmain.asp>

BID RESPONSE FORM

All bids shall include the bid response forms provided in the ITB. The bid response form for signature must be properly signed in ink by an officer of the bidding entity authorized to sign the bid. Bid prices **MUST** be either typewritten or printed in ink (no pencil). Any alterations of the bid response form or foreign conditions attached thereto may cause rejection of the bid. The F.O.B. point shall be the College unless specified otherwise in the solicitation.

CORRECTION OF MISTAKES

Any erasure, strike – through, correction or other change(s) in the bid **MUST** be initiated by the Bidder. Failure to do so may result in rejection of the bid without further consideration.

NUMBER OF COPIES

THE ENTIRE ITB SHALL NOT BE REQUIRED TO BE RETURNED WITH THE BID RESPONSE. Bidders must submit one (1) originally signed bid response form with any required information. The Bidder shall be responsible for duplicating and retaining any bid forms and responses for personal record.

REJECTION OF BIDS

The College reserves the right to reject any and all bids, and to waive any informalities. The right is reserved to award contracts separately, grouped, or an all-or-none basis. Incomplete, illegible, partial or informal bids shall be rejected.

SEALED BID

The entire bid shall be sealed. All bids must be submitted in a sealed bid envelope with the bid number and opening date listed on the envelope. The name and address of the Bidder **MUST** appear on the outside of the bid envelope. In the event the bid contains bulky subject material, the special bid envelope or other form identifying the solicitation should be firmly affixed to the mailing envelope or container.

BIDS BINDING

All formal bids shall be binding for a minimum of ninety (90) calendar days and shall not be withdrawn after the specified return date.

BID CONFIDENTIALITY

In accordance with the provisions of L.S.A-R.S. 44:1 all proposals shall become a matter of public record. Any information considered confidential shall not be included in the proposal response. Except as otherwise permitted under the contract, the College will use at least the same standard of care to maintain the confidentiality of the Proposer's Confidential Information that it uses to maintain the confidentiality of its own Confidential Information.

BID DUE DATE

Bidders shall be responsible for the timely delivery of the bid by the ITB return deadline. Bids received after the specified time and date will not be considered, whether delayed in the mail or for any other causes whatsoever.

Bid response may be withdrawn by the Bidder upon written or fax request **PRIOR TO** the designated time for return of bids. Withdrawal notification must be by signature and received by the Fletcher Purchasing Department prior to the designated deadline for return of bids.

DELIVERY OF BIDS

Each bid response shall be time recorded by Purchasing Department personnel upon its delivery. The Bidder, or the Bidder's agent, may hand deliver the bid to the Fletcher Purchasing Department, or the Bidder may cause the bid to be delivered by an express carrier. Responsibility for ensuring that a receipt of delivery for their proposal remains with the bidder. The Bidder may elect to mail the bid by registered or certified mail return receipt requested.

The address for delivery of bids is: Bossier Parish Community College
6220 East Texas Street
Bldg J
Bossier City, LA 71111
Attn: Gayle Doucet

BIDDER INQUIRIES

No negotiations, decisions or actions shall be executed by any Bidder as a result of any oral discussion with any state employee. Only those transactions which are in writing, signed by the Purchasing Director in addendum form, shall be considered as valid. **Telephone inquiries are not allowed.** Bidders may submit inquiries via email to the Purchasing Director - gdoucet@bpcc.edu Bidders shall not construe any verbal conversations as binding.

Inquiries shall be received no later than the time and date designated herein. Answers to inquiries that change or substantially clarify the ITB shall be issued in the form of addendum to all known to have received a complete set of documents, or to all in attendance at the mandatory pre-bid meeting if inquiries are after that date.

AVAILABILITY OF FUNDS

Contract award shall be contingent upon the availability of funds to fulfill the requirements of the solicitation. The College shall not be responsible for any costs incurred by any Bidder in the preparation of any bid response.

BID COST INCURRED

This solicitation does not commit the College to award a contract and the College shall not be responsible for any costs incurred by any Bidder in the preparation of any bid.

PERFORMANCE BOND

Required of successful Bidder in the amount of fifty percent (50%) of the Total Annual Award Price: The successful bidder will be required to provide a Performance Bond prior to issuance of a contract for the award. The Bidder MUST list the name, address (street/city/state/zip) & telephone number of the Louisiana licensed surety or insurance company that shall be used to furnish the required bonding if selected the successful Bidder. See required information below.

Name of Surety: _____
(Not the Agent Company)

Surety's Address: _____

Surety Telephone No.: _____

Agent Company: _____

Agent Telephone No.: _____

The successful Bidder will be required to provide a Performance Bond in the form of a bond from a surety or insurance company that is currently licensed to do business in the State of Louisiana. The surety or insurance company furnishing the performance bond 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, or by a Louisiana domiciled insurance company with at least an A- rating in the latest printing of the A.M. Best's Key Rating Guide to write individual bonds up to 10 percent of policyholders' surplus as shown in the A.M. Best's Key Rating Guide, or by an insurance company that is either domiciled in Louisiana or owned by Louisiana residents and is licensed to write surety bonds. The requirement for a Performance Bond cannot be waived.

The successful Bidder shall furnish a Performance Bond in accordance with requirements outlined within ten (10) calendar days of official written notice (Notification of Award). Performance Bonds shall be made payable to Fletcher Technical Community College in the amount specified. If the contract is extended, then the performance bond may be required to be renewed for each successive contract term in force.

The purpose of the Performance Bond shall be to secure for the College the prompt and faithful performance of the CONTRACTOR in strict accordance with the terms of the contract.

QUALIFICATION OF BIDDER

The College reserves the right to make inquiries and investigations as it deems necessary to determine the responsibility of any Bidder to perform the services so bid. The Bidder shall provide all information and data for this purpose as the College may request. The unreasonable failure of any Bidder to promptly supply information in connection with an inquiry may be grounds for non-responsibility.

TAXES

The Bidder shall include in his bid price all federal, state and local taxes of all kinds applicable to the performance of the contract. The College is currently exempt from State Sales and Use Tax and from city, parish and state sales and use taxes.

BID AWARD

The contract, if an award is made, will be awarded with reasonable promptness by written notice to the lowest responsible and responsive Bidder whose bid meets the requirements and criteria set forth in the Invitation to Bid.

The lowest responsible and responsive Bidder(s) will be determined by the BID PRICE TOTAL and any additives selected by the College at time of bid award.

MANDATORY REQUIREMENTS

ALL REQUIREMENTS STATED HEREINAFTER IN THE INSTRUCTIONS TO BIDDERS ARE CONSIDERED MANDATORY. FAILURE TO COMPLY WITH THESE REQUIREMENTS SHALL RESULT IN REJECTION OF THE BID WITHOUT FURTHER CONSIDERATION.

MANDATORY PRE-BID CONFERENCE/ON-SITE INSPECTION TOUR

A MANDATORY Pre-Bid conference/on-site inspection tour shall be conducted for the benefit of all Bidders on the date and time specified on the cover of the ITB. Bidders shall assemble in the designated location on the Fletcher campus on the date and time specified and the Bidder should allow sufficient time to participate in the entire conference/inspection tour. No other arrangements for an on-site inspection shall be made for any Bidder unable to attend on the date and time specified. Bidders in attendance shall be required to sign in on a Registration Log. Failure to be represented at the mandatory pre-bid conference/on-site inspection tour shall result in rejection of the bid without further consideration.

STANDARD TERMS & CONDITIONS

ACCESS TO RECORDS

The CONTRACTOR agrees that the College and the Legislative Auditor of the State of Louisiana shall have access to, and the right to audit and examine, any pertinent books, documents, papers, and records of the CONTRACTOR related to this solicitation and any resulting contract.

ACCIDENTS

The CONTRACTOR agrees that in the event of any accident of any kind and degree, the CONTRACTOR will immediately notify the College's Purchasing Department 318-678-6117 and thereafter furnish a full written report of such accident.

ASSIGNMENT

The contract, or any portion thereof or any interest therein, shall not be assigned, transferred, conveyed, sublet or disposed of without the previous consent, in writing, of the College. Any attempted assignment under the contract shall be void and shall have no effect.

CONTRACT AGREEMENT

The Contract, and any properly executed amendment thereto, the Invitation to Bid, the CONTRACTOR'S bid response shall constitute the entire agreement between the parties and shall supersede all prior oral or written agreements or understandings.

The College and CONTRACTOR shall execute contract for a period not exceeding thirty six (36) months, in the form prescribed herein by the College, no later than the expiration period for furnishing verification of insurance coverage.

The Contract shall not be modified, altered, or changed except by mutual agreement amended in writing by the authorized representative of each party to the Contract.

