

ADVERTISEMENT

Sealed bids will be opened and publicly ready by the Purchasing Department of the University of Louisiana at Monroe, Coenen Hall, Room 140, 4014 LaSalle Street, Monroe, La at 2 PM, September 7, 2023 for the following:

Bid #50006-29 – Chiller Preventative Maintenance Inspections

Bids must be returned to the Purchasing Office in sealed envelopes. Bids must be submitted on the form enclosed herewith, and in strict conformity with the intent of same without modifications. Bids must be signed in ink, dated, and title of person signing bid must be shown on bid.

Complete bidding documents may be obtained from the Purchasing Department, The University of Louisiana at Monroe, Monroe, Louisiana, 71209-2250, via fax request at 318/ 342-5218 or State of Louisiana LaPac site: <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>. Use bid #50006-29.

No bid may be withdrawn for a period of thirty (30) days after receipt of bids.

The Owner reserves the right to reject any and all bids and to waive any informalities incidental thereto.

The University of Louisiana at Monroe adheres to the equal opportunity provisions of federal civil rights laws and regulations.”



**THE UNIVERSITY OF LOUISIANA AT MONROE
INVITATION TO BID ONLY**

for Department:
Physical Plant

ISSUE DATE:
August 4, 2023

**Date and Time by Which
Quotation Must be Returned:**
September 7, 2023
2:00 p.m. CT

TO THE VENDOR:

To be returned on or before date specified above to:

THE UNIVERSITY OF LOUISIANA AT MONROE
PURCHASING DEPARTMENT
4014 LASALLE ST, COENEN BLDG. 140
MONROE, LOUISIANA 71209-2250

**NOTE: THE UNIVERSITY RESERVE THE RIGHT TO
ACCEPT OR REJECT ANY OR ALL BIDS, AND WAIVE
INFORMALITIES**

**THIS BID IS DUE IN PURCHASING OFFICE
AS STATED ABOVE
LATE BIDS NOT ACCEPTED**

Name and Address of Vendor (Firm or Individual)

REQUISITION: R0027191

BID: 50006-29

PO:

INSTRUCTIONS TO BIDDERS:

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS. THIS PAGE TO BE COMPLETED AND RETURNED.
2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER.
3. THIS BID IS TO BE MANUALLY SIGNED
4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS FREE ON BOARD (FOB) DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR CASH ON DELIVERY (COD) REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.
5. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.
6. SEALED BIDS MUST BE RECEIVED AT THE DATE AND TIME AS SPECIFIED ABOVE AND DELIVERED TO THE PURCHASING DEPARTMENT, COENEN HALL 140, 700 UNIVERSITY AVE, MONROE, LA 71209-2250
7. TO ASSURE CONSIDERATION OF YOU BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER.
8. NOTE: A COMPLETE RECORD OF ALL BIDS IS KEPT ON FILE IN THE PURCHASING DEPARTMENT SUBJECT TO THE INSPECTIONS OF ANY CITIZEN. EVERY COURTESY WILL BE AFFORDED ANY CITIZEN WHO IS INTERESTED IN INVESTIGATING FOR ANY PURPOSE THE RECORD OF STATE PURCHASES. COPIES OF EVALUATION CAN BE FAXED TO YOU ONLY AFTER RECEIPT OF WRITTEN REQUEST. PLEASE DO NOT CALL.
9. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR. ALL BID INFORMATION SHALL BE MADE WITH BLUE INK OR TYPEWRITTEN.
10. ORDER OF PRIORITY. IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.

**For questions regarding this bid contact:
Shakeya Bennett: rogers@ulm.edu | 318.342.5208**

TO THE VENDOR:

Louisiana Contractor License #

Release Solicitation 8/4/2023

Deadline to Receive Inquiries 8/16/2023

Deadline to Answer Inquires 8/22/2023

THIS QUOTATION IS SUBMITTED BY

Name of Vendor (Firm or Individual)	_____
Authorized Signature	_____
Name (Printed)	_____
Title	_____
Telephone #	_____
Fax #	_____
Email Address	_____
Vendor Quote #	_____
Date Submitted	_____

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

INVITATION TO BID
FOR
BID NO. 50006-29

ISSUING AGENCY: The University of Louisiana Monroe
Purchasing Department
700 University Avenue, Coenen Hall 140
Monroe, LA 71209

PROCUREMENT SPECIALIST: Shakeya Bennett
Telephone: 318.342.5208

REQUISITIONED BY: Max Gongre
Telephone: 318.342.5190

RELEASE DATE: August 4, 2023

BID OPENING DATE: September 7, 2023

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

BID OPENING LOCATION: Coenen Hall Purchasing Department

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

DEFINITIONS & INSTRUCTIONS TO BIDDERS

This Invitation to Bid (ITB) sets forth the requirements and specifications of University of Louisiana at Monroe/ULM/University. The contents of this ITB and the Bidder/Vendor/Bidder's bid response shall become contractual obligations if a contract ensues. Issuance of this Invitation to Bid does not ensure that ULM will make an award.

