



MCNEESE STATE UNIVERSITY  
LAKE CHARLES, LOUISIANA 70609  
AN EQUAL OPPORTUNITY INSTITUTION

# REQUEST FOR SEALED BID

DATE	BID NUMBER
MAY 21, 2026	D2700002

PURCHASING CONTACT	PHONE	REQUEST NO.	DEPARTMENT
Debet Hebert Email: debet@mcneese.edu	337-475-5083		For Maintenance

**RESPONSE DUE: 06/17/2026 2:00 PM (CST)**

**SEE "INSTRUCTIONS TO BIDDERS"**

**VENDORS MUST SIGN AND RETURN THE BID FORM TITLED "INSTRUCTIONS TO BIDDERS" WITH BID RESPONSE TO BE CONSIDERED FOR BID AWARD**

**VENDOR: (Complete vendor name, address, email and phone number in this section)**

McNeese State University is seeking qualified vendors to provide Chiller Inspections and Preventative Maintenance on Trane brand chillers on the McNEESE STATE UNIVERSITY campus, in Lake Charles, Louisiana.

If a contract ensues, the contract will be issued for the initial period July 1, 2026 and will be for two (2) years ending June 30, 2028. At the option of the University and acceptance by the contactor, the contract may be renewed/extended for three (3) additional twelve (12) month periods, at the terms, conditions and prices referred to in the specifications. Payment will be made quarterly upon receipt of an invoice.

This contract will be awarded to the vendor who provides the lowest responsible and responsive bid for the total amount. Pricing is to be received for the individual chillers below. The successful vendor will be issued a contract for the 2026-2027 fiscal year for the total annual bid price. If the contract is renewed after year two (2), it will be renewed for an annual amount reflecting the cost of inspections and preventative maintenance for all operational chillers. Total renewal cost will be determined by using the UNIT PRICE of each Chiller provided with this Request for Bid.

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**BID SUBMISSION**

SEALED BIDS MUST BE RETURNED IN A SEALED ENVELOPE/PACKAGE.

PRINT THE BID NUMBER AND BID DUE DATE ON THE OUTSIDE OF THE ENVELOPE/DELIVERY PACKAGE (i.e. FedEx, UPS, USPS, etc.) AND RETURN TO SMITH HALL, ROOM 120 (150 LAWTON DRIVE) LAKE CHARLES, LA 70605 or MSU Box 92415, LAKE CHARLES, LA 70609, BY THE BID DUE DATE AND TIME.

NOTE: FAX, EMAIL OR ANY OTHER ELECTRONIC SUBMISSIONS ARE NOT ACCEPTABLE.

McNEESE PURCHASING OFFICE IS NOT RESPONSIBLE FOR ANY DELAYS CAUSED BY THE CHOSEN MEANS OF SEALED BID DELIVERY (U.S. POSTAL SERVICE, FedEX, UPS, etc.). THE BIDDER IS SOLELY RESPONSIBLE FOR THE TIMELY DELIVERY OF ITS BID AND ENSURING THAT ITS COURIER SERVICE PROVIDER MAKES INSIDE DELIVERIES TO THE McNEESE PURCHASING DEPARTMENT’S PHYSICAL LOCATION.

BE ADVISED THAT THE U.S. POSTAL SERVICE (USPS) DOES NOT MAKE DELIVERIES TO THE McNEESE PURCHASING DEPARTMENTS PHYSICAL LOCATION. IF DELIVERING BY USPS TO THE BOX LISTED ABOVE, PLEASE ALLOW SUFFICIENT TIME FOR THE MAIL TO THEN BE TRANSMITTED TO THE McNEESE PURCHASING DEPARTMENT. THE McNEESE PURCHASING DEPARTMENT MUST RECEIVE THE SEALED BID AT ITS PHYSICAL LOCATION BY THE DATE AND TIME SPECIFIED IN THIS BID. FAILURE TO MEET THE BID OPENING DATE AND TIME SHALL RESULT IN REJECTION OF THE BID.

**APPROPRIATIONS:** THE CONTINUATION OF THIS CONTRACT IS CONTINGENT UPON THE APPROPRIATION OF FUNDS BY THE LEGISLATURE TO FULFILL THE REQUIREMENTS OF THE CONTRACT. IF THE LEGISLATURE FAILS TO APPROPRIATE SUFFICIENT MONIES TO PROVIDE FOR CONTINUATION OF THE CONTRACT, OR IF SUCH APPROPRIATION IS REDUCED BY THE VETO OF THE GOVERNOR OR BY ANY MEANS PROVIDED IN THE APPROPRIATION ACT OR TITLE 39 OF THE LOUISIANA REVISED STATUTES OF 1950 TO PREVENT THE TOTAL APPROPRIATION FOR THE YEAR FROM EXCEEDING REVENUES FOR THAT YEAR, OR FOR ANY OTHER LAWFUL PURPOSE, AND THE EFFORT 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 HAVE NOT BEEN APPROPRIATED.

**JOBSITE VISIT:** A MANDATORY JOB SITE VISIT IS REQUIRED PRIOR TO BID OPENING. ANY VENDOR INTENDING TO SUBMIT A BID MUST HAVE AT LEAST ONE DULY AUTHORIZED REPRESENTATIVE ATTEND A MANDATORY JOB SITE VISIT. PLEASE CONTACT **GARY WHATLEY AT (337)475-5885** TO SET UP A TIME TO VISIT THE JOBSITE.

THE COMPLETED JOBSITE VERIFICATION FORM OR A SIGNED LETTER FROM THE AGENCY REPRESENTATIVE STATING THAT THE VENDOR HAS VISITED THE JOBSITE MAY BE INCLUDED IN BIDDER’S SUBMISSION OR EMAILED TO debet@mcneese.edu. FAILURE TO PROVIDE MAY REMOVE THE BIDDER FROM CONSIDERATION. THE JOBSITE VISIT FORM IS INCLUDED IN THIS “REQUEST FOR BID” PACKAGE.