CONTRACT EXTENSION

Based upon the mutual agreement of the successful Bidder and Fletcher Technical Community College, this contract may be extended for two (2) additional twelve (12) month periods at the same prices, terms and conditions.

The full term of the contract including the possible two (2) extensions shall not exceed a period of sixty (60) months in total.

CONTRACT CANCELLATION

Fletcher Technical Community College has the right to cancel any contract, in accordance with Purchasing Rules and Regulations, for cause, including but not limited to, the following: (1) Failure to deliver within the time specified in the contract; (2) Failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; (3) Misrepresentation by the contractor; (4) Fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract.

FUNDING CLAUSE

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Legislature at all times. If the Legislature fails to appropriate sufficient monies to provide for the continuation of a contract, the contract shall terminate on the date of the beginning of the fiscal year for which funds are not appropriated.

COPYRIGHTS AND PATENTS

The CONTRACTOR shall indemnify and hold harmless the State, the College, its officers, agents and employees harmless from liability of any nature or kind for the use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented, invention, article or appliance furnished or used in the performance of the contract of which CONTRACTOR is not the patentee, assignee, or licensee.

HAZARDOUS WASTE GENERATION

In the event the CONTRACTOR produces a hazardous waste as defined by the Department of Natural Resources Hazardous Waste Division of the State of Louisiana, the CONTRACTOR shall be designated as the generator of such waste. The liability of hazardous waste disposal shall rest with the CONTRACTOR and not the College.

DISPOSAL OF NON-HAZARDOUS MATERIALS

The CONTRACTOR shall at all times keep the premises free from accumulations of trash, waste materials and debris caused by its employees or its operations. Removal of all trash, waste materials and debris generated by operations shall be disposed of in receptacles provided at designated locations.

EQUAL EMPLOYMENT OPPORTUNITY

The CONTRACTOR shall be an equal employment opportunity employer. The CONTRACTOR shall neither discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the grounds of race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by bidder, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.

FORCE MAJEURE

Both parties agree that, if by reason of strike or other labor disputes, civil disorders, inclement weather, acts of God, or other unavoidable cause, either party is unable to entirely perform its obligations, such performance shall not be considered a breach of the contract.

GOVERNING LAW

The contract, and all matters or issues related to it, shall be governed by and shall be in accordance with the laws of the State of Louisiana.

If any provision of the contract, as applied to either party or to any circumstance, shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of the contract or the validity or enforceability of the contract.

HOLIDAYS

Generally, the College recognizes the following holidays.

1) New Year's Day	6) Labor Day
2) Martin Luther King Day	7) Thanksgiving Day
3) Juneteenth	8) Christmas
4) Memorial Day	9) New Years
5) Independence Day	

The College's official holiday schedule will be provided to the CONTRACTOR on or around August 1st. The CONTRACTOR shall be responsible for responding to scheduled service on the holidays listed above. The CONTRACTOR shall seek, in writing, advance written approval from the Purchasing Director regarding the recognition of any other holidays for its employees not recognized by the College.

ORDER OF PRIORITY

- a. In the event there is a conflict between the Instructions to bidders or Standard Conditions and the Special Conditions, the Special Conditions shall govern.
- b. Any interpretation of the documents will be made by Addendum only, issued by the purchasing department, and a copy of such addendum will be posted to LaPac. The College will not be responsible for any other explanation of the documents.

COMPLIANCE WITH CIVIL RIGHT LAWS

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

SPECIAL ACCOMMODATION

Any "Qualified individual with a Disability" as defined by the American with Disabilities Act who has submitted a bid and desires to attend the bid opening, must notify this office in writing not later than seven days prior to the bid opening date of their need for special accommodations. If the request cannot be reasonably provided, the individual will be informed prior to the bid opening.

INDEMNITY

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

SIGNATURE AUTHORITY

ATTENTION: R.S. 39:1594(C)(4) requires evidence of authority to sign and submit bids to the State of Louisiana. You must indicate which of the following apply to the signer of this bid.

PLEASE CIRCLE ONE:

1. The signer of the bid is either a Corporate Officer who is listed on the most current annual report on file with the Secretary of State or a member of a partnership or partnership in Commendam as reflected in the most current Partnership Records on file with the Secretary of State. A copy of the Annual Report or Partnership Record must be submitted to this office before contract award.
2. The signer of the bid is a representative of the Bidder Authorized to submit this bid as evidenced by documents such as, Corporate Resolution, Certification as to Corporate Principal, etc. If this applies, a copy of the Resolution, Certification, or other supportive documents must be attached hereto.
3. The bidder has filed with the Secretary of State an Affidavit or Resolution or other acknowledged/authentic document indicating that the signer is authorized to submit bids for public contracts. A copy of the applicable document must be submitted to this office before contract award.

In accordance with the provisions of R.S. 39:2182, in awarding contracts after August 15, 2010, any public entity is authorized to reject a proposal or bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty of "nolo contendere" to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, Professional, Personal, Consulting, and Social Services procurement under the provisions of Chapter 16 of Title 39, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39.

CERTIFICATION OF NO SUSPENSION OR DEBARMENT

By signing and submitting any proposal for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirement in "Audit Requirements in Subpart F of the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards" (Formerly OMB Circular A-133).

A list of parties who have been suspended or debarred can be viewed via the internet at <https://www.sam.gov>

Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)

Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or transmission of intelligence.

Mandatory Disclosure

Under the Uniform Guidance (200.113, shown below) Fletcher Technical Community College is obligated to disclose to the Federal awarding agency (or a pass-through if we are a sub-recipient), any violations of Federal criminal law involving fraud, bribery or gratuity violations potentially affecting the Federal Award.

200.113 Mandatory Disclosures

The non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180 and 32 U.S.C. 3321).

In accordance with Louisiana Law, All Corporations (See LA R.S. 12:262.1) and limited liability companies (See LA R.S. 12:1308.2) must be registered and in good standing with the Louisiana Secretary of State in order to hold a purchase order and/or contract over \$25,000.

All bid amounts shall be submitted in United State Dollars.

Rights to Inventions Made Under a Contract or Agreement

If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small business Firms Under Government Grants, Contracts and Cooperative Agreements,: and any implementing regulations issued by the awarding agency.

Prohibition of Discriminatory Boycotts of Israel

In accordance with Executive Order Number JBE 2018-15, effective May 22, 2018, for any contract for \$100,000 or more and for any contractor with five or more employees, Contractor, or any Subcontractor, shall certify it is not engaging in a boycott of Israel, and shall, for the duration of this contract, refrain from a boycott of Israel. Fletcher reserves the right to terminate this contract if the Contractor, or any Subcontractor, engages in a boycott of Israel during the term of the Contract.

Davis-Bacon and Related Acts

The Davis-Bacon and Related Acts apply to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. Davis-Bacon Act and Related Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area.

The Davis-Bacon Act directs the Department of Labor to determine such locally prevailing wage rates. The Davis-Bacon Act applies to contractors and subcontractors performing work on federal or District of Columbia contracts. The Davis-Bacon Act prevailing wage provisions apply to the “Related Acts,” under which federal agencies assist construction projects through grants, loans, loan guarantees, and insurance.

FEDERAL CLAUSES, IF APPLICABLE

ANTI-KICKBACK CLAUSE- The contractor hereby agrees to adhere to the mandate dictated by the Copeland "Anti- Kickback" Act which provides that each contractor or subgrantee shall be prohibited from inducing, by any means, any person employed in the completion of work, to give up any part of the compensation to which he is otherwise entitled.

CLEAN AIR ACT- The contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act which prohibits the use under non-exempt Federal Contracts, Grants or Loans of Facilities included on the EPA list of Violating Facilities.

ENERGY POLICY AND CONSERVATION ACT- The contractor hereby recognizes the mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

CLEAN WATER ACT- The contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 508 of the Clean Water Act which prohibits the use under non-exempt Federal Contracts, Grants or Loans of Facilities included on the EPA list of Violating Facilities.

ANTI-LOBBYING AND DEBARMENT ACT- The contractor will be expected to comply with Federal Statues required in the Anti-Lobbying Act and the Debarment Act.

FLETCHER TECHNICAL COMMUNITY COLLEGE

Purchasing
Bldg. J

6220 East Texas Street
Bossier City, LA 71111

INSURANCE REQUIREMENTS

WORKMEN'S COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE: The Contractor shall, before commencing any work to be conducted under this contract, procure Workmen's Compensation and Employer's Liability insurance with a limit of liability as required by the Labor Code of the State of Louisiana with an insurance company authorized to write such policies of insurance in the State of Louisiana. It shall be the further responsibility of the Contractor to require that all subcontractors have in full force and effect, a policy of Workmen's Compensation and Employer's Liability insurance before proceeding with any of the work required under this contract.

