



**Bid Number 50 - 123761**

Two year contract to perform one comprehensive annual stop inspection on existing water-cooled chillers for the Department of Community Justice Agency.

**August 21, 2018 AT 11:00 AM**

**ATTENTION VENDORS!!!**

**Please review all pages and respond accordingly, complying with all provisions in the technical specifications and Jefferson Parish Instructions for Bidders and General Terms and Conditions. All bids must be received in the Purchasing Department by the bid due date and time.**

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Donna Reamey  
Dreamey@Jeffparish.net  
504-364-2684**

# SPECIFICATIONS FOR BID# 50-123761

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## **TWO (2) YEAR CONTRACT TO PERFORM WATER COOLED CHILLERS ANNUAL COMPREHENSIVE STOP INSPECTIONS FOR THE JEFFERSON PARISH CORRECTIONAL CENTER 100 DOLHONDE STREET, GRETNA, LA 70053**

### **Section 1.0 — Pre-Bid Conference:**

A Non-Mandatory Pre-Bid Conference and inspection of the site shall be held:

Location: Jefferson Parish Correctional Center  
100 Dolhonde Street, Gretna La. 70053  
Date: August 10, 2018  
Time: 10:00 AM

All prospective bidders are invited to attend this non-mandatory pre-bid conference. However, failure to attend the non-mandatory pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the non-mandatory pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner. This conference is held to allow questions to be answered and to inspect the site with the owner's representative.

### **Section 2.0 - Scope:**

We extend this proposal to cover all labor, materials, and equipment necessary to perform the following for a two-year contract for the Jefferson Parish Department of Community Justice:

- Perform annual maintenance and Annual Comprehensive Stop Inspection on existing water-cooled chillers.
- Provide a labor only rate for use on an as needed basis on various makes and models of water-cooled chillers.

### **Section 3.0 —License Requirements:**

The following Louisiana State license shall be required for this project:

Louisiana State Commercial Contractors License

Louisiana State Mechanical Contractors License

EPA refrigerant transition and recovery certification "type III" or "universal" level as required by 40 CFR, part 82, subpart F to handle refrigerant on a low pressure machine (chiller).cooled chillers 2017.doc

**NOTE-** Louisiana State Contractors License number shall be on the outside of the bid envelope. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected

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### **Section 4.0 — Quantities/Inspections:**

Bidders must inspect the sites and perform their own measurements and surveys to determine the proper quantities of labor hours, equipment, supplies, materials, etc. required for this contract.

### **Section: 5.0 — Standards:**

All work shall meet or exceed the following industry standards:

- American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) 90.1 — Energy Standard for Buildings except Low-Rise Residential Buildings
- American National Standards Institute (ANSI)
- National Electrical Code (N.E.C.)

### **Section: 6.0 — ANNUAL COMPREHENSIVE STOP INSPECTION AND MAINTENANCE FOR TWO (2) EXISTING TRANE WATER COOLED CHILLERS TO BE PERFORMED ONCE A YEAR THROUGHOUT THE LENGTH OF THE CONTRACT.**

The successful bidder shall provide all labor, materials, equipment, testing instruments, tools, software, transportation, computer programs and all other incidentals necessary to perform work to include and not be limited to the following for the two (2) existing water cooled chiller unit(s) listed below:

Jefferson Parish Correctional Center located at 100 Dolhonde Street Gretna, LA 70053

- Chiller unit #2- Trane 300 ton Water Cooled Chiller Model# CVHE-045F Serial# L99G02850M
- Chiller unit #3- Trane 300 ton Water Cooled Chiller Model# CVHE-045F Serial# L99G02849M

#### **A. General-**

- Provide and replace all refrigerant driers, oil filters, water filters, and dehydrators.
- Thirty Days (30) days prior to the scheduled stop inspection, the successful bidder shall obtain a refrigerant sample and perform a full spectrum analysis to identify any contamination in the refrigerant.
- Owner shall be provided a full report listing all findings of the refrigerant analysis prior to the annual inspection being performed.
- Pressurize and leak test the entire machine and purge unit systems (applicable units).
- Perform manufacturer's recommended purge unit maintenance
- A laminated or hard plastic tag shall be placed on all switches, thermostats, gauges, and any other device that requires a calibration check to indicate reading and date of recalibration.
- Test all flow/DP switches for proper operation.
- Change oil eductor filter dryer
- Perform annual Coolant Change for VSD or Low Voltage Solid State Starter (Per manufacturer recommendations).