**INSPECTION:** THE SUCCESSFUL VENDOR/BIDDER SHALL PERFORM AN INITIAL INSPECTION(S) OF ALL CHILLERS IDENTIFIED WITHIN THE REQUEST FOR BID WITHIN THE FIRST THIRTY (30) DAYS OF THE BEGINNING

OF THE CONTRACT. ANY ITEMS/COMPONENTS ON ANY CHILLERS FOUND BROKEN OR INOPERABLE AND ARE COVERED UNDER THE MAINTENANCE CONTRACT SHALL BE IDENTIFIED IN A REPORT AND SUBMITTED TO THE UNIVERSITY MAINTENANCE DEPARTMENT WITH AN ESTIMATED COST FOR REPAIR/REPLACEMENT. INITIAL REPAIRS, UNLESS PREVIOUSLY IDENTIFIED IN THE RFB, WILL BE ASSUMED TO BE INCOMPLETE FROM THE PREVIOUS CONTRACT AND WILL BE THE RESPONSIBILITY OF THE UNIVERSITY. ANY REPAIRS FOUND AND IDENTIFIED AFTER THE INITIAL INSPECTION(S) SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR AT NO ADDITIONAL COST TO McNEESE STATE UNIVERSITY WHETHER IT WAS MISSED UNDER THE INITIAL CONTRACT OR NOT

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

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

**Conditions of Purchase Orders:** We will not in any manner be responsible for goods delivered or work done for our account without a written order. If you cannot fill order as directed, return for advice. By accepting the order, you hereby warrant that the merchandise/services to be furnished hereunder will be in full conformity with the specifications, drawing or sample and agree that this warrant shall survive acceptance of the merchandise/services and that you will bear the cost of inspecting merchandise/services rejected.

**Force Majeure:** Neither party shall be liable or responsible to the other party, not be deemed to have defaulted or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement when and to the extent such failure or delay is caused by or results from acts beyond the impacted party's control ("Force Majeure Event"), including, without limitation: acts of God; flood, fire, earthquake, or explosion; war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, or other civil unrest; strikes, labor stoppages or slowdowns; or passage of law or any action taken by a governmental or public authority. The impacted party shall give prompt written notice of the Force Majeure Event to the other party, stating the period of time the occurrence is expected to continue. The impacted party shall use diligent efforts to end the failure or delay and ensure the effects of such Force Majeure Event are minimized.

**Insurance:** Throughout the terms of this contract, Contractor shall at its cost maintain insurance and provide the Owner with current certificates of insurance for limits of liability as outlined on the attachment.

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

**Performance Bond:** All bids submitted must include the requested surety or insurance company information with your submission. The actual bond will be required in the amount of fifty percent (50%) of the Total Bid Price.

Owner agrees that it will not permit others to make alterations, additions, repairs, replacements or adjustment to the equipment subject to this contract, unless Contractor is notified by Owner prior to commencement. It is understood that Contractor shall not assume possession or management of any part of the equipment. (The intent is to have the Contractor awarded the bid perform the work, however, in the event that equipment has seemingly insolvable problem, the department at its expense, reserves the right to have other competent contractor(s) examine and make repairs). In such case the service shall be terminated for that period of time.

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

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

**Discrimination and EEOC COMPLIANCE:** The contractor agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1972, and contractor agrees to abide by the requirements of the Americans With Disabilities Act of 1990: Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, disabilities, or in accordance with KBB 2004-54 because of an individual's sexual orientation. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

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\*Bidder understands and agrees that this contract and related documents are subject to audit by the Legislative Auditor of the State of Louisiana.

\*Pricing must be firm and include charges related to tariffs, duties, or similar Governmental fees.

\*The "STANDARD TERMS & CONDITIONS TO BIDDERS" page included in this solicitation must be signed and returned with bid submission. By signing this bid, the bidder certified compliance with all specifications, terms and conditions.

Please provide contact information with your response.

Note that McNeese State University is exempt from sales/use tax. Vendor/Bidder is responsible for including all applicable taxes in the bid pricing.

SUCCESSFUL BIDDER MUST ACCEPT PURCHASE ORDERS.

**PLEASE READ ALL INFORMATION AND SPECIFICATIONS CAREFULLY.**

\*\*\*\*\*INQUIRIES MUST BE MADE IN WRITING TO [debet@mcneese.edu](mailto:debet@mcneese.edu) BY **JUNE 8, 2023.**

*WE ARE AN EQUAL OPPORTUNITY UNIVERSITY*

**LIST OF CHILLERS ARE AS FOLLOWS:**

**ITEM #1: 1 each Trane Chiller Model #CVHF-091  
Serial #L07J04246 located in Central Plant.**

**\$ \_\_\_\_\_**

**ITEM #2: 1 – Trane Chiller Model#CVHF-091  
Serial #L07J04253 located in Central Plant.**

**\$ \_\_\_\_\_**

**ITEM #3: 1 – Trane Chiller Model#CVHF-091  
Serial #L07J04256 located in Central Plant.**

**\$ \_\_\_\_\_**

**ITEM #4: 1 – Trane Chiller Model#CVHF-091  
Serial #L07J04263 located in Central Plant.**

**\$ \_\_\_\_\_**

**ITEM #5: 1 – Trane Chiller Model# RTAA  
Serial #U22C01508 located at Football Stadium.**

**\$ \_\_\_\_\_**

**ITEM #6: 1 – Trane Chiller Model# CGAM  
Serial #U10H17586 located at Football Stadium.**

**\$ \_\_\_\_\_**

**ITEM #7: 1 – Trane Chiller Model# CGAM  
Serial #U10H17585 located at Football Stadium.**

**\$ \_\_\_\_\_**

**ITEM #8: 1 – Trane Chiller Model# RTAC  
Serial #U16M06311 located at H&HP.**

**\$ \_\_\_\_\_**

**ITEM #9: 1 – Trane Chiller Model# RTAC  
Serial #U16M06309 located at H & HP.**

**\$ \_\_\_\_\_**

**ITEM #10: 1 – Trane Chiller Model# RTAC  
Serial #U161M06310 located at H & HP.**

**\$ \_\_\_\_\_**

**Total Annual Cost: \$ \_\_\_\_\_**

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**STANDARD TERMS & CONDITIONS TO BIDDERS**  
**FAX #337-475-5082**