AVAILABILITY OF FUNDS

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

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 will be determined by the BID PRICE TOTAL and any additives selected by the University at time of bid award.

The University reserves the right to award portions or all of this bid to one (1) or more BIDDER(s).

BIDS BINDING

All formal bids shall be binding for a minimum of thirty (30) calendar days and shall not be withdrawn after the specified return date.

BID CONFIDENTIALITY

In accordance with the provisions of LA 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 University 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 COST INCURRED

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

BID DELIVERY INSTRUCTIONS

1. Hard-copy Submission:

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

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 request **PRIOR TO** the designated time for return of bids. Withdrawal notification must be by signature and received by the ULM Purchasing Department prior to the designated deadline for return of bids.

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 Department personnel in addendum form, shall be considered as valid. **Telephone inquiries are not allowed.** Bidders may submit inquiries via email to the Procurement Specialist, Shakeya Bennett at rodgers@ulm.edu. Bidders shall not construe any verbal conversations as binding.

Inquiries shall be received no later than 2:00 p.m. CT on August 16, 2023. 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.

BID PRICE

The Contractor is responsible for all costs (management, labor, materials, travel, etc.) associated with the required work. The Contractor shall furnish all labor, personnel, parts, materials, equipment (including proprietary equipment), tools, mileage and services in conformance with the specifications within this ITB.

BID RESPONSE ATTESTATION

All bids shall include the Bid Response Attestation provided in the ITB. The Bid Response Attestation must be properly signed in ink or electronically by an officer of the bidding entity authorized to sign the bid. Bid prices **MUST** be either typewritten or printed in ink. Any alterations of the bid response form or foreign conditions attached thereto may cause rejection of the bid.

CORRECTION OF MISTAKES

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

GOVERNING BID REGULATIONS

All bids shall be subject to the Louisiana Purchasing Rules and Regulations, and Louisiana Revised Statutes. In accordance with L.S.A.-R.S. 39:1594 purchases where the estimated cost is greater than \$30,000 all solicitations must be advertised on the State Purchasing website, <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubmain.cfm>

NUMBER OF COPIES

Bidders must submit one (1) originally signed bid response form with all additional required information. The Bidder shall be responsible for duplicating and retaining any bid forms and responses for personal record.

QUALIFICATION OF BIDDER

The University 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 University may request. The unreasonable failure of any Bidder to promptly supply information in connection with an inquiry may be grounds for non-responsibility.

REJECTION OF BIDS

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

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 University is currently exempt from State Sales and Use Tax and from city, parish and state sales and use taxes.

STANDARD TERMS & CONDITIONS

ACCESS TO RECORDS

The BIDDER agrees that the University and the Legislative Auditor of the State of Louisiana and the ULM Internal Audit Department shall have access to, and the right to audit and examine, any pertinent books, documents, papers, and records of the BIDDER related to this solicitation and any resulting contract.

CERTIFICATION OF NO SUSPENSION OR DEBARMENT

By signing and submitting any bid for \$25,000 or more, the bidder certifies that their company, any sub Bidders, or principals are not suspended or debarred by the General Services Administration (GSA), in accordance with the requirements in OMB Circular A-133.

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

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, the Davis-Bacon Act of 1931, 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, 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.

COMPLIANCE WITH LAWS

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

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

COPYRIGHTS AND PATENTS

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

EQUAL EMPLOYMENT OPPORTUNITY

The BIDDER shall be an equal employment opportunity employer. The BIDDER 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.

FEDERAL CLAUSES, IF APPLICABLE

ANTI-KICKBACK CLAUSE- BIDDER hereby agrees to adhere to the mandate dictated by the Copeland "Anti- Kickback" Act which provides that each Bidder or sub grantee 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- BIDDER 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- BIDDER 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- BIDDER 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- BIDDER will be expected to comply with Federal Statutes required in the Anti-Lobbying Act and the Debarment Act.

FORCE MAJEURE

Neither party shall be responsible for any failure to perform or delay in performing any of its obligations under this Agreement to the extent that such failure or delay, results from causes beyond the control of the party. Such causes shall include but not be limited to, Acts of God, acts of the government in its sovereign or contractual capacity, fires, floods, earthquakes, epidemics, pandemic, quarantine restrictions, freight embargoes, riots, strikes, civil or military authority, acts of public enemy, or war.