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- B. Perform preventative procedures to flow proving devices
- C. Verify operation of automatic and manual capacity controls.
- D. Check mechanical linkages for wear, secureness, and proper adjustment. Tighten and lubricate as per manufacturer guidelines.
- E. Check refrigerant charge and correct if necessary. If refrigerant is required Jefferson Parish will provide refrigerant or provide a purchase order to the successful bidder for the purchase of the refrigerant.
- F. Inspect and repair burnt wiring on unit.
- G. Notify owners' representative of all deficiencies in writing within twenty four hours of completion of inspection.
- H. Complete an annual stop inspection of the chiller unit by fully completing and following the "Jefferson Parish Chiller Annual Stop Inspection Form" (See attachment "B") and as instructed in these specifications.
- I. One (1) form shall be completed for each chiller unit.
- J. All original forms shall be returned to the owner's representative at completion of inspection.
- K. Supply all necessary oil and lubricants as per manufacturer's recommendations.
- L. Properly dispose of all removed oil and filters from the Parish site as per EPA and OSHA guidelines.
- M. No factory setting or controls (operation and safety) shall be changed without the written approval of the manufacturer. Provide owner with a copy of the written approval prior to any changes.
- N. Should any cutting of insulation be required, vendor shall patch and repair to match existing original condition.
- O. In case of excessive downtime Jefferson Parish may provide an additional purchase order, not to exceed \$5,000.00, to the vendor to obtain necessary part(s) to complete the repair work. In the event that the contractor is permitted to purchase necessary part(s), Jefferson Parish will only allow a 0% mark-up of invoice cost.

### **Clean Condenser Tubes:**

- Bidder will be responsible to valve off, drain, and refill system.
- Remove Heads.
- Photograph tubes and provide copies of photos to owner.
- Allow owner representative to inspect tubes and heads for corrosion.
- Mechanically clean tubes using a manufacturer approved cleaning brushes.
- Re-assemble unit using new gaskets. Check for proper division plate/gasket fit.

### **Q.) Check all safety switches and alarms for proper operation.**

- High pressure cut off
- Low pressure cutoff
- Low oil pressure switch
- Oil pump timers
- Flow switches
- Pump interlocks



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- System monitor timers
- System freeze stats
- Vane closing switches

### **R.) Check operating controls for proper operation:**

- Temperature control stats
- Motor load limit controls
- Vane operation controls
- All electrical controls should be inspected for obvious malfunctions and report any malfunctions to owner.

### **S.) Vibration Analysis:**

- Perform a vibration analysis per chiller.
- Provide a typed report indicating normal/abnormal range. Bidder shall provide the owner with manufactures benchmark settings. Technician must have a level 2 certification for such test.

### **T.) Oil Analysis:**

- Thirty Days (30) days prior to the scheduled stop inspection, the successful bidder shall obtain an oil sample and perform a full spectrum oil analysis to identify any contamination in the oil.
- The spectrochemical analysis will test for wear and corrosion elements in the oil sample.
- Reported results shall be parts per million (ppm).
- Results of the tests shall be reported to the owner to determine whether an oil change is necessary.
- Provide to the owner a detailed type-written report indicating results seven (7) days prior to the start of the stop inspection.
- The successful bidder shall change the chiller oil only if the results of the analysis recommends an oil change.
- Bidder shall obtain a purchase order from the Department of Community Justice Agency prior to replacing oil.
- Only manufacturer approved oils and refrigerants will be allowed.