**PROPOSALS:** The proposal must be received by the Purchasing Department, McNeese State University, before the time set for receiving bids. Bids received after the time set will not be considered. Bidder shall assume full responsibility for timely delivery at location designated for receipt of bids. Prices must be clear and be written in ink or typewritten, and the ITB AND Terms & Conditions must be signed in ink. Be sure bid number and due date are clearly shown on outside of package or envelope. Please see return address on the face of the bid form.

**STANDARDS OF QUALITY AND ANY ALTERNATE:** Any product or service bid shall conform to all applicable Federal and State Laws and Regulations and the specifications contained in the solicitation. Unless otherwise specified in the solicitation, any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition. Bidder must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the solicitation.

When a Pre-Bid Conference is scheduled, no alternative will be considered unless the above conditions are complied with and the "Request for Approval of Alternate" form is completed and returned. This form will be attached when applicable. Only alternates which are approved and acknowledged by addendum following the Pre-Bid Conference will be considered for award at the bid opening. **DO NOT SUBMIT BIDS ON UNAPPROVED ALTERNATES.**

The burden of proof of the merit of the proposed substitute is upon the proposer. The Purchasing Director's decision of approval or rejection of a proposed substitute shall be final.

**SAMPLES/DESCRIPTIVE LITERATURE:** The envelope/package containing samples and/or descriptive literature submitted by mail for consideration at the Pre-Bid Conference must be labeled in accordance with the instructions given on the "Request for Approval of Alternate" form.

When requested, samples submitted will be returned at bidder's risk and expense provided they have not been made useless through tests.

**PRICES:** Unless otherwise specified by McNeese in the solicitation, bid prices must be complete, including transportation prepaid by bidder to destination and firm for acceptance for a minimum of 30 days. If accepted, prices must be firm for the contractual period. Bids other than F.O.B. destination may be rejected. Prices should be quoted in the unit (each, box, case, etc.) as specified in the solicitation.

**BID OPENING:** Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting McNeese during normal working hours. Written bid tabulations will not be furnished.

**AWARD OF BIDS:** McNeese State University reserves the right to award items separately, grouped, or on an all-or-none basis, and to reject any or all bids and waive any informalities incident thereto.

**DELIVERY FAILURE:** If the vendor fails to make delivery within the time specified on bid documents or within a reasonable time if no delivery time is specified McNeese reserves the right to cancel the item and to purchase it elsewhere. Any increase in price and/or cost of handling will be charged to the vendor making the original unsatisfactory delivery. Consistent unsatisfactory deliveries will be considered just cause for deleting a vendor from bid lists.

**TERMINATION OF THIS AGREEMENT FOR CAUSE/CONVENIENCE:** McNeese may terminate this agreement for cause based upon the failure of Contractor to comply with the terms and/or conditions of the Agreement, or failure to fulfill its performance obligations pursuant to this agreement, provided that McNeese 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 McNeese 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 McNeese to comply with the terms and conditions of this agreement, provided the Contractor shall give McNeese written notice specifying McNeese's failure and a reasonable opportunity for McNeese to cure the defect.

McNeese may terminate the Contract at any time by giving thirty (30) days written notice to the Contractor of such termination or negotiating with the Contractor an effective date.

**SOLICITATIONS FOR (MOST) GOODS, NOT SERVICES, INCLUDE THE LOUISIANA PRODUCT PREFERENCE AS STATED BELOW:**

IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1604, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY.

PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.

Do you claim this Preference? YES \_\_\_\_\_ NO \_\_\_\_\_

Specify Line Number(s): \_\_\_\_\_

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

(NOTE): If more space is required, include on separate \_\_\_\_\_ sheet.)

Do you have a Louisiana business workforce? YES \_\_\_\_\_ NO \_\_\_\_\_

If so, do you certify that at least fifty percent (50%) of your Louisiana business workforce is comprised of Louisiana residents? YES \_\_\_\_\_ NO \_\_\_\_\_

**IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:**

1. A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or
2. An individual authorized to bind the vendor as reflected by a corporate resolution, certificate or affidavit; or
3. Other documents indicating authority which are acceptable to the public entity.

By signing and returning this document (along with bid), you are certifying compliance with all Terms and Conditions set forth.

\_\_\_\_\_  
Signature & Company Name

\_\_\_\_\_  
Date

**SPECIFICATIONS**

**CENTRIFUGAL CHILLER MAINTENANCE**

Contractor agrees to provide all labor, supervision, parts, refrigerants, oil and other services required to perform routine maintenance, preventive maintenance, emergency service, troubleshoot, repair and replace components material, including permits necessary for maintenance (where conditions warrant, adjust, lubricate, repair or replace mechanical and electrical parts) of the type chillers listed and related equipment located in the McNeese State University Central Plant (Owner), specified in accordance with the bid specifications.