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. Venue of any action brought, after exhaustion of administrative remedies, with regard to this Agreement shall be in the Nineteenth Judicial District Court, Parish of East Baton Rouge, State of Louisiana.

NON-EXCLUSIVE AGREEMENT

The University reserves the right to purchase or receive services within the scope of the contract from multiple BIDDERS, if determined by the University to be within its best interests.

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 BIDDER shall be to the last known address on file with the University, unless otherwise amended in the contract. Notification to the University shall be to University of Louisiana at Monroe, Purchasing Department, Coenen Hall, Room 140, 700 University Ave., Monroe, LA 71209-2250.

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 mailed or faxed to each person receiving a set of the bid documents.
- c. The University will not be responsible for any other explanation of the documents.

PIGGY-BACK

ULM and eight other institutions are governed by the University of Louisiana System. ULM declares that the successful bidder may extend the services requested under this ITB to any of the University of Louisiana System institutions under the same terms as represented to ULM in the bidder's response, all in accordance with the provisions of LA R.S. 39:1702(A). Other University of Louisiana System institutions include: Grambling State University, Louisiana Tech, McNeese State University, Nicholls State University, Northwestern State University, Southeastern Louisiana University, University of Louisiana at Lafayette, and University of New Orleans.

PUBLICITY

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

QUANTITIES

The quantities indicated are the approximate number which will be required during this period; however, no specific quantities are guaranteed.

SURVIVAL

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

TAXES

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

University of Louisiana at Monroe (ULM)
ULM Bid 50006-29 Chiller Preventative Maintenance Stop Inspections

1. BID SPECIFICATIONS

1.1 Purpose and Scope of Work

The University of Louisiana at Monroe is seeking competitive pricing from licensed contractors to perform preventative maintenance in accordance with the attached Task Sheets (See Exhibit A) for each building below:

Building Code	Building Name	Street Address	Equipment *
BAND	Band Building (Sound of Today)	306 University Ave	A1
BASE	Baseball Stadium	322 Warhawk Way	A1
BEID	Biedenharn Hall	3903 DeSiard St	A2
VIV	Bienville Pharmacy & Animal Research	1800 Bienville Dr	A1-W6
BRWN, BYM	Brown Hall, Theatre, Gym Annex, Dance	5001 DeSiard St	A1
BRST	Brown Stadium	340 Warhawk Way	A2
CALD	Caldwell Hall	400 University Ave	A1
CON	Construction Building	700 Filhiol Ave	A1
FILH	Filhiol Hall	3811 DeSiard St	A1
STSC	Clarke Williams Student Success Center	4036 Northeast Dr	A1
HERD	Heard Tennis Stadium	331 Warhawk Way	A2
SAND	Sandel Hall	4020 Northeast Dr	A25 + 7AAON + 6STULZ
SCHZ	Schulze Dining Hall	4201 Bonaire Dr	A1 + PKG UNITS
SHC	Student Health & Counseling Center	1200 University Ave	A5
SUSC	Student Union Building	601 Bayou Dr	A2
ACTC	Activity Center	210 Warhawk Way	W2
BAY	Bayou Pointe	1 Warhawk Way	A2
BRY	Bry Hall	4001 DeSiard St	W1
CNSB	Chemistry & Natural Sciences Building	3908 Northeast Dr	W2
COEN	Coenen Hall	4014 LaSalle S	10 PKG UNIT
COLM	Fant-Ewing Coliseum	4201 Bon Aire Dr	W3
HANN	Hanna Hall	708 University Ave	W2
HMPH	Hemphill Hall	3810 Northeast Dr	W1
NURS	Kitty Degree Nursing Building	701 University Ave	W2
MAST	Malone Stadium	308 Warhawk Way	W1 + A4
STRS	Strauss Hall	500 Bayou Dr	W2
STBS	Stubbs Hall	401 Bayou Dr	W2
SUGR	Sugar Hall	580 University Ave	W2
LIBR	Library	4100 Northeast Dr	W2
WALK	Walker Hall	700 University Ave	W2
	Filed House	308 Warkhawk Way	A6
HUB	HUB	800 University Ave	A8
4400	Laird Weems	4400 Bon Aire Dr	A4
BPEV	Bayou Pointe Event Center	1 Warhawk Way	A2
WMSB	Softball Complex	500 Warhawk Way	A8

* A = Air Cooled / W = Water Cooled

1.2 Required Pre-bid Site Visit

- 1.2.1 Site visits are required for all potential Bidders. Visits will be scheduled by contacting Max Gongre, HVAC Control Tech Foreman, at 318.342.5190 or 318.732.1871, or via email to gongre@ulm.edu, at least 24 hours prior to the requested visit date and time.
- 1.2.2 All site visits must be completed by August 16, 2023.
- 1.2.3 Each Bidder is solely responsible for a prudent and complete personal inspection, examination and assessment of the facilities and any other existing condition, factor, or item that may affect or impact the performance of service described and required by the requirements.
- 1.2.4 Bidders are strongly encouraged to advise the University, prior to the scheduled tour of the facilities, of any special accommodations for disabled personnel who will be attending the tour(s) so that these accommodations can be made.