GENERAL LIABILITY INSURANCE AND AUTOMOBILE LIABILITY INSURANCE: Commercial General Liability Insurance with a combined single limit of \$2,000,000 per occurrence for bodily injury and property damage. This insurance shall include coverage for bodily injury and property damage and indicate on the Certificate of Insurance which of the following coverages is not included in the policy, if any:

1. Premises - Operations;
2. Broad Form Contractual Liability;
3. Products and Completed Operations;
4. Use of Contractors and Subcontractors;
5. Personal Injury;
6. Broad Form Property Damage

BUSINESS AUTOMOBILE LIABILITY INSURANCE: Business Automobile Liability Insurance with a combined single limit of \$1,000,000 per occurrence for bodily injury and property damage, unless otherwise indicated. This insurance shall include for bodily injury and property damage the following coverages:

1. Owned automobiles;
2. Hired automobiles;
3. Non-owned automobiles.

The Contractor is to provide the owner with this signed statement of insurance preferably with the proposal. Otherwise, this statement is to be furnished before any work whatsoever starts at the site. Further, the owner reserves the right to require the contractor to furnish a certificate(s) of insurance from his agent(s) at any time before or during progress of the work.

INSURANCE-STATEMENT

This is to certify that we carry the Workmen's compensation & Employer's Liability Insurance & General Liability Insurance and Automobile Liability Insurance as outlined above with: Company(s).

Bid or Request for Bids

SIGNED: _____

Number 40004-23059

FIRM: _____

TITLE: _____

DATE: _____

INDEMNIFICATION AGREEMENT

The _____ (Contractor) agrees to protect, defend, indemnify, save, and hold harmless the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of _____ (Contractor), its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by

_____ (Contractor) as a result of any claim, demands, and/or causes of action except those claims, demands, and/or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its agents, representatives, and/or employees.

_____ (Contractor) agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent. 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. _____ for **FLETCHER TECHNICAL COMMUNITY COLLEGE**

State Agency Number and Name

Purpose of Contract: _____

INDEPENDENT CONTRACTOR

All of the CONTRACTOR'S employees furnishing or performing services under the contract shall be deemed employees solely of the CONTRACTOR and shall not be deemed for any purposes whatsoever employees or agents of, acting for or on behalf of, the College. The CONTRACTOR shall perform all services as an independent CONTRACTOR and shall discharge all its liabilities as such. No acts performed or representations made, whether oral or written, by the CONTRACTOR with respect to third parties shall be binding on the College.

INSPECTION OF FACILITIES

It is the CONTRACTOR'S responsibility to visit the site of the proposed service, inspect the site, equipment and particularly familiarize himself with the difficulties and restrictions regarding the execution of the proposed service. No additional allowance shall be granted to any CONTRACTOR because of lack of knowledge of conditions. For additional detail, see the section entitled MANDATORY PRE-BID CONFERENCE.

INSURANCE

The CONTRACTOR shall procure and maintain for the duration of the Work 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 cost of such insurance shall be included in the CONTRACTOR'S bid. See specific requirements regarding insurance elsewhere in the ITB.

The insurance afforded by this policy shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail return receipt requested has been given to the College.

COMPLIANCE WITH LAWS

The CONTRACTOR shall comply with all applicable laws, ordinances, and regulations of the local, state, and federal government in the performance of the contract.

The CONTRACTOR shall be responsible for strict compliance with all applicable local, state and federal laws concerning fair employment, minimum wage and equal opportunity practices.

LIENS

The CONTRACTOR shall at all times keep the College free and clear from all liens asserted by any person, firm, or corporation for any reason whatsoever, arising from the furnishing of services (whether for services, work, labor performed, or materials or equipment purchased) by the CONTRACTOR pursuant to the terms of the contract. If any such lien shall at any time be filed against the College's premises in connection with the contract and the CONTRACTOR shall fail to cause such lien to be removed or discharged (by payment or bond or otherwise) within ten (10) calendar days after being notified of the filing of such lien, then the College may, without prejudice to any right or remedy available to the College, contact the surety or insurance company furnishing the performance guaranty and demand the lien be removed or discharged (by payment or bond or otherwise). The CONTRACTOR and its surety or insurance company shall be held liable for all costs and expenses (including attorney fees) incurred by the College in resolving said lien.

NOTICES

Any notice required under the contract shall be in writing and sent by registered or certified mail to office of record the other party. Notification to the CONTRACTOR shall be to the last known address on file with the College, unless otherwise amended in the contract. Notification to the College shall be to Fletcher Technical Community College Purchasing Department, 6220 East Texas Street, Bossier City, LA 71111

PERMITS AND LICENSES

The CONTRACTOR shall, at its sole expense, procure and keep in effect all necessary permits and licenses required for performance under the contract, and the CONTRACTOR shall post or display in a prominent place such permits and/or notices as are required by law.

PRESENCE ON COLLEGE PREMISES

The CONTRACTOR agrees that all persons working for or on behalf of the CONTRACTOR whose duties bring them upon the College premises shall obey all College rules, policies, police security measures and vehicle regulations that are established by the College and shall comply with the reasonable directives of its College representatives. CONTRACTOR employees shall at all times be properly uniformed in clean, easily-recognized Contractor-issued apparel.

The CONTRACTOR agrees that all employees of the CONTRACTOR shall register their motor vehicles with the College Police Department and that all employees will pay the current annual faculty/staff vehicle registration fee. During the term of the registration, the employee shall be responsible for the payment of all traffic and parking fines assessed against the registered vehicle. However, in the event the employee fails to pay all recorded fines prior to the termination or expiration of employment or the contract, the CONTRACTOR will then become responsible for payment of all fines assessed against the employee.

The CONTRACTOR shall be responsible for the acts of its agents and employees while on the College premises. Accordingly, the CONTRACTOR agrees to take all necessary measures to prevent injury and loss to persons or property located on the College premises.

The CONTRACTOR shall be responsible for all damages to persons or property caused by the CONTRACTOR or any of its agents or employees. The CONTRACTOR shall promptly repair, to the specifications of the College's Purchasing Department, any damage that the CONTRACTOR, its agents or employees, may cause to the College premises or equipment.

The CONTRACTOR shall not allow any party under 18 years of age or any party that is not on the CONTRACTOR'S payroll in any facility at any time.

PUBLICITY

The CONTRACTOR shall not in any way or in any form publicize or advertise in any manner the fact that the CONTRACTOR is providing services to the College without the express written approval of the Purchasing Director, obtained in advance, for each item of advertising or publicity. However, nothing herein shall preclude the CONTRACTOR from listing the College on its routine client list for matters of reference.

SAFETY

The CONTRACTOR, its agents and employees shall practice safe work habits, make safe use of chemicals, and handle safely equipment employed. In addition, the CONTRACTOR shall use

equipment, signs, barriers, or other devices to protect persons or property, and shall avoid the usage of hazardous materials that are not essential to the performance of the contract. Any unsafe areas noted must be reported to the College Purchasing Department.

SECURITY

The College shall have no responsibility for the loss, theft, mysterious disappearance of, or damage to, equipment, tools, materials, supplies, and other personal property of the CONTRACTOR, employees or agents, which may be brought or stored on the College campus.

STANDARDS OF PERFORMANCE

The CONTRACTOR agrees to perform the services specified in the contract with that standard of care, skill, and diligence expected of a professional service provider in the performance of such services.

SURVIVAL

The terms, conditions and representations contained in the contract shall survive the termination or expiration of the contract.

ADDITIONAL SITES

The College reserves the right to add or subtract equipment to this contract at any time without penalty, during the course of the agreement. The College will request the addition/subtraction from the Vendor/Contractor. A price for any addition will be negotiated and agreed upon at that time. For any equipment subtracted, monthly service for that item will cease upon request without penalty.

TAXES

The CONTRACTOR shall pay when due all taxes or assessments applicable to the CONTRACTOR. The CONTRACTOR shall comply with the provisions of the applicable statutes and the regulations of the applicable taxation authority. CONTRACTOR is NOT a public agency; therefore, CONTRACTOR is not exempt from sales & use taxes.

TERMINATION

If, because of reasons beyond the control of the College (e.g. fire, legislative funding), business operation in any or all of the facilities of the College are interrupted or stopped, then the College shall have the right to terminate or suspend the contract immediately by certified written notice without any penalty thereof.

The College may terminate the contract at its convenience upon thirty (30) calendar days written notice at any time during the term of the contract. Any contract cancellation shall be served by registered or certified mail.