1 – Trane Chiller Model#CVHF-091 Ser. #L07J04246	–		Central Plant
1 – Trane Chiller Model#CVHF-091 Ser. #L07J04253	–		
1 – Trane Chiller Model#CVHF-091 Ser. #L07J04256	–		
1 – Trane Chiller Model#CVHF-091 Ser. #L07J04263	–		
1 – Trane Chiller Model# RTAA Ser#U22C01508	–		Football Stadium
1 – Trane Chiller Model# CGAM Ser#U10H17586	–		
1 – Trane Chiller Model# CGAM Ser#U10H17585	–		
1 – Trane Chiller Model# RTAC Ser#U16M06311	–		H & HP
1 – Trane Chiller Model# RTAC Ser#U16M06309	–		
1 – Trane Chiller Model# RTAC Ser#U161M06310	–		

The initial term of this contract shall be two (2) years beginning July 1, 2026 and continue through June 30, 2028 and may be renewed for three (3) additional one-year periods with the option of all parties, under the same terms, conditions, and pricing. The contract shall not exceed sixty (60) months. Invoices will be paid on a quarterly basis upon receipt.

If the contract is renewed for the 2028-2029, 2029-2030 and 2030-2031 fiscal years, the renewal rate will be as per the quoted prices. Should any unit be removed or new units replace any of the above units during this period, Contract will be adjusted using the Unit Prices quoted.

All work is to be performed during regular working hours and on the regular working days of the chiller trade unless otherwise specified below.

Contractor, at its expense, shall, within ten (10) days from the commencement date of this contract, provide Owner with a copy of its present maintenance check-list, for his approval, that shall sequentially follow the format of the specifications annexed to this agreement.

Contractor shall complete the aforementioned check list at the times provided in the specifications and regularly provide the Owner with copies thereof.

Notwithstanding anything herein to the contrary, it is expressly agreed and understood that at any time(s) during the term of this contract, Owner shall have the right, but not the obligation, to employ, at its expenses, a Certified ANSI Chiller Consultant to make

periodic inspections of the chiller and related equipment to determine if said equipment is, in consultant's judgment, being maintained in accordance with the specifications subject to this agreement. The Contractor, at his own expense, may elect to have a representative present for these inspections. Should the Owner's consultant determine that the equipment is not being maintained in accordance with aforementioned specifications, the Contractor shall, at his own expense, correct all noted deficiencies within ten (10) calendar days. Should the Contractor fail to correct the deficiencies in a timely manner, the Owner shall have the right to deduct the estimated cost for repairs from the Contractor's normal quarterly payment until such time as the deficiencies are corrected, or to unilaterally terminate the contract without penalty or liability by giving the Contractor ten (10) days written notice. Any re-inspection as a result of the Contractor's failure to maintain the equipment in accordance with the specifications shall be performed at the expense of the Contractor. Payment for subsequent inspection shall be remitted to the Office of Risk Management payable to the inspector. Failure to remit timely payment will result in the cost being deducted from the contract.

### **MATERIALS AND WORKMANSHIP**

Contractor must provide service technician that have a minimum of five (5) years experience on the Trane Model CVHF-091 Centrifugal Chiller, Air-cooled package units such as the CGAM and RTAC Trane Units. The Contractor shall (upon request) provide proof of having successfully maintained/serviced Trane Centrifugal Chillers (or the like) and related equipment on a "full maintenance" basis for a period of twelve (12) months within the past five (5) years.

**NOTE:** Successful Bidder must provide names and qualifications of Technicians within ten (10) days from the start of this contract

All labor, materials, apparatus and appliance essential to maintain complete functioning of the systems describe or indicated herein, or which may be reasonably implied as essential whether mentioned in the contract documents or not, shall be furnished by the Contractor.

The Contractor shall provide all necessary rigging, equipment, tools, and materials and must be in new and good condition and of domestic manufacturer. Foreign made products are unacceptable.

The right to judge the quality of materials or procedures that deviate from the contract documents remain with the University's authorized representative.

### **MAINTENANCE SCHEDULES**

The Maintenance schedule times for annual and quarterly inspections/maintenance to be performed by the Contractor will be established and approved by the Physical Plant. Eddy current testing is to be performed every three (3) years during the **annual scheduled inspection/maintenance and is to be included in this contract.**

## **ANNUAL MAINTENANCE –Central Plant - CVHF-091**

Annual maintenance of the Trane Centrifugal chiller shall consist of, but not necessarily be limited to, the following:

### **GENERAL ASSEMBLY**

- Check and record refrigerant level
- Leak testing will be based on purge activity. If purge activity is in acceptable range, only a high-side running leak test will be performed. In the event the purge activity suggests a low-side leak may be present, the unit will be pressurized using hot water to raise refrigerant pressure.
- Inspect for leaks and report leak results if necessary
  - The refrigerant should be correct before starting the leak check. To prevent unnecessary venting of refrigerant, EPA-recommended methods (E.g. hot water and/or electric blankets) must be used to pressurize the vessels.
- Repair minor leaks as required (e.g., valve packing, flare nuts)
- Visually inspect condenser tubes for cleanliness
- Check vanes for free and smooth operation
- Check mechanical linkages for wear

### **PURGE**

- Check purge unit controls for proper operation
- Check and clean purge drum as required
- Clean the condenser coil
- Clean strainers or replace filters as required
- Check the purge compressor assembly for leaks as required
- Check the purge unit for proper operation

### **CONTROLS AND SAFETIES**

- Verify all settings in the electronic control panel
- Inspect the control panel for cleanliness
- Inspect wiring and connections for tightness and signs of overheating and discoloration
- Verify the operation of the vane control system
- Verify the working condition of all indicator/alarm lights and LED/LCD displays
- Verify the operation of the oil sump temperature control device
- Test high condenser pressure safety device; calibrate and record setting
- Test low evaporator temperature safety device; calibrate and record setting
- Test low oil pressure safety device; calibrate and record setting
- Test high motor temperature safety device; calibrate and record setting
- Test operation of chilled water pump and condenser water pump starter auxiliary contacts