### **U.) Perform Eddy Current Test:**

- The full length of each tube contained in the chiller shall be inspected.
- Probe speed shall not exceed 60 feet per minute.
- The following Defects and/or Abnormalities shall be tested for.
  1. ID Pitting
  2. OD Pitting
  3. ID Corrosion
  4. Longitudinal crack
  5. Longitudinal flaw
  6. Radial crack
  7. Radial flaw
  8. OD metal loss (corrosion)
  9. OD corrosion at the supports

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10. OD wears at the supports
  11. OD deposits
  12. OD defects, damage
  13. ID erosion/metal loss, ID defects
  14. Freeze bulge (land area) .015 or greater
  15. Freeze bulge in the finned area
  16. Mechanical expansion (land area/finned area)
  17. Tube plugged/removed
  18. Tube dented
  19. Tube constricted
  20. Tube restricted
  21. Misformed land area
  22. Missed expansion
- Recommendations for corrective action shall be included in the inspection report.
  - Reject criteria shall be established, based on the progressive nature of the damage found, history of the equipment tested, and the limitations of the inspection method used.
  - A verbal report, tube map and tabulated data sheets indicating inspection results shall be provided to the owners' representative at completion of each test.
  - A typed report shall be submitted within two (2) working days of completion of testing.
  - The typed written report shall contain the following.
    - Information sheet containing the chiller model and serial number, tube specifications, test end, row and tube numbering information.
    - A summary of findings that include percent of tube bundle affected by the different type and degree of defects detected.
    - A Tabulated defect data sheets detailing the type, degree and location by row and tube number to permit selective plugging/replacement.
    - A Tube bundle layout (Tube Map) with defective tubes marked by defect description and severity with a legend on the tube sheet map.
    - Strip charts showing the vertical, horizontal and XY detector outputs of selected sample good and/or defective tubes. Defects will be labeled on the strip charts to identify type and location.
    - Recommendations for corrective actions.

### Section 7.0 - Hours of Work:

Maintenance and Inspection work shall be performed during normal working hours Monday thru Friday 7:00 a.m. — 4:00 p.m.

Note: Only one chiller shall be serviced at a time.

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### 8.0- LABOR ONLY FOR THE REPAIR OF EXISTING WATER COOLED CHILLER EQUIPMENT

- Provide labor, materials, transportation, supervisions, and equipment necessary for a two (2) year labor only contract to troubleshoot and repair existing water cooled chiller equipment.
- Trouble shooting of equipment shall only be performed by a lead technician with factory support. The use of a "helper" will only be allowed upon approval from a General Services representative.
- Repairing of equipment shall only be performed by a lead technician. The use of a "helper" will only be allowed upon approval from a General Services representative.
- All work shall be provided on an "as-needed" basis
- There shall be no guarantee as to the amount of work given throughout this contract.
- Billing for troubleshooting and repair work shall be made on an hourly basis only. This hour shall include all cost for incidental equipment/tools, transportation, travel time, licenses, which are required to perform this work.
- Bidder must receive a purchase order from the requesting department prior to any work being performed. If the successful bidder proceeds without a purchase order issued by the department the bidder could not be compensated for his labor and parts.
- There shall be no minimum call out time in terms of hours charged under the terms of this contract. Time charged to contract shall be from the time personnel arrive on site to time work is completed.
- Bidder must be proficient in the repair of low pressure chillers with and without variable frequency drives (VFD) and purge units.
- In case of excessive downtime Jefferson Parish may provide an additional purchase order, not to exceed \$5,000.00, to the vendor to obtain necessary part(s) to complete the repair work. In the event that the contractor is permitted to purchase necessary part(s), Jefferson Parish will only allow a 0% mark-up of invoice cost.
- Successful bidder shall provide a list of the part(s) which need to be replaced and/or repaired to Jefferson Parish. At the request of Jefferson Parish the vendor shall provide the name of supplier(s) where the part(s) can be obtained promptly and a cost for the part(s).
- Jefferson Parish reserves the right to call for a second opinion on all diagnosis of work prior to approving any repairs.
- Bidder must provide a workforce and necessary equipment/tools to be able to respond to multiple facilities at the same time, if need be.
- Bidder must respond within four (4) hours after receiving a purchase order on non-emergency calls and within two (2) hours for emergency calls. If the bidder fails to respond to the site/location Jefferson Parish shall reserve the right to cancel this contract.
- Jefferson Parish reserves the right to call for a second opinion on all diagnosis of work prior to approving any repairs.