The CONTRACTOR may terminate the contract at its convenience upon sixty (60) calendar days written notice prior to the end of an academic semester. Any contract cancellation shall be served by registered or certified mail.

In the event of a possible termination for cause, if either party breaches any terms or conditions of the contract, the aggrieved party shall give the other party at least ten (10) calendar days written notification of the alleged breach. The aggrieved party shall set forth the alleged breach and demand

compliance with the contract. Unless within thirty (30) calendar days after receiving such notice, the notified party has not contested such alleged breach or such breach has ceased or the notified party has made arrangements to correct the alleged breach, then the aggrieved party may terminate the contract, without prejudice to any right or remedy the aggrieved party may have, by giving written notice. Any contract cancellation shall be served by registered or certified mail.

SPECIFICATION AND BID FORM
ONSITE PREVENTIVE MAINTENANCE SERVICES ON HVAC EQUIPMENT AND
ASSOCIATED DEVICES RELATED TO HEATING, VENTILATING, AIR CONDITIONING
AND BUILDING CONTROL SYSTEMS.
FLETCHER TECHNICAL COMMUNITY COLLEGE (FTCC)
SCHRIEVER, LOUISIANA

Fletcher is seeking qualified vendors to provide onsite HVAC facility support staff and services for quarterly HVAC preventive maintenance, BAS preventative maintenance, BAS constant commissioning, and measurement & verification for the HVAC Equipment and Systems on the Fletcher Campuses.

This program will provide onsite facility managers to provide full time support to ensure delivery of projected efficiency gains from energy management and continuous commissioning efforts at the campus. Also included in this HVAC facility service agreement will be manufacturer's warranty, services, and preventive maintenance specified for the HVAC Equipment and Systems. Contractor shall furnish all personnel, transportation test equipment (to include laptop computers and needed software), tools, services, labor and materials required to perform the preventive maintenance and system management services.

If a contract ensues, the contract will be issued for the period of March 2nd, 2026 through March 1, 2029. At the option of FTCC and acceptance by the contractor, the contract may be renewed/extended for two (2) additional twelve (12) month periods, at the same terms, conditions and prices referred to in the specifications.

This contract will be awarded to the vendor who provides the most qualified, highest value and lowest responsive bid for the total amount. Quotations will be received for HVAC Maintenance and Management Services as specified.

The contract shall include annual and operating preventive inspections, fix on failure repair, and energy efficient daily operations of HVAC systems to be performed as specified here-in-after, and shall be scheduled at the College's discretion.

Contractor shall comply with all rules set forth in the Clean Air Act with regards to CFC refrigerants. A refrigerant management system shall be used to remove all liquid and vapor from any machine of which the refrigerant system will be opened to the atmosphere. A copy of the Contractor's written refrigerant handling policy must be provided with Contractor's bid.

Vendor must inspect job site to verify measurements and/or amount of supplies needed prior to bidding. If vendor finds conditions that disagree with the physical lay-out as described in this bid, or other features of the specifications that appear to be in error, vendor should notify agency representative at time of job site visit. Failure to do so will be interpreted that bid is as specified.

CONTRACTOR QUALIFICATIONS AND CAPABILITIES

CONTRACTOR QUALIFICATIONS:

Contractor shall demonstrate a minimum of twenty (20) years in business as a commercial mechanical, temperature control, building automation, and components service and records must be provided with Contractor's bid. (Attach copies of state and local licenses and certificates). This experience should include, and be proven to have occurred at multiple customer sites, where service has been provided on large tonnage HVAC systems and components to include Building Automation System installation, service , maintenance. The Contractor shall provide proof of having had successfully maintained/serviced Trane, York, Carrier, McQuay, Laars, and RBI HVAC equipment and control systems of the same models implemented at for FTCC within the last five (5) years. (Attach 10 customer references including contact information and brief description of services provided). Such proof will be verified through references provided by contractor.

TECHNICAL STAFF REQUIREMENTS:

The Contractor shall employ a minimum of Five (5) full time, competent servicemen who are resident within seventy (70) miles of FTCC and who have been within their employ for a minimum of two (2) years.

The servicemen assigned to maintain mechanical systems will be qualified to service the equipment type under contract as well as all associated Direct Digital Controls (DDC). The Contractor shall submit with their bid a list of five (5) technicians and their qualifications to provide commercial service to FTCC.

The Contractor shall provide a document of resume' for the on-site technicians they propose to provide, their supervisor, their manager, the professional engineer (PE) and the energy manager providing measurement and verification energy services.

ENGINEERING SUPPORT:

The Contractor is required to maintain an engineering department staffed with full time professionals in the fields of energy conservation, systems integration, refrigeration, boilers, water controls, pneumatic, electric and DDC controls which includes at least two (2) professional engineers (PEs) and one (1) Certified Energy Manager (CEM). A copy of the PE and CEM credentials shall be provided within 10 days of notification of award. Failure to provide such copies may result in rejection of the bid.

INVENTORY AND TEST EQUIPMENT:

The Contractor shall maintain adequate inventory of replacement parts and components, and shall demonstrate they own the proper tools and test equipment to maintain all the systems under contract. The central warehouse's inventory shall include replacement parts for components in the system under contract to ensure fast availability in emergency situations. This includes temperature sensors, controllers, dampers, valves, actuators, and relays. The Contractor will maintain a partial parts stock on location for most frequently failing parts of the Systems. FTCC may (upon request) require inspection of parts warehouse of Contractor before award of contract.

LICENSING/CERTIFICATIONS:

The Contractor shall be fully licensed at the time of bid to do business at the job site and to provide complete service. The Contractor shall show proof of the certified technician that will be providing service.

MAINTENANCE AND REPAIR PROCEDURES AND RECORDS:

PREVENTATIVE MAINTENANCE TASKS

All preventive maintenance tasks shall be computer generated based on a programmed schedule, manufacturer's maintenance specifications, and a database of Contractor's maintenance experience to assure uniform, detailed and all inclusive method of defining preventive maintenance tasks. The Contractor will be required to provide electronic and/or hard copy data demonstrating energy management and computer preventive maintenance reports to demonstrate compliance to this requirement. The Contractor will further be required to provide on-line access to these electronic records. The Contractor shall control scheduling the interval of preventive maintenance and task functions to be performed by a combination of calendar periods, operating hours (runtime), manufacturer's recommendations, and their own internal database of maintenance requirements as pertinent to each piece of equipment. This schedule must be approved by FTCC Maintenance Supervisor.

As work is scheduled, the Contractor shall issue, to the mechanic on the job, a computer-prepared service report detailing exactly what tasks to perform, time required for completion, skill levels required, and special tools and instrumentation needed to maintain the systems at optimum comfort and efficiency levels.

A comprehensive and detailed inspection report shall be provided to FTCC Maintenance Supervisor upon completion of each inspection, on each and every piece of equipment for their review and signature. After each inspection report is signed off by FTCC Maintenance Supervisor the Contractor shall enter the completed service report into the Contractor's data bank to assure closed-loop performance control and continuous program updating.

On a quarterly basis, the Contractor shall advise and assist in the determination of improvements to the mechanical and control system that shall conserve energy and minimize utility expenditures. No improvement will be performed without prior written authorization from the FTCC Maintenance Supervisor.

FTCC will provide reasonable means of access to all equipment covered by this agreement. Contractor will start and stop all primary equipment incidentals to the operation of the mechanical system(s) as arranged with FTCC Maintenance Supervisor.

All planned preventive maintenance under this agreement will be performed during FTCC's normal working hours defined as Monday – Friday, 7:00 a.m. to 4:00 p.m.

ASSET MANAGEMENT:

To assist in capital planning and expense tracking, the contractor must collect and hold all hours spent within facility around BAS, PM, Emergency, and Repair; as well as, any material used within facility. The Contractor must provide a quarterly report documenting all work performed on each individual piece of equipment, identified by equipment identification number, and detailing the work performed, labor hours worked, and parts and materials used for such work. The contractor will provide HVAC unit replacement recommendations based on the data collected. The Contractor must state the system/software they will be utilizing for these functions and demonstrate its use. Access to worldwide data with that system is desirable.

EMERGENCY SERVICE:

Every activity performed under this agreement should be designed to minimize the incidence of emergency situations. However, backup emergency service must be provided 24 hours a day, 365 days a year to minimize downtime and inconvenience. The Contractor shall provide emergency service on an as required basis. The Contractor shall be capable of responding to an emergency situation within two (2) hours after notification of system problems. The Contractor will have an on call procedure that will provide for a minimum of two (2) qualified service technicians available for dispatch. The Contractor is to include in his price all labor for these call outs, preventive and remedial maintenance. All parts supplied to repair the air conditioning units shall be manufacturer authorized parts. For each emergency call out, contractor shall provide to FTCC Maintenance Supervisor a written report of all work performed, readings taken, etc. by the technician.