## **LUBRICATION SYSTEM**

- Pull oil sample for spectroscopic analysis
- Check oil for acid content and discoloration. Make recommendations to customer based on the results of the test.
- Measure and record the oil pump voltage and amperage
- Verify the operation of the oil heater. Measure amps and compare readings with the watt rating of the heater.
- Change the oil filter
- Verify the oil level

## **MOTOR AND STARTER**

- Clean the starter and cabinet
- Inspect wiring and connections for tightness and signs of overheating and discoloration
- Check condition of the contacts for wear and pitting
- Check contacts for free and smooth operation
- Check the mechanical linkages for wear, security, and clearances
- Check tightness of the motor terminal connections
- Meg the motor and record readings
- Verify the operation of the electrical interlocks

## **QUARTERLY RUNNING INSPECTION-Central Plant- CVHF-091**

Quarterly Running Inspection on Model CVHF-091 Chillers shall consist of, but not limited to, all of the following:

- Check the general operation of the unit
- Log the operating temperatures, pressures, voltages, and amperages
- Check the operation of the purge unit
- Check the operation of the control circuit
- Check the operation of the lubrication system
- Check the operation of the motor and starter
- Analyze the recorded data. Compare the data to the original design conditions.
- Review operating procedures with operating personnel
- Provide a written report of completed work, operating log, and indicate any uncorrected deficiencies detected.

## **WATER-COOLED C ONDENSER CLEANING C ONDENSERS BRUSH TUBES (CDS-210)**

- Pull easy end head
- Brush tubes as necessary

## EVAPORATOR CLEANING BRUSH TUBES (EVP-210)

- Pull easy end head
- Brush tubes as necessary
- Evaporator cleaning is to be done every third year concurrently with Eddy Current Tube Analysis

## ANNUAL MAINTENANCE - RTAC-H and RTAA-Stadium

**General:** Perform all maintenance procedures and inspections at the recommendations of the Manufacturer on an annual basis. After the Unit has been operating for approximately 30 minutes and system has stabilized, check the operating conditions and complete procedures below:

- Check MP pressure for evaporator, condenser and intermediate oil. Observe liquid line sight glass on EXV
- If liquid line sight glass has bubbles measure the sub-cooling entering the EXV. The sub-cooling should never be less than 4 deg F under any circumstances. Record the system sub-cooling. NOTE: A clear sight glass alone does not mean that the system is properly charged. Also check the rest of the system operating conditions.
- Inspect the entire system for unusual conditions and inspect the condenser coils for dirt and debris. If the coils are dirty, refer to coil cleaning and clean as recommended by the manufacturer.
- Check oil sump oil levels while unit is off. NOTE: Routine changing of oil is not required. Perform an oil analysis annually to determine condition of the oil and change if required.
- Have a qualified laboratory perform a compressor oil analysis to determine system moisture content and acid level. This analysis is a very valuable diagnostic tool.
- Perform a leak test on all chillers, to check operating and safety controls, and to inspect electrical components for deficiencies.
- Inspect all piping components for leakage and damage. Clean out all inline strainers.
- Clean and repaint any areas that show signs of corrosion.
- Clean condenser coils per manufacturers recommendations.
- Check and tighten all electrical connections as necessary
- Provide overall inspection of unit and note any items that need attention, including condition of case enclosure, insulation, etc.

### **Refrigerant and Oil Change Management**

Proper oil and refrigerant charge is essential for proper unit operation, unit performance and environmental protection. Only trained and licensed service personnel should service chillers.

Base line measurements for RTAC units running at AHRI standard operating conditions are listed below. If chiller measurements vary significantly from values listed below,

problems may exist with refrigerant and oil charge levels. Low temperature applications will have values that vary from the information listed below and if they occur the technician should contact the manufacturer for more information.

#### **TYPICAL RTAC BASELINES:**

- Evaporator Pressure – 49.5 psia
- Evaporator Approach – 3.5 deg F.
- EXV Position – 45-50%
- Evaporator Entering – 54 deg. F
- Evaporator Leaving – 44 deg F.
- Discharge Superheat – 26.6 deg F.
- Condenser Pressure – 226 psia
- Sub-cooling – 18-23 deg F.

#### **LUBRICATION SYSTEM:**

The lubrication system has been designed to keep most of the oil lines filled with oil as long as there is proper oil level in the oil pump.

Oil Sump Level Check - Oil system consist of the following components:

- Compressor
- Oil Separator
- Discharge line with service valve
- Oil line from separator to compressor
- Oil line drain (lowest point in system)
- Oil Cooler
- Oil temperature sensor
- Oil shut off valve with flare service connection
- Oil filter (internal to compressor) with flare fitting service connection and Schrader valve.
- Oil flow control valve (internal to the compressor after the filter)

NOTE: Check the oil level in the sump using a sight glass or a manometer, attached to charging hoses.

- For these units the sump oil level after running “normal” conditions should be 8”.
- Normal quantity of oil in the refrigeration system(evaporator/condenser) lbs(gal) is 3.5(0,44)
- To measure oil level, use the oil drain valve on the oil line and a service valve on the discharge line. This measurement can only be made when the circuit is not running. Note: The level is measured from the bottom of the separator and 1” must be subtracted for the thickness of the bottom plate.
- The initial oil charge should be approximately at the level indicated above. This is the approximate oil level if all the oil is in the oil lines, filter and oil sump and the unit is in a vacuum so that there is no refrigerant dissolved in the oil.
- After the unit has run for a while, the oil level in the sump can vary greatly. However, if the unit has run “normal” conditions for a long time the level should resemble shown above and +1” to -4” (25 to 101mm) is acceptable but if levels are outside these ranges, contact the manufacturer for guidance in correcting.