1.3 Scope of Work Required for Each Chiller / Piece of Equipment

- 1.3.1 Contractor coordinate an approved schedule with University representative to shut down each piece of equipment for service and/or preventative maintenance.
- 1.3.2 Contractor shall lock out and tag all power sources for each piece of equipment. The lock out / tag shall be tested and verified to ensure all power sources have been locked out and turned off. All lock out / tag procedures shall meet all OSHA requirements.
- 1.3.3 Contractor shall chemically clean all condensers using only non-Alkali cleaners. University representative shall review and verify all condensers are cleaned appropriately.
- 1.3.4 Contractor will make certain that technicians cover sensors before cleaning any and all units. It is imperative that each unit with bonded sensors are covered to prevent damage from oil cleaners. After cleaning air-cooled units, the technicians will wash and clean under each and all units to make certain no debris is pulled in the units upon start-up. After removing the heads on all of the water-cooled chillers, the technicians will contact Max Gongre to inspect the units before the clean-up process is to begin. The area around each unit should be cleaned when reinstalling the heads on units. Every pressure reducing valve station (PRV) must be monitored to ensure each are operating properly.
- 1.3.5 Contractor shall retrieve an oil sample for each piece of equipment. Oil shall be tested by a certified laboratory to detect any abnormalities. The Work Schedule Sheet provided for each building should be followed for all oil samples, vibration analysis, and units to be cleaned.
- 1.3.6 Contractor shall check refrigerant levels and ensure that each are within range.
- 1.3.7 Upon completion of all preventative maintenance and all inspections of the equipment, the Contractor shall start the equipment up in a proper manner, and shall log operations of the equipment. Contractor shall inspect the machine for unusual vibrations that may indicate problems. Any significant vibration that exceeds the manufacturer's recommendations shall be noted in order for a follow-up inspection to be done to identify the cause of the vibrations.

1.4 Inspection Report Requirements

Contractor shall complete a detailed, typed Inspection Report for each piece of equipment as each inspection is completed. The Inspection Report shall note all items checked and any problems observed, etc. These reports

shall clearly define any and all items to be addressed, the run log, vibration analysis, and any certified oil analysis testing results.

1.4.1 One (1) copy of the Inspection Report must be provided in electronic format (.pdf preferred) to Max Gongre, HVAC Control Tech Foreman, via email to gongre@ulm.edu; and

1.4.2 Two (2) copies of the Inspection Reports must be produced and provided via hard-copy, each in a binder.

1.5 Contractor Employee Requirements

1.5.1 Contractor shall use skilled, experienced HVAC technicians to complete the work. All Contractor employees must be experienced Journeymen in the heating, ventilation, and air conditioning (HVAC) trade.

1.5.2 Contractor's technicians must be knowledgeable of the electronic panels, controls, and electrical power serving each piece of equipment.

1.5.3 University reserves the right to require the Contractor to change employee(s) if the employee(s) assigned to the University cannot complete the scope of work without assistance.

1.6 Work Hours

Contractor may work Monday through Thursday, from 7:00am to 4:30pm CT, and 7:00am – 11:00am CT on Fridays. Contractor may work additional hours beyond this normal schedule, but any changes to this schedule must be approved in advance by Max Gongre.

1.7 Compliance and Safety Requirements

The University places a high-priority on working safely and ensuring the safety and security of our entire campus. Contractor shall be required to adhere to all University safety and health policies. Contractor shall fully comply with all applicable laws, rules, regulations, permits, etc. This includes but is not limited to the following: the contractor must use an OSHA approved lockout / tag out program that meets or exceeds the University's policy, the contractor shall properly label all chemical containers used during the project, the contractor shall have a material safety data sheet (MSDS) for each product used during the project, etc.

1.8 Area of Work – Safety and Protection

1.8.1 Contractor shall post warning signs and barriers as necessary to ensure that students, faculty, staff, and the general public avoid the work area.