**Exclusions: It is understood that the following is not included in the specifications

- A) Service, repairs or replacement necessitated by misuse or improper operation of equipment.
- B) Inspections, alterations or replacements required by insurance companies, municipal or governmental authorities.
- C) Replacement or servicing of equipment components (such as wiring conduit, pumps, motors, etc.) not specifically included in this specification.

ADVANCED SERVICE CAPABILITIES:

The Contractor must display ability to perform advanced maintenance techniques such as vibration analysis and laser alignment. Additionally, the Contractor must prove (upon request) their ability to perform audit and analysis functions around energy use to insure that such services can be completed as part of this agreement. The Contractor shall demonstrate their ability to leverage and utilize Energy Management applications (example ABRAXAS Metrix diagnostic software). The Contractor must demonstrate ability to perform credentials described in the energy service company requirements and certified by the National Association of Energy Management Service Companies (NAESCO). The Contractor must provide energy management conservation measures as well as provide quarterly measurement and verification reporting that validates the effectiveness of energy conservation measures performed.

QUALITY ASSURANCE:

In addition to the on-site technician, the Contractor shall provide a field supervisor/quality assurance manager for sixteen (16) hours per month to perform random quality control inspections of work performed by on-site technician and to report findings back to owner.

BUILDING AUTOMATION - REMOTE MONITORING CAPABILITIES:

As part of this agreement, the Contractor shall include remote monitoring of critical components and temperatures within the facility. This monitoring is intended to minimize response time and prevent catastrophic failure by alerting Contractor's service staff of alarm conditions within the facility and dispatching technician's to FTCC facility upon receipt of alarm. Contractor's integration capabilities and communication between systems and equipment will be critical for maximum system functional effectiveness. In order to maintain quality assurance and provide an added layer of backup support, the Contractor shall maintain an adequate staff of qualified individuals to perform remote monitoring. Further, the Contractor must make their off-site facility available for inspection prior to contract award.

CONTINUOUS COMMISSIONING

A quarterly formal report will be provided to the customer with evaluations of the financial impacts of the deficiencies. The software must provide actionable information to the service provider and owner documenting deficiencies and indicating repairs or the need for closer investigation. Additionally no & low cost adjustments should be included as recommendations or highlighted as accomplished. Again, a financial synopsis of the impacts should be included. The data set may suggest larger projects that will substantially improve building performance.

ENVIRONMENTAL CONTROL SYSTEMS MAINTENANCE: EQUIPMENT INCLUDES:

The Contractor must display ability to implement effective BAS optimization strategies through integration and communication of systems to effectively manage temperature control specific equipment included within this specification include; thermostats, humidistats, pressure controls, relays, limits, valves, valve operators, damper motors, step switches, time clocks, contractors, controllers, capacity controls, safety controls, recorders, control panels, and gauges.

SCOPE

ONSITE PERSONNEL:

Under the scope of this contract, the contractor will provide at least one onsite technician that will report to FTCC Monday – Friday, 7:00 a.m. to 4:00 p.m. Contractor may supply more than one or supplement as required. However, there will be at least one primary site technician. These onsite personnel shall be responsible for, but not limited to, the following:

- 1) Building Operations
- 2) Perform quarterly preventative maintenance services on all on-site equipment
- 2) Respond to hot and cold calls
- 3) Operating the BAS
- 4) Energy Management/Optimization
- 5) Changing filters quarterly
- 6) Performing other maintenance services as directed by FTCC maintenance supervisor;
- 7) Respond to emergency after hours call outs within two hours of notification

ONSITE PERSONNEL EDUCATION REQUIREMENTS:

Associates Degree or equivalent from two-year College or technical school with a certificate in Heating, Ventilation, and Air Conditioning; or equivalent experience.

- EPA approved Universal Technician Certification (Proof of certification required)
- Skills and Experience: Three (3) years to Five (5) years related experience or training.
- Post Employment Training Required.
- Annual OSHA safety requirements.
- The Contractor will provide the technician a minimum of 40 hours formal continuing education in HVAC equipment application and repair service and 20 hours of onsite, remote webinar or other related HVAC/Energy related training.

TECHNICAL & MECHANICAL TRAINING AND CONTINUING EDUCATION:

The Contractor will provide effective technical and mechanical HVAC Operation, Service and Maintenance Training to FTCC staff to improve the functional and efficient operation of systems with FTCC facilities. This training shall consist of a minimum of 80 hours of formalized manufacturer curriculum as well as ongoing onsite training on service and maintenance measures to improve operation of FTCC facilities. Contractor must display the capability to provide ongoing systems re-commissioning annually or as advances in technology and equipment changes dictate.

BUILDING OPERATIONS:

The Contractor will provide service and tools required to perform the required duties of the system operators. Essential Functions and Duties (including but not limited to):

- Responsible for servicing products and equipment on assigned projects and ensuring customer satisfaction.
- Assists in servicing products and equipment on assigned facility projects (ex., small plumbing jobs, checking thermostats).
- Uses power tools and computers
- Identifies, analyzes, and repairs equipment, instruments and products at FTCC facility.
- Performs preventive maintenance and modifications as needed or requested by FTCC Maintenance Supervisor.
- Ability to get along with others.
- Ability to function as a team leader.
- Turn in all required paperwork and reports in a timely manner.
- Keeps current on all equipment brands owned by FTCC concerning installation, operation, maintenance, service and repair.
- Provide technical support to FTCC.

PREVENTATIVE MAINTENANCE:

EQUIPMENT INCLUDED:

All chillers, Air handlers, Pumps, Boilers, Motor speed controllers, Exhaust fans, and associated Controls for listed equipment. The preventive maintenance and the responsibility of the Contractor shall not be limited only to these major pieces of equipment as shown above, but shall also include all appurtenant devices and systems that are related to the heating, ventilating, and air conditioning systems such as:

a) HEATING SYSTEM

Cleaning of heating coils, unit heaters, duct heaters, heat exchangers, humidifiers, etc.

b) COOLING SYSTEM

Air-conditioning compressor(s), evaporative condensers, air cooled condensers, pumps, water chillers, cleaning of cooling coils, etc.

c) AIR HANDLING SYSTEM

Fans, motors, air grills (cleaning), registers (cleaning), air filters, dampers, induction units, mixing boxes, fan coil units, electric heat elements, etc.

d) MISCELLANEOUS EQUIPMENT

Exhaust fans, manual valves, float valves, direct expansion valves, thermometers, gauges, magnetic starters, manual motor starters, pump and fan motor drives, belts, electrical wiring from motor starter to their respective motor, check valves, and refrigerant.

EQUIPMENT NOT INCLUDED:

Maintenance services, including repair labor and parts replacement, for portions of the systems and equipment that are non-maintainable or non-moving are not included as part of this specification. Excluded items shall be considered as: foundations, structural supports, domestic water lines, drains, plumbing, oil lines, gas lines, electrical lines and wiring, piping, oil storage tanks, air handling duct work, boiler shell and tubes, unit cabinets, boiler trim and reflector material, cooling tower structures, etc.

The Contractor shall provide a detailed report of any work that is outside the scope of this specification that is in need of attention to the FTCC Maintenance Supervisor for review. No work shall be performed outside the scope of this contract without prior written authorization from the FTCC Maintenance Supervisor.

This specification covers only that equipment as listed herein, and in the event the system is altered, changed, or if any equipment is added, then that portion shall be added or deleted as required, and shall be in accordance with this specification.

PREVENTATIVE MAINTENANCE SERVICES INCLUDED:

The services listed below shall apply to the systems and equipment as described in the section entitled EQUIPMENT INCLUDED. (This preventive maintenance work shall be provided no less than four times per year, including start-up and shut-down). The listed procedures shall be considered to be the Contractor's minimum acceptable performance level. A list of specific tasks based on equipment type is included in this RFQ. Manufacturer's accepted and recommended procedures inadvertently omitted from these specifications shall be included in the project scope.