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- Hours of work shall be performed during normal working when applicable. Before & after normal hour and weekend work may be needed to successfully place equipment back into normal operation. See Jefferson Parish work schedule. Holiday work may be needed. Proposer shall include with their bid package the name and dates of company holiday schedule.

### **Section 9.0 - Hours of Work:**

Work shall be performed during normal working hours Monday thru Friday 7:00 a.m. — 4:00 p.m. when applicable. Jefferson Parish normal works hours, before-after normal and weekend work hours are indicating in the below chart. Before-after normal hours, weekends and holiday work may be needed.

WEEK END WORK HOURS BEFORE/AFTER WORK HOURS NORMAL WORK HOURS

### **Section 10.0 — Cleaning Area and Safety:**

Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Inflammable material must be removed from the job site daily, because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare and safety of the general public, employees of Jefferson Parish, and other Parish officials.

There must be a fire watch present when any cutting, burning, or welding is taking place; and 2 hours thereafter. The fire watch and his equipment will be the sole responsibility of the contractor.

### **Section 11.0 — Warranty:**

All workmanship and materials must have at least one (1) year guaranty, in writing, from the date of acceptance of the project, against defects. The successful bidder must agree, upon written notice from the owner, promptly and without charge, and to the satisfaction of the owner, to make changes, replacement, and corrections which may be required to make good all defects in materials and/or equipment under its intended use, within the warranty period.

### **Section 12.0 — Permits:**

The successful bidder shall obtain any and all permits required by the Jefferson parish Department of Inspection and Code Enforcement and the City of Gretna (if applicable). The successful bidder shall also be responsible for payment of these permits. All permits must be obtained prior to the start of the project.

### **Section 13.0 — Pre-Construction Conference and Notice to Proceed:**

A Pre-Construction Conference shall be held between the successful bidder and the owner before any work commences.

No materials shall be ordered until the successful bidder receives a written "Notice to Order Materials" from the Department of Community Justice.

No work shall be performed until the successful bidder receives a written "Notice to Proceed" to begin work, from the Department of Community Justice.

DATE: 8/01/2018

INVITATION TO BID  
THIS IS NOT AN ORDER

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BID NO.: 50-00123761

**JEFFERSON PARISH**

PURCHASING DEPARTMENT  
P.O. BOX 9  
GRETN, LA. 70054-0009  
504-364-2678

VENDOR:

BUYER: DREAMEY@jeffparish.net

Bids will be received until 11:00 AM, 8/21/2018 via online at [www.jeffparishbids.net](http://www.jeffparishbids.net) or by hand delivery, USPS mail or other courier service to Purchasing Department, 200 Derbigny Street (General Government Building), Suite 4400, Gretna, LA 70053. For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only.

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law, as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647. A copy of these resolutions may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at [purchasing.jeffparish.net](http://purchasing.jeffparish.net) and clicking on On-line forms.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Delivered, anywhere within the Parish as designated by the Purchasing Department. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail.

JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE

PROTESTS: Only those vendors that submitted a bid in response to this solicitation may submit a protest in writing to the Director of the Purchasing within 48 hours of bid opening. The Purchasing Director will review it in connection with the Parish Attorney's Office as appropriate and a written response will be provided as soon as possible.

JEFFERSON PARISH reserves the right to cancel all or any part of an order if not shipped promptly. No charges will be allowed for parking or cartage unless specified in the quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum.

All formal Addenda require written acknowledgment on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected; JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A117.1-1961).

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.



## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

### IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online.

This is a secure site and authorized personnel have limited read access only. Bidders are encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit our E-Procurement Page at [www.jeffparishbids.net](http://www.jeffparishbids.net) to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

## ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW.

2,3,4,5,6,10,12,13

PRE-BID CONFERENCE TO BE HELD AT: Jeff Parish Correctional Center, 100  
Dolhonde St. Gretna, @ 10:00 AM  
ON 8/10/2018

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(l), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.