1.8.2 Contractor may store materials on site provided the materials are stored in a location and manner that does not interfere with the University and does not damage existing facilities (grounds, grass, sidewalks, parking lots, etc.). Contractor must coordinate with University personnel to approve the laydown / material storage areas before any equipment or materials are delivered.

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

1.9 Contractor Safety Program

Contractor must have a documented safety program that fully addresses all applicable requirements, specifically all Occupational Safety and Health Administration (OSHA) requirements.

1.10 Safety Training

All Contractor employees assigned to work at ULM shall be fully trained and certified in all areas of safety and occupational health that they may encounter while working on this project. This specifically includes training for working from ladders and scaffold, working from heights, confined space training, lock out / tag training, and hazard communication and material safety data sheet training.

1.11 Accident / Incident Reporting

Any accidents, incidents, near misses, etc. will be reported to the University project coordinator immediately and the University may investigate these events. The report shall include detailed information and an accident investigation to determine root cause. A post-accident drug and alcohol test shall be administered at the Contractor's expense, and the results shared with the University. The University reserves the right to require the contractor to remove any employee from the project if the employee is observed violating safety rules, regulations, policies, etc.

1.12 Damages to Facilities

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

1.13 Professional Conduct

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

1.14 Use of University Facilities

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

1.15 Use of Tobacco Product

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

1.16 Disposal

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

3. BID RESPONSE

3.1 Price: For all work required under this ITB, I (we) bid the sum of: \$ _____

3.2 Duration: I (We) estimate that all work under this scope of this ITB will be completed in _____ business days upon receipt of Purchase Order.

3.3 Attestation: I (We) do hereby declare that I (we) have carefully examined the specifications, and will not use oversight as an excuse for not fulfilling my (our) obligation.

Bidder Name: _____

Bidder Address: _____

Phone No.: _____ **Fax No.:** _____

Email Address: _____

Authorized Signature: _____ **Date:** _____

Authorized Signatory Name & Title: _____

Louisiana Contractor's License Number: _____

3.4 Signature Authority: LA 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.

[CIRCLE ONE AND RETURN WITH BID]

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 Commendams 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.

Exhibit A – Recommended Work Schedule Sheets

Recommended Work Schedule Sheet

Location University of Louisiana at Monroe
 Address 700 University Avenue
 City Monroe
 State/Zip Louisiana 71209
 Site contact Max Gongre
 Phone 318-732-1871

LOCATION		BAND	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
101	Air cooled condenser, Trane	U9GL08262	RTAA080AYH01A3DOBFN
TASK		TASK TO COMPLETE	
OIL SAMPLE		X	
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER			
EDDY CURRENT		X	
OPERATING LOG		X	
ESTIMATED HOURS			

LOCATION		BASE	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
608	Air Cooled-Elec Carrier Recip.C	P5994991	30 HL 030-630
618	Air Cooled Condenser Trane	L81F25564	CUOAO154FA11FF5C4L361EC
607	Air Cooled condenser Carrier	P595715	09DD034500
TASK		TASK TO COMPLETE	
OIL SAMPLE		X	
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER			
EDDY CURRENT		X	
OPERATING LOG		X	
ESTIMATED HOURS			

EDDY CURRENT ON CARRIER CHILLER ONLY

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LOCATION		BEID	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
844	Air cooled elec chiller, Trane	U01G01225	RTAA1004XM1A3008
845	Air cooled elec chiller, Trane	U01G01224	RTAA1004XM01A3DOB
TASK		TASK TO COMPLETE	
OIL SAMPLE		X	
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER			
EDDY CURRENT		X	
OPERATING LOG		X	
ESTIMATED HOURS			

LOCATION		VIV/ Pharmacy	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
1	Air cooled chiller, Dieken		
6 TOTAL	Wtr cooled chillers Trane		
TASK		TASK TO COMPLETE	
OIL SAMPLE			
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER			
EDDY CURRENT		X	
OPERATING LOG		X	
ESTIMATED HOURS			

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LOCATION		BROWN GYM	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
917	Air cooled elec chiller, Trane	U04k08210	RTAC120AUJONUAFNN1WY1C
1	Air cooled chiller CJAM		
TASK		TASK TO COMPLETE	
OIL SAMPLE			
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER			
EDDY CURRENT			
OPERATING LOG		X	
ESTIMATED HOURS			

LOCATION		BRST	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
955	Air cooled chiller, Trane	C07K11236	CGAFC50EAMA10000DE0000N0
606	4-Air cooled Cond-Diken	9.2E+09	CE25-1EB
TASK		TASK TO COMPLETE	
OIL SAMPLE			
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER			
EDDY CURRENT			
OPERATING LOG		X	
ESTIMATED HOURS			