## **CONDENSER MAINTENANCE**

### **Condenser Coil Cleaning**

- Clean the condenser coils annually at a minimum as part of this contract. A clean condenser coil will help to maintain chiller operating efficiency. Follow the detergent manufacturer's instructions to avoid damaging the condenser coils.
- To clean the condenser coils, use a soft brush and a sprayer such as a garden pump type or a high-pressure type. A high-quality detergent is recommended. If detergent mixture is strongly alkaline, pH value greater than 8.5, an inhibitor must be added.
- Comb bent fins
- Check for leaks and corrosion

### **Condenser Fan**

- Clean any dirt accumulation
  - Lubricate bearings and check for wear
  - Check drive couplings and adjust any belts if necessary
- Use all appropriate safety precautions when maintaining units and follow all other manufacturers annual preventive maintenance recommendations whether specifically mentioned herein or not.

## **QUARTERLY RUNNING INSP.- RTAC-H & RTAA-Stadium**

After the unit has been operating for approximately 30 minutes and the system has stabilized, check the operating conditions and complete the procedures below:

- Check the evaporator refrigerant pressure and the condenser refrigerant pressure in the Refrigerant Report Menu on the Clear Language Display. The pressures are referenced to sea level (14.6960 psia).
- Check the liquid line sight glasses. The refrigerant flow past the sight glasses should be clear. Bubbles in the refrigerant indicate either low refrigerant charge, non condensable or excessive pressure drop in the liquid line. A restriction in the line can sometimes be identified by a noticeable temperature differential between the two sides of the restriction. Frost may often form on the line at this point. Proper refrigerant charges are shown on Table 1.

If operating pressures and sight glass conditions seem to indicate refrigerant shortage, measure the system superheat and system sub-cooling. If operating conditions indicate a refrigerant overcharge, remove refrigerant at the liquid line service valve. Use appropriate refrigerant recovery practices that allow refrigerant to escape slowly, to minimize oil loss.

Do not discharge refrigerant into the atmosphere.

- Inspect the entire system for unusual conditions and inspect the condenser coils for dirt and debris. If the coils are dirty, clean coils before proceeding.

Measure and record the system superheat Measure and record the system subcooling. Manually rotate condenser fans to insure proper clearance on the fan openings

## ANNUAL MAINTENANCE (CGAM Units-Stadium)

**General:** Perform all maintenance procedures and inspections at the recommended intervals as stated by the manufacturer. Use an operator log to record the units operating history. The log serves as a valuable diagnostic tool for service personnel. By observing trends in operating conditions, an operator can anticipate and prevent problem situations before they occur.

After the Unit has been operating for approximately 30 minutes and system has stabilized, check the operating conditions and complete procedures below:

- Verify that compressor oil sump heaters are connected tightly around the compressor.
- Check the operating pressures and temperatures and complete the following additional checks.
- Check the evaporator and condenser refrigerant pressures in the Refrigerant Report menu on the unit display. Pressures are referenced at sea level(14.6960 psia)
- Check the electronic expansion valve sight glasses. **NOTE: The electronic expansion valve is commanded closed at unit shutdown and if the unit is off, there will be no refrigerant flow through the sight glasses. Only when a circuit is running will refrigerant flow be present.** The refrigerant flow through sight glasses should be clear. Bubbles in the refrigerant indicate either low refrigerant charge or excessive pressure drop in the liquid line. A restriction in the line can sometimes be identified by a noticeable temperature differential between the two sides of the restriction. Frost may often form on the liquid line at this point.
- A clear sight glass alone does not mean that the system is properly charged. Also check the system superheat, sub-cooling and unit operating pressures.
- Measure and record the evaporator superheat and the system sub-cooling.
- Check oil level and refrigerant charge. Routine changing of oil is not required however, perform a compressor oil analysis to determine system moisture content and acid level. Provide analysis report with all other documentation.
- Perform leak test on the chiller, check operating and safety controls and inspect electrical components for proper operation. Leak testing can be accomplished using soap solution or with electronic or ultrasonic leak detectors.
- Inspect all piping components for leaks and damage. Clean all water strainers.
- If the CGAM chiller evaporator or evaporator water piping is drained of water, the evaporator immersion heater must be de-energized. Failure to de-energize the heater will cause it to burn out.
- Clean and paint all components that show corrosion.
- Clean Condenser Coils per manufacturers recommendation and as further stipulated later herein.
- Clean the condenser fans. Check the fan assemblies for proper clearance in the fan shroud openings and for motor shaft misalignment or abnormal end- play, vibration and noise.
- Manually rotate the condenser fans to ensure that there is proper clearance on the fan shroud openings. Inspect the entire system for unusual conditions.

## **REFRIGERANT AND OIL CHARGE MANAGEMENT**

General: Proper oil and refrigerant charge is essential for proper unit operation, unit performance, and environmental protection. Only trained and licensed service personnel are to be used when servicing these chiller units.

The following are baseline measurements for CGAM units running at AHRI stand operating conditions. If chiller measurements vary significantly from values listed below, problems may exist with refrigerant and oil charge levels and technician shall contact the manufacturer for further instructions or servicing the units:

- Evaporator Pressure – 120 psig
- Evaporator Approach – 5-10 deg. F.
- EXV Position – 40-50% open
- Evaporator Delta T – 10 deg. F
- Evaporator Superheat – 12 deg. F.
- Condenser Pressure – 420-440 psia
- Condensing Approach Pressure – 25 deg. F
- Sub-cooling – 15-20 deg. F.
- Compressor Discharge Temperature – 63 deg. F or more
- Compressor Suction Temperature – 20 deg. F or more
- Compressor RLA – 100%

Oil Testing: The POE oil used in CGAM units is very hygroscopic and easily absorbs and retains moisture. The acceptable moisture content is less than 100ppm and acceptable acid level is less than 0.5 TAN. The refrigerant and the moisture is very difficult to remove from the oil using vacuum. Also, once the seal on a container of POE oil is opened it must be used immediately. No oil from previously open containers or left from previous servicing will be utilized or even kept on site to avoid accidental use in the unit(s).