**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies). If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required;** This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required** in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

DATE: 8/01/2018

INVITATION TO BID  
THIS IS NOT AN ORDER

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BID NO.: 50-00123761

**JEFFERSON PARISH**

PURCHASING DEPARTMENT  
P.O. BOX 9  
GRETNA, LA. 70054-0009  
504-364-2678

VENDOR:

BUYER: DREAMY

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Agency warehouse or jobsite, anywhere within the Parish as designated by the Purchasing Department.

JEFFERSON PARISH reserves the right to cancel all or any part of an order if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

JEFFERSON PARISH is expecting all products to be new and all work to be done in workman-like manner, according to standard practices. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

N/A

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

10 Days

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

N/A

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: # 1

NUMBER:

NUMBER:

NUMBER:

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 504

**\*\*\* ALL BIDDERS MUST COMPLETE SECTION BELOW \*\*\***

|                       |  |                       |  |
|-----------------------|--|-----------------------|--|
| FIRM NAME:            |  | Johnson Controls Inc. |  |
| SIGNATURE:            |  | TITLE:                |  |
| (Must be signed here) |  | MARKET DIRECTOR       |  |
| PRINT OR TYPE NAME:   |  | CHAD STRAUGHAN        |  |
| ADDRESS:              |  | 2835 HESSMER AVE.     |  |
| CITY, STATE:          |  | ZIP:                  |  |
| METairie LA.          |  | 70002                 |  |
| TELEPHONE:            |  | FAX:                  |  |
| (504) 779-8500        |  | (504) 779-8520        |  |
| EMAIL ADDRESS:        |  | david.a.roux@JCI.com  |  |

TOTAL PRICE OF ALL BID ITEMS: \$ 45,314.30





# JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni  
Parish President

Renny Simno  
Director

August 16, 2018

ADDENDUM #1

Bid No.: 50-00123761

Bid Opening Date: 08/21/2018

For: Two year contract to perform one comprehensive annual stop inspection on existing water cooled chillers for the Department of Community Justice Agency.

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**ANSWERING VENDORS QUESTIONS:**

1). Section 60 Paragraph U. Is it the intent of the Specification to perform this test each year of the two year agreement, or just one year? If so what year does the customer want it done.

**ANSWER:** Only in the second year of the contract.

2). Same section and Paragraph. The specification does not distinguish if Eddy Current Testing is to be done on the Condenser Tubes or the Evaporator Tubes? Or both?

**ANSWER:** Both condenser and evaporator tubes.

Sincerely,

Donna Reamey

Donna Reamey, Buyer II  
Jefferson Parish Purchasing Department

**Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so will result in bid rejection.**

**This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.**



DATE: 8/01/2018

Page: 5

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00123761

SEALED BID

| ITEM<br>NUMBER | QUANTITY | U/M | DESCRIPTION OF ARTICLES  | UNIT PRICE<br>QUOTED | TOTALS    |
|----------------|----------|-----|--|----------------------|-----------|
| 1              | 1.00     | HR  | <p>TWO YEAR CONTRACT TO PERFORM ONE COMPREHENSIVE ANNUAL STOP INSPECTION ON EXISTING WATER-COOLED CHILLERS FOR THE DEPARTMENT OF COMMUNITY JUSTICE AGENCY.</p> <p>0010 PROVIDE A LABOR ONLY RATE FOR USE ON AN AS NEEDED BASIS ON VARIOUS MAKES AND MODELS OF WATER-COOLED CHILLERS PLEASE SEE ATACHED SPECIFICATIONS.</p>   | 132.30               | 132.30    |
| 2              | 2.00     | EA  | <p>0020 EXTEND THIS PROPOSAL TO COVER ALL LABOR, MATERIALS AND EQUIPMENT NECESSARY TO PROVIDE A TWO (2) YEAR CONTRACT TO PERFORM ONE (1) COMPREHENSIVE ANNUAL STOP INSPECTION ON THE EXISTING WATER-COOLED CHILLERS PER YEAR FOR THE TWO YEARS OF THIS CONTRACT, AS PER THE ATTACHED SPECIFICATIONS, FOR THE DEPARTMENT OF COMMUNITY JUSTICE AGENCY.</p> <p>CHILLER UNIT #2 - TRANE 300 TON WATER COOLED CHILLER MODEL # CVHE-045F SERIAL # L99G02850M</p> <p>CHILLER UNIT #3 TRANE 300 TON WATER COOLED CHILLER MODEL# CVHE-045HE SERIAL # L99G02849M</p> | 22,591.00            | 45,182.00 |