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LOCATION		CALD	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
	Air cooled-CJAM		
TASK		TASK TO COMPLETE	
OIL SAMPLE			
VIBRATION			
CLEAN CONDENSOR		X	
CHANGE OIL FILTER			
EDDY CURRENT			
OPERATING LOG		X	
ESTIMATED HOURS			

LOCATION		CON	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
240	Air cooled chiller, Trane	U97g03441	RTAA070AYJ01A3DOBF
TASK		TASK TO COMPLETE	
OIL SAMPLE		X	
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER			
EDDY CURRENT		X	
OPERATING LOG		X	
ESTIMATED HOURS			

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LOCATION		FILH	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
94	Air cooled chiller, Trane	U99J02288	RTAA080AYL01A300BFG
TASK		TASK TO COMPLETE	
OIL SAMPLE		X	
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER			
EDDY CURRENT		X	
OPERATING LOG		X	
ESTIMATED HOURS			

LOCATION		STSC	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
1501	Air cooled chiller, Trane	U05L04580	RTAA125AYRO1A300 B
962	CENTRAL COND. UNIT	74185HMSAD	
TASK		TASK TO COMPLETE	
OIL SAMPLE		X	
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER			
EDDY CURRENT		X	
OPERATING LOG		X	
ESTIMATED HOURS			

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LOCATION		SAND
EQUIP ID	EQUIP TYPE	MODEL NO.
CU1-9	Air cooled chiller-Dieken	REMQ120PBYD
CU1-10	Air cooled chiller-Dieken	REMQ96PBYD
CU1-11	Air cooled chiller-Dieken	REMQ120PBYD
CU2-1	Air cooled chiller-Dieken	REMQ120PBYD
CU2-2	Air cooled chiller-Dieken	REMQ120PBYD
CU1-1	Air cooled chiller-Dieken	REMQ120PBYD
CU1-2	Air cooled chiller-Dieken	REMQ120PBYD
CU1-3	Air cooled chiller-Dieken	REMQ96PBYD
CU2-4	Air cooled chiller-Dieken	REMQ120PBYD
CU2-3	Air cooled chiller-Dieken	REMQ120PBYD
CU3-4	Air cooled chiller-Dieken	REMQ72PBYD
CU3-3	Air cooled chiller-Dieken	REMQ72PBYD
CU3-2	Air cooled chiller-Dieken	REMQ72PBYD
CU3-1	Air cooled chiller-Dieken	REMQ96PBYD
CU2-6	Air cooled chiller-Dieken	REMQ120PBYD
CU2-5	Air cooled chiller-Dieken	REMQ96PBYD
CU3-5	Air cooled chiller-Dieken	REMQ120PBYD
CU3-6	Air cooled chiller-Dieken	REMQ120PBYD
CU3-7	Air cooled chiller-Dieken	REMQ96PBYD
CU3-8	Air cooled chiller-Dieken	REMQ120PBYD
CU1-6	Air cooled chiller-Dieken	REMQ120PBYD
CUI-5	Air cooled chiller-Dieken	REMQ120PBYD
CUI-4	Air cooled chiller-Dieken	REMQ96PBYD
CU2-7	Air cooled chiller-Dieken	REMQ72PBYD
CU2-8	Air cooled chiller-Dieken	REMQ96PBYD
FAU-7	Air cooled chiller-AAON	RN-010-3-0-FB09-12-A
FAU-4	Air cooled chiller-AAON	RN-008-3-0-EB09-12A
FAU-3	Air cooled chiller-AAON	RQ-003-3-V-FA09-11A
FAU-2	Air cooled chiller-AAON	RN-008-3-0-FB09-12A
FAU-1	Air cooled chiller-AAON	RN-008-3-0-FB09-12A
FAU-6	Air cooled chiller-AAON	RN-010-3-0-FB09-12A
FAU-5	Air cooled chiller-AAON	RQ-003-3-3-V-FA09-11A
DRU-4	Air cooled chiller-STULZ	SCS-036-SAA
DRU-5	Air cooled chiller-STULZ	SCS-036-SAA
DRU-6	Air cooled chiller-STULZ	SCS-036-SAA
DRU-2	Air cooled chiller-STULZ	SCS-036-SAA
DRU-3	Air cooled chiller-STULZ	SCS-036-SAA
DRU-1	Air cooled chiller-STULZ	SCS-036-SAA
TASK		CLEAN CONDENSERS
ESTIMATED HOURS		