## **LUBRICATION SYSTEM**

Oil should also be visible in the sight glass when the compressor is running. When operating, each compressor in tandem or trio set may have a different oil level.

To check compressor oil level, refer to the label near the compressor sight glass. The compressor(s) must be off. Wait 3 minutes. With tandem or triple compressors, the oil level will equalize after shutdown. Compressor oil level should be clearly visible within the sight glass when the compressors are off. If oil level is low, refill according to manufacturer's guidelines and using only approved Trane oil.

## **CONDENSER MAINTENANCE**

### **Microchannel Condensers:**

General: For proper operation, microchannel condenser coils must be cleaned regularly, a minimum of once a year. Maintenance contractor will advise at time of annual maintenance whether additional cleanings are recommended.

### **Microchannel Condenser Coil Cleaning:**

- Cleaning with cleansers or detergents is strong discouraged due to the all-aluminum construction. Water should be sufficient. Any breach in the tubes can result in refrigerant leaks.
- Disconnect power from unit.

- Bridging between the main supports required before attempting to enter the unit. Bridging may consist of multiple 2 x 12 boards or sheet metal grating.
- Use soft bristle brush or vacuum to remove base debris or surface loaded fibers from both sides of the coil.
- When possible clean the coil from the opposite direction of normal air flow (inside of the unit out) to push debris out.
- Using a sprayer and water ONLY, clean the coil.
- Sprayer nozzle pressure should not exceed 580 psi.
- The maximum source angle should not exceed 25 deg. to the face of the coil. For best results spray the microchannel perpendicular to the face of the coil.
- Spray nozzle should be approximately 1"-3" from the coil surface.

#### **Round Tube Plate Fin Condensers:**

- **General:** For proper operation, condenser coils must be cleaned regularly, a minimum of once a year. Maintenance contractor will advise at time of annual maintenance whether additional cleanings are recommended.
- Follow detergent manufacturer's instructions to avoid damaging the condenser coils.
- To clean the condenser coils, use a soft brush and a sprayer such as a garden pump type or a high-pressure type. A high-quality detergent is recommended.
- If detergent mixture is strongly alkaline (pH value greater than 8.5, an inhibitor must be added).

#### **EVAPORATOR MAINTENANCE**

**General:** The Trane CGAM liquid chillers use a brazed plate heat exchanger (BPHE) evaporator with factory installed electronic water pipe. The evaporator inlet also includes a factory-installed immersion heater for freeze protection and a water strainer that must be kept in place to keep debris out of the evaporator. **NOTE: The factory installed immersion heater must be de-energized if the BPHE evaporator is drained of water for any reason. Failure to de-energize the immersion heater will cause it to burn out.**

- Acceptable BPHE evaporator water flow rate is 1.5 to 3.6 GPM per nominal unit ton capacity. To maintain 54-44 deg. F. in/out chilled water temperatures, the nominal water flow rate is 2.4 GPM/ton. Confirm and adjust as may be necessary.
- Minimum water flow must be maintained to avoid laminar flow, potential evaporator freezing, scaling and poor temperature control. The microprocessor and capacity control algorithms are designed to take a 10% change in water flow rate per minute while maintaining a +/-2 deg. F (1.1 deg C) leaving water temperature control accuracy. The chiller tolerates up to 30 % per minute water flow variation as long as the flow is equal to or greater than minimum flow requirements. Confirm and adjust as may be necessary.
- Maximum water flow is 18 feet per second. Flow rates greater than this will cause excessive erosion. Confirm rates and adjust as may be required.
- The BPHE evaporator is difficult to clean should it become plugged with debris. Indications of a plugged BPHE evaporator include "wet" suction due to lack of

heat exchange, compressor oil dilution and/or starvation and premature compressor failure.

### **WATER STRAINER MAINTENANCE**

For units with optional pump package, the factory-installed water strainer is a Y Type design with a cylindrical sieve. The unit is equipped with a blow down port. The strainer is a 16 mesh (approximately 1mm) material.

For maximum efficiency, a differential pressure gauge installed across the inlet will indicate pressure loss due to clogging and may be used as a guide to determine cleaning is required.

Normally when differential pressure reaches 5-10psi, the screen must be cleaned, the strainer is equipped with a blow down port on the cover plate. To clean, open and flush out until any sediment is removed.

### **QUARTELY MAINTENANCE (CGAM Unit) -Stadium**

Chiller must be running 30 minutes prior to maintenance to allow system to stabilize.

- Check operating pressure and temperatures
- Check evaporator refrigerant Pressure
- Check Condenser Refrigerant Pressure
- Check electronic expansion valve sight glass. (Valve is closed at unit shutdown, if unit is off, there will be no refrigerant flow through glass. Refrigerant flow through glass should be clear. Bubbles indicate either low refrigerant charge or excessive pressure drop in liquid line.)
- Check system superheat
- Check system sub-cooling
- Check evaporator temperature drop (Delta T)
- Check evaporator water flow
- Check evaporator approach temp.
- Check compressor discharge superheat
- Check compressor RLA

#### **Normal operating conditions:**

- **Evap. pressure - 8.bars**
- **Evap. approach temp - 3-5° C**
- **Evap. superheat - 6-7° C**
- **Electronic expansion valve 30-50% open**
- **Evap. temp. drop (Delta T) - 5° C**
- **Condensing pressure - 28-32 bars**
- **Condensing approach temp. 14-18° C**
- **System sub-cooling - 8-12° C**

**If any area is out of recommended operating conditions, make adjustments/repairs to bring out of spec parameter(s) back to recommended levels.**