## **STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES**

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the **Invitation to Bid**. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

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**For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected.** The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name **the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability, Workmen's Compensation Insurance and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

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### **JEFFERSON PARISH REQUIRED STANDARD INSURANCE**

#### **☒ WORKER'S COMPENSATION INSURANCE**

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

**Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being**



rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

☒ **COMMERCIAL GENERAL LIABILITY**

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.  
Property Damage Liability \$1,000,000.00 each occurrence.

**Note:** This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

**DEDUCTIBLES**

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible shall be borne by the contractor.

NOTE: If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the bid. Such request shall be reviewed by the Parish Attorney's Office with the concurrence of the Director of Risk Management.

**UMBRELLA LIABILITY COVERAGE**

An umbrella policy or excess may be used to meet minimum requirements.

**FOR CONSTRUCTION AND RENOVATION PROJECTS:**

The following are required unless otherwise specified in the bid. Such insurance is due upon contract execution.

**1) OWNER'S PROTECTIVE LIABILITY**

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

**2) BUILDER'S RISK INSURANCE**

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.





# JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni  
Parish President

Renny Simno  
Director

July 2018

## CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

The East bank Office of Purchasing is now open! We are located in the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123. Bidders may submit bid responses at this location, pending authorization in each bid package. **Bidders should carefully read and must respond accordingly per the requirements of the bid packages. NOTE: Bidders submitting bids on the day of bid opening, bidders must submit at the West Bank location only.**

### Other Changes Continued:

- For all advertised sealed bids, written evidence of signature authority must be included with bid submission.
- Current W9 Forms and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- **Proof of insurance in the form of a current certificate evidencing coverages is required with bid submission.** Bidders must read the insurance requirements attachment included in each bid package for specific instructions. Upon contract execution, successful bidder must produce final insurance certificates in accordance with Jefferson Parish insurance requirements.

**Bidders should reference the "Additional Requirements" section of the bid instructions and/or the "Important Notice to Bidders" included in the bid package for specific requirements to respond accordingly.**

For more information, please call Jefferson Parish Purchasing at 504-364-2678.

Joseph S. Yenni Building – 1221 Elmwood Park Blvd., Ste. 404, Jefferson, LA 70123  
Office 504.364.2678

General Government Bldg. – 200 Derbigny St – Suite 4400 - Gretna, LA 70053  
Office 504.364.2678

Email: [Purchasing@jeffparish.net](mailto:Purchasing@jeffparish.net) Website: [www.jeffparish.net](http://www.jeffparish.net)



## DELEGATION OF AUTHORITY CERTIFICATE

The undersigned, Vice President and President, Building Solutions, North America, pursuant to the authority vested in him by: (i) a Sub-Delegation of Authority from **Johnson Controls, Inc.**, a Wisconsin corporation ("JCI"), dated June 6, 2017, (ii) an Incumbency Certificate and Delegation of Authority from the general partner of **Johnson Controls Fire Protection LP** (formerly known as SimplexGrinnell LP), a Delaware limited partnership ("JCFP"), dated June 8, 2017, and (iii) a Written Consent in Lieu of Special Meeting of the Management Board from **Johnson Controls Security Solutions LLC** (formerly known as Tyco Integrated Security LLC), a Delaware limited liability company ("JCSS"), dated June 8, 2017, hereby authorizes:

**Chad M. Straughan**  
**Market Director / Construction Sales Manager**

(the "Delegate") to perform, on behalf of each of JCI, JCFP and JCSS, the acts described below:

To execute and deliver any and all contracts for the performance of work, sale of goods, and furnishing of services, and any other instruments in connection therewith and in the ordinary course of business and in accordance with the current Global Approval Authority Matrix.