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LOCATION		HERD	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
1	Air cooled Cond-Dieken		
2	Air cooled Cond.-Dieken		
TASK		TASK TO COMPLETE	
OIL SAMPLE			
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER			
EDDY CURRENT			
OPERATING LOG		X	
ESTIMATED HOURS			

LOCATION		SCHZ	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
958	Air cooled elec chiller, Dieken	U05L0U794	RTAA 080A YR07AS D2 GXNB
3-Rooftops	Package units		
TASK		TASK TO COMPLETE	
OIL SAMPLE			
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER			
EDDY CURRENT			
OPERATING LOG		X	
ESTIMATED HOURS			

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LOCATION		SHC	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
1	Air cooled Cond.Unit	5 Ton	
2	Air cooled Cond. Unit	5 Ton	
3	Air cooled Cond. Unit	5 Ton	
4	Air cooled Cond. Unit	5 Ton	
5	Air cooled Cond. Unit	5 Ton	5 TOTAL
TASK		TASK TO COMPLETE	
OIL SAMPLE			
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER			
EDDY CURRENT			
OPERATING LOG			
ESTIMATED HOURS			

LOCATION		SUSC	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
1517	Air cooled elec chiller, Trane	6D6006483	RTAA1854UL0HUA FN NINX1TD
1518	Air cooled elec chiller, Trane	6.06E+08	RTAAC1854ULOHUA FN NINXHDN
TASK		TASK TO COMPLETE	
OIL SAMPLE		X	
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER			
EDDY CURRENT		X	
OPERATING LOG		X	
ESTIMATED HOURS			

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LOCATION		ACTC	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
1567	Air cooled, Trane 7.5 ton	K463TX3FF	TWR060C100A2
0	Recip wtr cooled, Trane	U91L06886	CGWCC901RHNJK403GPT
1	Recip wtr cooled, Trane	U91L06887	CGWCC901RHNJK403GPT
TASK		TASK TO COMPLETE	
OIL SAMPLE		X	
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER			
EDDY CURRENT		X	
OPERATING LOG		X	
ESTIMATED HOURS			

LOCATION		BRY	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
587	WTR cooled Trane	U988B02504	RTWA080AYA01C1C0W
TASK		TASK TO COMPLETE	
OIL SAMPLE		X	
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER			
EDDY CURRENT		X	
OPERATING LOG		X	
ESTIMATED HOURS			

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LOCATION		CNSB	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
701	WTR cooled , Trane	U98J03211	RTHC300FMF00NWP000UNN
724	WTR cooled , Trane	1199J00700	RTHC1C2FOE0B3L2E3LF00110
TASK		TASK TO COMPLETE	
OIL SAMPLE		X	
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER		X	
EDDY CURRENT		X	
OPERATING LOG		X	
ESTIMATED HOURS			

LOCATION		COEN	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
14	Roof top cond.		
TASK		TASK TO COMPLETE	
OIL SAMPLE			
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER			
EDDY CURRENT			
OPERATING LOG			
ESTIMATED HOURS			

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LOCATION		COLM	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
1082	wtr cooled, Trane	U10A06279	RTHDUD2CXHOUAG3A4RALG3
1083	wtr cooled, Trane	U10A06278	RTHDUB2AXHHOUA3A4RALG3
1084	wtr cooled, Trane	U10A06280	RTHDUB2AXHOUAB2A2LALB2
TASK		TASK TO COMPLETE	
OIL SAMPLE		X	
VIBRATION		X	
CLEAN CONDENSER		X	
CHANGE OIL FILTER		X	
EDDY CURRENT		X	
OPERATING LOG		X	
ESTIMATED HOURS			

LOCATION		HANN	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
225	WTR cooled , Trane	U9617708866	RTWA100AYB01C1DOWFN
224	WTR cooled , Trane	U961708867	RTWA100AYB01C1DOWFN
TASK		TASK TO COMPLETE	
OIL SAMPLE		X	
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER			
EDDY CURRENT		X	
OPERATING LOG		X	
ESTIMATED HOURS			

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LOCATION		HMPH	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
823	WTR COOLED CHILLER, TRANE	L97D02942	RTHC181F0F0CIL30ILF00000
TASK		TASK TO COMPLETE	
OIL SAMPLE		X	
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER		X	
EDDY CURRENT		X	
OPERATING LOG		X	
ESTIMATED HOURS			

LOCATION		NURS	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
258	WTR COOLED CHILLER, TRANE	U97G03757	RTWAIDOAYBOI-C3DOWFNT
259	WTR COOLED CHILLER, TRANE	U97G03750	RTWAIDOAYBOI-C3DOWFNT
TASK		TASK TO COMPLETE	
OIL SAMPLE		X	
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER			
EDDY CURRENT		X	
OPERATING LOG		X	
ESTIMATED HOURS			