- a) Examine each piece of equipment and device to see that it is functioning properly and is in good operational condition.
- b) Clean all components of dust, old lubricants, etc. to allow the equipment to function as designed.
- c) Lubricate all equipment where needed to permit bearings, gears and all contact wearing points to operate freely and without undue wear.
- d) Adjust all linkages, motors, drives, etc. that have drifted from the initial design settings and positions.
- e) Calibrate all sensing, monitoring, output, safety and readout devices for proper ranges, settings, and optimum efficiencies.
- f) Repair/replace the device by the addition of replacement parts, should the above maintenance not be adequate. Where the Contractor recommends repairs/replacement beyond the above maintenance, a cost-estimate for the parts and labor will be provided to the FTCC Maintenance Supervisor. No work may be performed without written authorization from the FTCC Maintenance Supervisor.
- g) The Contractor will be capable of providing tear down and overhaul service as required for major pieces of equipment such as refrigeration compressors, water chillers, etc. Equipment is to be overhauled periodically per manufacturer specifications based on accumulated operating hours, to prevent breakdowns and to improve operational efficiency. Contractor has the capability to provide manufacturer incentives for major overhauls.
- h) Test and cycle all equipment as a system after it has been cleaned, lubricated, adjusted and calibrated to assure that it operates to original design specifications.
- i) Perform annual vibration analysis of the equipment to be maintained. This analysis shall be made on all equipment above ten (10) HP. The analysis shall provide as a written report showing the vibration measured.

- j) An infrared temperature scanner shall be used for a site inspection semi-annually to evaluate the condition of all portions of mechanical system to include, but not limited to, all motors, pumps, chillers, boilers, motor starters, and electrical panels for proper predictive/preventive maintenance.
- k) The Contractor shall perform spectrochemical analysis of refrigeration compressor oil where applicable to determine the concentration levels of each of the following chemicals:

Iron Silver Zinc
Lead Tin Calcium
Copper Silicon Barium
Chromium Baron Magnesium
Aluminum Sodium Titanium
Nickel Phosphorus Molybdenum
Cadmium Antimony

This analysis will consist on a minimum of the following four (4) tests:

- 1) Total Acid (ASTMD 664)
- 2) Viscosity (ASTMD 445)
- 3) Water Content (ASTMD 1744)
- 4) Total Solids (ASTMD 91)

Oil analysis shall be performed by the Trane Company laboratory. The Contractor shall provide owner with a detailed report.

- k) The Contractor shall perform laser alignment of pumps and equipment as a predictive measure for preventive maintenance.

REPAIR OF MECHANICAL EQUIPMENT

If in the course of preventative maintenance or normal duties, a repair to the mechanical equipment needs to be made, a written proposal will be provided to FTCC. A major repair is one that requires more than four (4) hours of labor and/or the refrigeration circuit must be opened. For all major repairs, a written proposal for both parts and labor will be provided to FTCC. A minor repair is one that requires less than four (4) hours of labor and does not require opening the refrigeration circuit. All labor for minor repairs/parts replacement shall be included in the price of the contract.

PARTS PRICING

Contractor will provide needed replacement parts during the contract period with standard cost plus pricing of 15% overhead and 10% profit on the lowest contractor cost. This cost based parts pricing will remain in effect for the length of the Building Services Contract and does not extend beyond the point at which the contract is not renewed or to equipment serviced outside of this contract.

Contractor will remain open for review for parts pricing and markup under this agreement.

BUILDING AUTOMATION SYSTEMS AND CONTROLS

Equipment Included: BAS

The Contractor shall be required to maintain the entire Building Automation Systems including the Central Processing Unit, Video Display Terminals, Printers, Field Panels, and all end devices (i.e., sensors, relays, smoke detectors, etc.). The Contractor must have the capability and access to effectively operate, maintain, program and upgrade all applicable proprietary software. The contractor will provide Niagara certifications of all BAS technicians that will service this contract.

MAINTENANCE SERVICE-ON GOING TEMPERATURE CONTROL MAINTENANCE:

Equipment Included: BAS

BAS Preventive Maintenance:

- a) Each preventive maintenance call will be scheduled by a computer-prepared service report detailing exactly what it takes to perform, time of performance, skill levels required and special tools and instrumentation needed to maintain the system at optimum comfort and efficiency levels. This schedule must be approved by FTCC Maintenance Supervisor.
- b) Maintenance intervals will be determined by equipment run time, application, location, and successful bidder's computer data bank of maintenance experience and manufacturer's specifications.
- c) A comprehensive and detailed inspection report shall be provided to the FTCC Maintenance Supervisor upon completion of each inspection, on each and every piece of equipment.
- d) After each inspection is signed off on by FTCC Supervisor, details from completed inspection will be reentered in the data bank to assure closed-loop performance control and continuous program updating.

BAS Predictive Maintenance:

System analysis will be performed on the equipment covered under this contract to detect early signs of deteriorating performance and to predict potential equipment failures. After identifying potential problem areas, corrective action, will be taken. No action will be taken without prior written consent of FTCC Maintenance Supervisor.

Component Replacement:

All controls must be replaced with current OEM replacement parts only. Where the Contractor recommends repairs, a cost-estimate for the parts and labor will be provided by the Contractor to FTCC Maintenance Supervisor. No component may be replaced (except under manufacturer's warranty) without prior written authorization from FTCC Maintenance Supervisor.

SOFTWARE SUPPORT & MAINTENANCE:

As an integral component of the system, the Contractor must be capable of providing software maintenance on the Building Automation Systems.

1) First Response Service: Contractor will provide a toll free number for service & support of software applications and systems programming. Contractor is required to provide diagnostics and coordinate with onsite personnel and trades to resolve HVAC system problems.

2) Remote Software Support: The Contractor must provide the equipment and support needed to remotely tie into the Automation System. This is intended to provide remote support of the system for Preventive Maintenance purposes as well as improve trouble-shooting capabilities in emergency situations. Contractor will be responsible for providing the necessary equipment and software to provide this service. Contractor must perform remote analysis as required to support and prevent failures.

3) Software Upgrades: As factory provides new software revisions, the Contractor, as part of this contract, must provide and be able to install these revisions. The revisions should be provided to enhance current system performance and prevent system obsolescence. Contractor must install these revisions within Sixty (60) days of their release by factory.

4) Online and Local Support: Factory control and equipment specialists shall be available to assist via internet and telephony applications. Schedule changes, modifications, troubleshooting, or other various systems needs will be a required provision herein.

5) System Software Backup: Periodic system software backup will be required to enable rapid response to programming issues or losses.

TRAINING SUPPORT:

To insure that the use of the Automation System is maximized, the Contractor must provide regularly scheduled formal training sessions covering system operation and system programming. The Contractor will provide as part of their contract, a curriculum of classes conducted in the last five (5) years. Contractor must have the resources to provide this training for personnel both onsite and off premises. Teaching instructors must be factory trained and certified in each respective area. The courses must provide continuing education and professional development hours (PDH) for those attending.

The Contractor must provide a documented curriculum, training site resources and any US DOE or LA DNR training credentials demonstrating training competency in mechanical, technical and energy systems management.

EQUIPMENT LIST

MAIN CAMPUS

2 – TRANE CHILLERS – MODEL RTAC 170 TONS
8 – TRANE AIR HANDLER UNITS – MODEL CSAA
8 – VFD – VARIOUS MODELS
96 – VAVs
2 – CHILLED WATER PUMPS – VARIOUS MODELS
1 – TRANE MINI SPLIT
1 – EXHAUST FAN
1 – UNIT HEATER – ELECTRIC

WORFORCE DEVELOPMENT

2 – TRANE VRF CONDENSING UNITS – MODEL TRUYP
1 – TRANE VRF CONDENSING UNITS – MODEL PHUHY
2 – TRANE DOAS CONDENSING UNITS – MODEL TURYP
30 – CASSETTES
3 – TRANE MINI SPLITS
1 – UNIT HEATER – ELECTRIC

IPT

1 – YORK AIR COOLED CHILLER – MODEL YLAA 100 TONS
3 – YORK AIR HANDLER UNITS – MODEL XTI
5 – VFDS – VARIOUS MODEL
30 – VAVS
2 – CHILLED WATER PUMPS – VARIOUS MODELS
3 – UNIT HEATERS – ELECTRIC
2 – LG MINI SPLIT
1 – DUCT HEATER – ELECTRIC

DICKSON ROAD LOCATION

1 – TRANE AIR COOLED CHILLER – MODEL CGAM 60 TONS
5 – YORK AIR HANDLER UNITS – MODEL XTI
9 – VFDS – VARIOUS MODELS
2 – CHILLED WATER PUMPS – VARIOUS MODELS
2 – HOT WATER PUMPS – VARIOUS MODELS
5 – UNIT HEATER – ELECTRIC
1 – RITE BOILER – MODEL 180W
1 – MINI SPLIT
14 – FAN COIL UNITS
2 – POOL EXHAUST FANS

THIBODAUX LOCATION

1 – MCQUAY AIR COOLED CHILLER – MODEL AGZ 60 TONS
1 – LAARS BOILER – MODEL PNCH0750N
2 – CHILLED WATER PUMPS
2 – HOT WATER PUMPS
34 – FAN COIL UNITS
1 – TRANE DOAS UNIT – MODEL OANG040
5 – GAS FIRED UNIT HEATERS
2 – MINI SPLITS
1 – 3.5 TON TRANE SPLIT SYSTEM
1 – 3.5 TON RHEEM SPLIT SYSTEM

PREVENTATIVE MAINTENANCE TASKS

All equipment listed shall have one (1) comprehensive annual inspection and three (3) operating inspections.