This authority does not extend to:

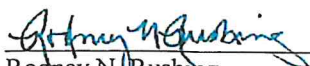
- a. further sub-delegation of the above acts absent necessary approvals in writing;
- b. the execution of surety, performance or bid bonds;
- c. the signing of any notes, contracts, or any other agreement to borrow money in the name of JCI, JCFP and JCSS, or any form of guaranty for the payment or performance of obligations of any subsidiary, affiliate, or joint venture of JCI, JCFP and JCSS; or
- d. the signing, on behalf of JCI, JCFP and JCSS, of any deeds, abstracts, offers to purchase or any other instruments pertaining to the purchase or sale of real property.

Any actions taken by such Delegate within the scope of acts authorized herein taken between the date of expiration of any prior delegation of authority and the date hereof are hereby ratified, confirmed and approved as the acts and deeds of JCI, JCFP and JCSS.

**This authority shall remain in full force and effect through June 3, 2019.**

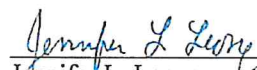
Signed at Milwaukee, Wisconsin, this 4<sup>th</sup> day of June, 2018.

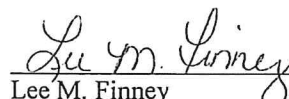
Johnson Controls, Inc., Johnson Controls  
Fire Protection LP, and Johnson Controls  
Security Solutions LLC

  
Rodney N. Rushing  
Vice President and President  
Building Solutions, North America

ATTESTS:

  
Steven W. Keane  
Vice President and Assistant Secretary  
Johnson Controls, Inc.

  
Jennifer L. Leong  
Vice President and Secretary  
Johnson Controls Fire Protection LP

  
Lee M. Finney  
Vice President and Secretary  
Johnson Controls Security Solutions LLC





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/21/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|   |  |                           |               |
|---|--|---------------------------|---------------|
| <b>PRODUCER</b><br><br>Marsh USA Inc.<br>411 East Wisconsin Avenue<br>Suite 1300<br>Milwaukee, WI 53202   | <b>CONTACT NAME:</b> Attn: Cert Center   |                           |               |
|   | <b>PHONE:</b> (866) 966-4664<br><b>FAX:</b> (212) 948-5167<br><b>E-MAIL ADDRESS:</b> JCI.CertRequest@marsh.com |                           |               |
| <b>INSURED</b><br><br>Johnson Controls, Inc.<br>Tyco International Holding S.a.r.l.<br>SimplexGrinnell LP<br>(see attached Acord 101)<br>5757 North Green Bay Avenue<br>Milwaukee, WI 53209 | <b>INSURER(S) AFFORDING COVERAGE</b>   |                           | <b>NAIC #</b> |
|   | <b>INSURER A:</b>  | OLD REPUBLIC INSURANCE CO | 24147         |
|   | <b>INSURER B:</b>  |                           |               |
|   | <b>INSURER C:</b>  |                           |               |
|   | <b>INSURER D:</b>  |                           |               |
|   | <b>INSURER E:</b>  |                           |               |
|   | <b>INSURER F:</b>  |                           |               |