- **Measure and record Evaporator superheat**

- **Measure and record System sub-cooling**
- **Check coil cleanliness; clean if necessary**
- **Manually rotate condenser fan, check for proper shroud clearance, no excess vibration, no unusual noise.**
- **Check distribution pump for vibrations, noise, lube, pumping capability**
- **Check and clean air filter**

## **RECORDS/WRITTEN REPORTS**

The Contractor shall maintain a complete, orderly and chronological file, including: diagnosis of problems, description of any adjustment or repair performed, itemized list of parts replaced and uncorrected deficiencies and recommendations from the contractor concerning operation and maintenance of the chillers parts list specifications and copies of all prepared reports. A record of all call back and repairs shall be kept by the Contractor indicating any difficulty experienced and the corrective measures taken to eliminate these difficulties. The reports or trouble calls must be verified and signed by a person, designated by McNeese State University who will retain a copy. All trouble calls (all breaks and repairs) are indicated by a "Call Ticket" and signed by the Contractor and the University.

A complete written report of all inspections, recommendations and work performed shall be provided to McNeese Physical Plant Director on a quarterly or annual basis as may be called for herein.

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

A check list of PM services for all model chillers for both operational and comprehensive inspections shall be provided to the Owner along with the bid submittal for Owner's approval. Contractor agrees to modify their check list to meet Owner's approval.

## **EMERGENCY**

Emergency service is defined as responding to emergency situations that occur between scheduled inspections and servicing for the purpose of diagnosis of the problem, resetting of controls, adjustment as required, and/or repair of component parts of the system. Emergency service will be provided 24-hours per day, 7-days per week with a response time of not more than two (2) hours. The vendor must maintain a service representative living within a 50-mile radius to provide a response time of not more than two (2) hours. The University's representative will determine whether or not a given situation will be considered an emergency and will advise the contractor of the work schedule to follow. Failure to meet the two (2) hour maximum response time will be reason for non-performance/default of contract requirements.

In order to minimize chiller down-time, the servicing Contractor shall have the capability to remotely access the existing Central Plant's automation system via internet connection and review the operating parameters of each chiller prior to dispatching a technician for emergency service. On-site review of the automation system is allowed in lieu of remote access if response time to the site is less than 30 minutes.

To facilitate emergency chiller repairs major chiller parts shall be stocked locally or available from OEM source within 24 hours of a notified emergency.

**CALL BACK**

When overtime call back is included in the maintenance contract the chiller contractor may answer the call without obtaining authorization.

Where overtime call back is excluded, the contractor must obtain an authorization from one of the persons listed below, otherwise the cost will not be approved nor will payment be made for authorized call back.

The following are persons who may approve answering an overtime call back:

Gary Whatley	Physical Plant	337-475-5885	Cell 337-309-2811
Richard Rhoden	Facilities	337-475-5887	Cell 337-302-5889

**CLEAN UP**

The Contractor shall remove all excess material and debris, and entire system placed in complete working order before work is labeled complete. All areas shall be left broom clean.

**VANDALISM**

Misuses of the term vandalism will not be accepted as extra cost to the Owner. Vandalism shall be defined as the intent to destroy. Contractor shall immediately notify building owner of any misuse, abuse or accidental damage and document incident before owner accepts as extra cost. Contractors will not be responsible for misuse, abuse, or accidental damage by others.

**ON-SITE VISIT VERIFICATION:**

I, \_\_\_\_\_, ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026, HAVE MADE AN ON-SITE VISIT TO McNEESE STATE UNIVERSITY AND MADE A COMPLETE INSPECTION OF THE AREA INDICATED AS THE PROJECT LIMITS IN THE BID DOCUMENTS AND UNDERSTAND ALL REQUIREMENTS TO PERFORM THE SPECIFICATIONS OF THE REQUEST FOR QUOTATIONS FOR CHILLER INSPECTION AND PREVENTATIVE MAINTENANCE CONTRACT.

THIS SIGNED STATEMENT CERTIFIES THAT THE VENDOR NAMED BELOW HAS VISITED THE JOBSITE AND IS FAMILIAR WITH ALL CONDITIONS SURROUNDING THE FULFULLMENT OF THE SPECIFICATIONS FOR THIS PROJECT.

\_\_\_\_\_  
VENDOR COMPANY NAME

\_\_\_\_\_  
VENDOR SIGNATURE

\_\_\_\_\_  
Physical Plan Representative (print)

\_\_\_\_\_  
SIGNATURE

NOTE: THIS CERTIFICATION MUST BE SIGNED BY THE VENDOR AND THE AGENCY REPRESENTATIVE AND MAY BE SUBMITTED WITH THE BID PROPOSAL OR EMAILED. A SIGNED LETTER FROM THE AGENCY REP (STATING THAT VENDOR HAS VISITED JOBSITE) MAY BE SUBSTITUTED FOR THE ABOVE, AND SUBMITTED WITH THE BID PROPOSAL.

## INDEMNIFICATION AGREEMENT

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

Accepted by \_\_\_\_\_  
*Company Name*

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

\_\_\_\_\_  
*Title*

Date Accepted \_\_\_\_\_

Is Certificate of Insurance Attached?  Yes  No

Contract No. \_\_\_\_\_ for \_\_\_\_\_  
*State Agency Number and Name*

PURPOSE OF CONTRACT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## INSURANCE REQUIREMENTS FOR CONTRACTORS

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

### **A. MINIMUM SCOPE OF INSURANCE**

Coverage shall be at least as broad as:

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

### **B. MINIMUM LIMITS OF INSURANCE**

Contractor shall maintain limits no less than:

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

### **C. DEDUCTIBLES AND SELF-INSURED RETENTIONS**

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

### **D. OTHER INSURANCE PROVISIONS**

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

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

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

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

### **E. ACCEPTABILITY OF INSURERS**

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

### **F. VERIFICATION OF COVERAGE**

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

### **G. SUBCONTRACTORS**

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