MAINTENANCE SCHEDULE FOR AIR COOLED CHILLERS

Annual Inspection The listed procedures shall be considered to be the Contractor's minimum acceptable performance level. Manufacturer's accepted and recommended procedures inadvertently omitted from these specifications shall be included in the project scope.

- a) Leak-test the chiller and report the leak check results
- b) Repair minor leaks as required
- c) Calculate refrigerant loss rate and report to customer
- d) Clean condensers
- e) Inspect the control panel for cleanliness
- f) Inspect wiring and connections for tightness and signs of overheating and discoloration
- g) Verify all settings in the electronic control panel
- h) Test the low oil pressure safety device; calibrate and record setting
- i) Test the high motor temperature safety device; calibrate and record setting
- j) Test the operation of the chilled water pump and condenser water pump starter auxiliary contacts
- k) Verify the setting of the current control device
- l) Oil analysis for spectroscopic analysis
- m) Test the oil for acid content and discoloration; make recommendations based on the results of the test
- n) Change the oil filter, if applicable

- o) Verify the operation of the oil heater; measure amps and volts and compare the readings with the watt rating of the heater
- p) Clean the starter and cabinet
- q) Check tightness of motor terminal connections
- r) Check condition of the contacts for wear and pitting
- s) Check contactors for free and smooth operation
- t) Check the mechanical linages for wear, security and clearances
- u) Meg the motor and record the readings
- v) Verify the operation of the electrical interlocks
- w) Complete operating log of temperatures, pressures, voltages and amperages
- x) A comprehensive and detailed final inspection report shall be provided to FTCC Maintenance Supervisor upon completion of each inspection, on each and every piece of equipment

Operating Inspection The listed procedures shall be considered to be the Contractor's minimum acceptable performance level. Manufacturer's accepted and recommended procedures inadvertently omitted from these specifications shall be included in the project scope.

- a) Repair minor leaks as required
- b) Calculate refrigerant loss rate and report to customer
- c) Inspect the control panel for cleanliness
- d) Inspect wiring and connections for tightness and signs of overheating and discoloration
- e) Verify all settings in the electronic control panel
- f) Verify the setting of the current control device
- g) Verify the operation of the oil heater; measure amps and volts and compare the readings with the watt rating of the heater
- h) Clean the starter and cabinet
- i) Check tightness of motor terminal connections
- j) Check condition of the contacts for wear and pitting
- k) Check contactors for free and smooth operation
- l) Check the mechanical linages for wear, security and clearances
- m) Verify the operation of the electrical interlocks
- n) Complete operating log of temperatures, pressures, voltages and amperages
- o) A comprehensive and detailed final inspection report shall be provided to FTCC Maintenance Supervisor upon completion of each inspection, on each and every piece of equipment

MAINTENANCE SCHEDULE FOR BOILERS:

Annual Inspection The listed procedures shall be considered to be the Contractor's minimum acceptable performance level. Manufacturer's accepted and recommended procedures inadvertently omitted from these specifications shall be included in the project scope.

- a) Check water Delta T across the heat exchanger
- b) Check all gas piping connections and valves for gas leak
- c) Check low air pressure switch for proper operation
- d) Check hot surface ignitor for proper operations
- e) Check high limit for proper operation
- f) Check gas pressures
- g) Check fans for proper operation & vibration
- h) Verify proper voltage to machine
- i) Control panel inspection
- j) Check combustion air opening, clean & replace filter annual
- k) Pull burner assembly & clean
- l) Low water cutoff sensor check
- m) Check limit controls
- n) Check pressure relief valve and feed water controls

- o) Boiler general condition
- p) A comprehensive and detailed final inspection report shall be provided to FTCC Maintenance Supervisor upon completion of each inspection, on each and every piece of equipment

Operating Inspection The listed procedures shall be considered to be the Contractor's minimum acceptable performance level. Manufacturer's accepted and recommended procedures inadvertently omitted from these specifications shall be included in the project scope.

- a) Check water Delta T across the heat exchanger
- b) Verify proper voltage to machine
- c) Check combustion air opening, clean & replace filter annual
- d) Check limit controls
- e) Check pressure relief valve and feed water controls
- f) Boiler general condition
- g) A comprehensive and detailed final inspection report shall be provided to FTCC Maintenance Supervisor upon completion of each inspection, on each and every piece of equipment

MAINTENANCE SCHEDULE FOR AIR HANDLING UNITS:

Annual Inspection The listed procedures shall be considered to be the Contractor's minimum acceptable performance level. Manufacturer's accepted and recommended procedures inadvertently omitted from these specifications shall be included in the project scope.

- a) Inspect coil and clean if necessary.
- b) Inspect drain pan and drain line. Blow out condensate drain.
- c) Inspect fan wheels.
- d) Inspect drive sheaves.
- e) Inspect belt alignment and tension. Adjust as needed.
- f) Lubricate as required.
- g) Check bearing and motor mounting.
- h) Check motor operating voltage and amperages.
- i) Check dampers and adjust if necessary.
- j) A comprehensive and detailed final inspection report shall be provided to FTCC Maintenance Supervisor upon completion of each inspection, on each and every piece of equipment

Operating Inspection The listed procedures shall be considered to be the Contractor's minimum acceptable performance level. Manufacturer's accepted and recommended procedures inadvertently omitted from these specifications shall be included in the project scope.

- a) Check belt tension. Adjust as needed.
- b) Lubricate as required.
- c) Check bearing and motor mounting.
- d) Check any excessive vibration or noise and correct if required.
- e) A comprehensive and detailed final inspection report shall be provided to FTCC Maintenance Supervisor upon completion of each inspection, on each and every piece of equipment.
- f) A comprehensive and detailed final inspection report shall be provided to FTCC Maintenance Supervisor upon completion of each inspection, on each and every piece of equipment

MAINTENANCE SCHEDULE AHU FANS:

Annual Inspection The listed procedures shall be considered to be the Contractor's minimum acceptable performance level. Manufacturer's accepted and recommended procedures inadvertently omitted from these specifications shall be included in the project scope.

- a) Inspect fan housing
- b) Inspect blades.
- c) Inspect bearings and lubricate.
- d) Inspect blade pitch control mechanism.
- e) Check motor operating voltage and amperage.
- f) Lubricate as required.
- g) Check any excessive vibration or noise and correct if required.
- h) Clean as necessary.
- i) A comprehensive and detailed final inspection report shall be provided to FTCC Maintenance Supervisor upon completion of each inspection, on each and every piece of equipment

Operating Inspection The listed procedures shall be considered to be the Contractor's minimum acceptable performance level. Manufacturer's accepted and recommended procedures inadvertently omitted from these specifications shall be included in the project scope.

- a) Check general operation.
- b) Lubricate as required.
- c) Check bearing and motor mounting.
- d) Check any excessive vibration or noise and correct as required.
- e) Adjust as required.
- f) A comprehensive and detailed final inspection report shall be provided to FTCC Maintenance Supervisor upon completion of each inspection, on each and every piece of equipment.

MAINTENANCE SCHEDULE FOR FAN COIL UNITS:

Preventative Maintenance The listed procedures shall be considered to be the Contractor's minimum acceptable performance level. Manufacturer's accepted and recommended procedures inadvertently omitted from these specifications shall be included in the project scope.

- a) Change Filter
- b) Evaporator coil inspection (clean if required)
- c) General condition of the equipment.
- d) Check motor electrical for proper operation
- e) Control panel inspection.
- f) Blow out condensate drain & piping
- g) A comprehensive and detailed final inspection report shall be provided to FTCC Maintenance Supervisor upon completion of each inspection, on each and every piece of equipment.

MAINTENANCE SCHEDULE FOR DOAS PACKAGE UNIT:

Preventative Maintenance The listed procedures shall be considered to be the Contractor's minimum acceptable performance level. Manufacturer's accepted and recommended procedures inadvertently omitted from these specifications shall be included in the project scope.

- a) Check condenser split across condenser coil
- b) Visually check equipment for refrigerant leaks.
- c) Log refrigerant circuit #2 refrigerant pressures and temps.
- d) Log refrigerant circuit #1 refrigerant pressures and temps.