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LOCATION		MAST	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
639	WTR COOLED CHILLER, TRANE	U97K0615	RTWA12544CO1C3BOWFNT
TASK		TASK TO COMPLETE	
OIL SAMPLE		X	
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER			
EDDY CURRENT		X	
OPERATING LOG		X	
ESTIMATED HOURS			

LOCATION		STRS	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
323	WTR COOLED CHILLER, CARRIER	T916003	30HR120-D600
322	WTR COOLED CHILLER, CARRIER	T916002	30HR120-600
TASK		TASK TO COMPLETE	
OIL SAMPLE			
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER			
EDDY CURRENT		X	
OPERATING LOG		X	
ESTIMATED HOURS			

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LOCATION		STBS	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
178	WTR COOLED TRANE	U97G03749	RTWA100AYBO1C3DOWFNT
172	WTR COOLED TRANE	U97G03756	RTWA100AYBO1C3DOWFNT
TASK		TASK TO COMPLETE	
OIL SAMPLE		X	
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER			
EDDY CURRENT		X	
OPERATING LOG		X	
ESTIMATED HOURS			

LOCATION		SUGR	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
1552	WTR COOLED CHILLER, Trane	U07C03054	RTWA110AYH01030DWNFN
1553	WTR COOLED CHILLER, Trane	U07C03053	RTWA110AYH01030DWNFN
TASK		TASK TO COMPLETE	
OIL SAMPLE		X	
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER			
EDDY CURRENT		X	
OPERATING LOG		X	
ESTIMATED HOURS			

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LOCATION		LIBR	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
	WTR COOLED CHILLER, TRANE	L16H04112	CVHF570
	WTR COOLED CHILLER, TRANE		CVHF650
TASK		TASK TO COMPLETE	
OIL SAMPLE		X	
VIBRATION		X	
CLEAN CONDENSER		X	
CHANGE OIL FILTER		X	
EDDY CURRENT		X	
OPERATING LOG		X	
ESTIMATED HOURS			

LOCATION		WALK	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
63	Recip wtr cooled chiller, McQuay	5VB0177700	WHR150D-W
64	Recip wtr cooled chiller, McQuay	5ZF8187400	WHR150D-W
TASK		TASK TO COMPLETE	
OIL SAMPLE			
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER			
EDDY CURRENT		X ONE CHILLER NOT RUNNING	
OPERATING LOG		X	
ESTIMATED HOURS			

EDDY CURRENT ONLY ON ONE CHILLER

LOCATION		UH	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
1	AIR COOLED TRANE		
2	AIR COOLED DIEKEN		
TASK		TASK TO COMPLETE	
OIL SAMPLE			
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER			
EDDY CURRENT			
OPERATING LOG			
ESTIMATED HOURS			

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LOCATION		FIELDHOUSE	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
1	DAIKEN PACKAGE UNIT		
5	5 TON CENTRAL UNITS		
TASK		TASK TO COMPLETE	
OIL SAMPLE			
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER			
EDDY CURRENT			
OPERATING LOG		X ON DAIKEN ONLY	
ESTIMATED HOURS			

LOCATION		HUB	
EQUIP TYPE	SERIAL NO	MODEL NO.	
7 PACKAGE UNITS			
1 DAIKEN PACKAGE UNIT			
TASK		TASK TO COMPLETE	
OIL SAMPLE			
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER			
EDDY CURRENT			
OPERATING LOG		X ON DAIKEN ONLY	
ESTIMATED HOURS			

LOCATION		LAIRD WEEMS	
EQUIP TYPE	SERIAL NO	MODEL NO.	
4 Central Air Units 5 Ton			
TASK		TASK TO COMPLETE	
OIL SAMPLE			
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER			
EDDY CURRENT			
OPERATING LOG			
ESTIMATED HOURS			

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LOCATION		BAYOU POINTE	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
1	Dikian Air Cooled Chiller		
1	Dikian Air Cooled Chiller		
TASK		TASK TO COMPLETE	
OIL SAMPLE			
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER			
EDDY CURRENT			
OPERATING LOG		X	
ESTIMATED HOURS			

LOCATION		SOFTBALL COMPLEX	
EQUIP ID	EQUIP TYPE	SERIAL NO	MODEL NO.
8	5 ton Central Units		
TASK		TASK TO COMPLETE	
OIL SAMPLE			
VIBRATION			
CLEAN CONDENSER		X	
CHANGE OIL FILTER			
EDDY CURRENT			
OPERATING LOG			
ESTIMATED HOURS			