- e) Change Filter
- f) Energy Recovery Wheel Inspection
- g) General condition of split/package DX equipment.
- h) Check indoor blower motor electrical for proper operations.
- i) Electric heat operating inspection
- j) Check Exhaust Fan Motor Electrical for Proper Operation
- k) Check Exhaust Fan Operation
- l) Check circuit 2 compressor 2 electrical for proper operation
- m) Check circuit 2 compressor 1 electrical for proper operation
- n) Check circuit 1 compressor 2 electrical for proper operation
- o) Check circuit 1 compressor 1 electrical for proper operation
- p) Check condenser fan motors 3-4 for proper operations.
- q) Check condenser fan motors 1-2 for proper operations.
- r) Check for proper operation of damper(s)
- s) Control panel inspection (annual)
- t) Blow out condensate drain & piping
- u) Clean Aluminum Filters
- v) Condenser coil cleaning (annual)
- w) Check belt operation
- x) Change Belt (annual)
- y) Grease blower/motor bearings (annual)
- z) A comprehensive and detailed final inspection report shall be provided to FTCC Maintenance Supervisor upon completion of each inspection, on each and every piece of equipment

MAINTENANCE SCHEDULE FOR VARIABLE FREQUENCY DRIVES:

Preventive Maintenance The listed procedures shall be considered to be the Contractor's minimum acceptable performance level. Manufacturer's accepted and recommended procedures inadvertently omitted from these specifications shall be included in the project scope.

- a) Visually inspect for loose or damaged parts or connections.
- b) Verify correct input voltage/amperage.
- c) Check that drive ramps up & down properly.
- d) Run factory self-diagnostics (when units are so equipped)
- e) Clean unit cabinetry & check for source of unusual dirt or moisture.
- f) A comprehensive and detailed final inspection report shall be provided to FTCC Maintenance Supervisor, upon completion of each inspection, on each and every piece of equipment.

MAINTENANCE SCHEDULE FOR PUMPS:

Preventive Maintenance The listed procedures shall be considered to be the Contractor's minimum acceptable performance level. Manufacturer's accepted and recommended procedures inadvertently omitted from these specifications shall be included in the project scope.

- a) Vibration Analysis on Pump (Annual)
- b) Running Status of Pump
- c) Laser Align Pump & Motor Shaft (if required)
- d) Pump lubrication
- e) Check for proper operation of pump
- f) Inspect general condition of equipment
- g) Check pump motor electrical

- h) Meg motor
- i) A comprehensive and detailed final inspection report shall be provided to FTCC Maintenance Supervisor, upon completion of each inspection, on each and every piece of equipment.

MAINTENANCE SCHEDULE FOR VRF CONDENSERS:

Annual Inspection The listed procedures shall be considered to be the Contractor's minimum acceptable performance level. Manufacturer's accepted and recommended procedures inadvertently omitted from these specifications shall be included in the project scope.

- a) Check unit cabinet for signs of physical damage
- b) Check the outdoor unit air intake and discharge clearances
- c) Ensure the outdoor cabinet drains are clear
- d) Check the condition of the heat exchanger (outdoor coil), clean the heat exchanger and repair any fin damage
- e) Make sure outdoor fan is free of dirt, debris, cracks, etc. and that it is securely connected to the fan motor
- f) Ensure that the refrigeration piping insulation is not damaged
- g) Ensure all refrigerant piping is insulated
- h) Check for signs of refrigerant leakage, i.e. oil in base of unit and around brazed joints
- i) Tighten all electrical connections
- j) Check that all connectors are securely connected to the outdoor unit Printed Circuit Board (PCB)
- k) Ensure all cabinet screws are secure
- l) While operating, check of the system for any abnormal noise or vibration from the condensing unit
- m) A comprehensive and detailed final inspection report shall be provided to FTCC Maintenance Supervisor, upon completion of each inspection, on each and every piece of equipment.

Operating Inspection The listed procedures shall be considered to be the Contractor's minimum acceptable performance level. Manufacturer's accepted and recommended procedures inadvertently omitted from these specifications shall be included in the project scope.

- a) Check unit cabinet for signs of physical damage
- b) Check the outdoor unit air intake and discharge clearances
- c) Ensure the outdoor cabinet drains are clear
- d) Make sure outdoor fan is free of dirt, debris, cracks, etc. and that it is securely connected to the fan motor
- e) Ensure that the refrigeration piping insulation is not damaged
- f) Ensure all refrigerant piping is insulated
- g) Check for signs of refrigerant leakage, i.e. oil in base of unit and around brazed joints
- h) Tighten all electrical connections
- j) Check that all connectors are securely connected to the outdoor unit Printed Circuit Board (PCB)
- i) Ensure all cabinet screws are secure
- j) While operating, check of the system for any abnormal noise or vibration from the condensing unit
- k) A comprehensive and detailed final inspection report shall be provided to FTCC Maintenance Supervisor, upon completion of each inspection, on each and every piece of equipment.

MAINTENANCE SCHEDULE FOR VRF CASSETTS:

Annual Inspection The listed procedures shall be considered to be the Contractor's minimum acceptable performance level. Manufacturer's accepted and recommended procedures inadvertently omitted from these specifications shall be included in the project scope.

- a) Deep coil cleaning

- b) Drain pan treatment
- c) Check refrigerant pressures & performance
- d) Thermographic or electrical testing
- e) Check swing motors & actuators
- f) Check insulation integrity
- g) System calibration
- h) Full operational test
- i) A comprehensive and detailed final inspection report shall be provided to FTCC Maintenance Supervisor, upon completion of each inspection, on each and every piece of equipment.

Operating Inspection The listed procedures shall be considered to be the Contractor's minimum acceptable performance level. Manufacturer's accepted and recommended procedures inadvertently omitted from these specifications shall be included in the project scope.

- a) Drain pan & condensate line inspection
- b) Check blower fan & vanes
- c) Coil cleaning
- d) Check refrigerant piping insulation
- e) Remote controller & sensor check
- f) Electrical & communication wiring inspection
- g) Airflow test
- h) A comprehensive and detailed final inspection report shall be provided to FTCC Maintenance Supervisor, upon completion of each inspection, on each and every piece of equipment.

MAINTENANCE SCHEDULE FOR ALL SPLIT SYSTEMS:

Preventative Maintenance The listed procedures shall be considered to be the Contractor's minimum acceptable performance level. Manufacturer's accepted and recommended procedures inadvertently omitted from these specifications shall be included in the project scope.

- a) Control Panel Inspection
- b) Condenser Coil Cleaning (annual)
- c) Check Indoor Blower Motor Electrical for Proper Operations
- d) Electrical Heat Inspection
- e) Check Condenser Fan Motors for Proper Operations
- f) Check Compressor 1 Circuit 1 Electrical for Proper Operation
- g) Log Refrigeration Circuit 1 Refrigerant Pressures and Temperatures
- h) Visually Check Equipment for Refrigerant Leaks
- i) Check Condenser Split Across Condenser Coil
- j) Clean/Replace Filter
- k) Check General Condition of the Equipment
- l) Clear Drainage of any Blockages
- m) A comprehensive and detailed final inspection report shall be provided to FTCC Maintenance Supervisor, upon completion of each inspection, on each and every piece of equipment.

MAINTENANCE SCHEDULE FOR VAVs:

Quarterly maintenance on VAVs will be conducted through the BAS system. Contractor will supply trending software to analyze each VAV box and address issues if there are any. Contractor will provide a report to the customer each quarter that will show on a 1 to 10 scale how each VAV performs based on the following criteria:

- a) ability to reach/maintain setpoint
- b) average damper position
- c) VAVs at 100% damper position for multiple days
- d) discharge air temperature compared to supply air temperature

- e) actual air flow compared to design
- f) A comprehensive and detailed final inspection report shall be provided to FTCC Maintenance Supervisor upon completion of each inspection, on each and every piece of equipment

BID FORM

1. Provide full maintenance and repair for HVAC Systems located at Fletcher Technical Community College, 1407 Highway 311, Schriever, LA 70395.

Unit Price: \$_____/month Extended Price: \$_____

2. Provide quarterly inspection/preventative maintenance for HVAC Systems located at Fletcher Technical Community College, 1425 Tiger Drive, Thibodaux, LA 70301.

Unit Price: \$_____/month Extended Price: \$_____

3. Provide quarterly inspection/preventative maintenance for HVAC Systems located at Fletcher Technical Community College, 331 Dickson Road, Houma, LA 70363.

Unit Price: \$_____/month Extended Price: \$_____

Services shall be in strict accordance with specifications for a thirty-six (36) month period beginning March 2, 2026 and ending March 1, 2029.

At the option of Fletcher Technical Community College and acceptance by the Contractor this contract may be extended for two (2) additional twelve (12) month periods at the same price, terms and conditions. Contract not to exceed sixty (60) months.