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATION MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSR | SUBR WVD | POLICY NUMBER  | POLICY EFF (MM/DD/YYYY)                | POLICY EXP (MM/DD/YYYY)                | LIMITS   |   |
|----------|---|-----------|----------|--|--|--|--|---|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> CONTRACTUAL LIABILITY<br><input checked="" type="checkbox"/> XCU Included<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER |           |          | MWZY 310897  | 10/01/2017                             | 10/01/2018                             | EACH OCCURRENCE  | \$2,000,000                               |
|          |   |           |          |  |  |  | DAMAGE TO RENTED PREMISES (Ea occurrence)  | \$2,000,000                               |
|          |   |           |          |  |  |  | MED EXP (Any one person)   | \$50,000                                  |
|          |   |           |          |  |  |  | PERSONAL & ADV INJURY  | \$2,000,000                               |
|          |   |           |          |  |  |  | GENERAL AGGREGATE  | \$2,000,000                               |
|          |   |           |          |  |  |  | PRODUCTS - COMP/OP AGG   | INC IN GEN AGG                            |
| A        | <b>AUTOMOBILE LIABILITY</b><br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS ONLY<br><input type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> NON-OWNED AUTOS ONLY   |           |          | MWTB 310896 (Excludes New Hamp)<br>MWTB 310898 (Primary NH \$250k)<br>MWTB310899 (Excess NH \$1.75mm)<br>Excess NH Auto is follow form to<br>Primary NH Auto | 10/01/2017<br>10/01/2017<br>10/01/2017 | 10/01/2018<br>10/01/2018<br>10/01/2018 | COMBINED SINGLE LIMIT (Ea Accident)  | \$2,000,000                               |
| A        | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$  |           |          |  |  |  | EACH OCCURRENCE  |   |
|          |   |           |          |  |  |  | AGGREGATE  |   |
| A        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?<br>(Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | Y/N<br>N  | N/A      | MWC 310893 00 (AOS - See Pg 2)<br>MWXS 310894 (OH & WA)  | 10/01/2017<br>10/01/2017               | 10/01/2018<br>10/01/2018               | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT<br>E.L. DISEASE - EA EMPLOYEE<br>E.L. DISEASE - POLICY LIMIT | \$2,000,000<br>\$2,000,000<br>\$2,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

JCI / Tyco Contract Number:

JCI / Tyco Project Name:

Customer PO Number:

**CERTIFICATE HOLDER****CANCELLATION**

Sample

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  
of Marsh USA Inc.  
by Ann Moody

## Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type.  
See Specific Instructions on page 3.

|   |   |
|---|---|
| 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.<br><b>JOHNSON CONTROLS INC</b>  |   |
| 2 Business name/disregarded entity name, if different from above  |   |
| 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.<br><br><input type="checkbox"/> Individual/sole proprietor or single-member LLC<br><input checked="" type="checkbox"/> C Corporation<br><input type="checkbox"/> S Corporation<br><input type="checkbox"/> Partnership<br><input type="checkbox"/> Trust/estate<br><br><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►<br><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.<br><br><input type="checkbox"/> Other (see instructions) ► | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):<br><br>Exempt payee code (if any) <u>5</u><br><br>Exemption from FATCA reporting code (if any) <u>E</u><br><br><small>(Applies to accounts maintained outside the U.S.)</small> |
| 5 Address (number, street, and apt. or suite no.) See instructions.<br><b>5757 N GREEN BAY AVE</b>  | Requester's name and address (optional)   |
| 6 City, state, and ZIP code<br><b>MILWAUKEE WI 53209</b>  |   |
| 7 List account number(s) here (optional)  |   |

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

|                                |   |  |   |   |   |   |   |     |
|--------------------------------|---|--|---|---|---|---|---|-----|
| Social security number         |   |  |   |   |   |   |   |     |
|                                |   |  |   |   |   |   |   |     |
| or                             |   |  |   |   |   |   |   |     |
| Employer identification number |   |  |   |   |   |   |   |     |
| 3                              | 9 |  | 0 | 3 | 8 | 0 | 0 | 1 0 |

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

|           |  |                         |
|-----------|--|-------------------------|
| Sign Here | Signature of U.S. person ►  | Date ► <u>2/16/2018</u> |
|-----------|--|-------------------------|

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



# Certificate of Recognition

Presented to

**Robert LeBlanc**

New Orleans LA Branch  
For milestone completion within the  
**Johnson Controls Service Technical Academy**

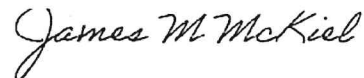
**FACTORY TRAINED  
CHILLER TECHNICIAN**

December 21, 2015



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Edgar "Buddy" Saucier  
VP, Service and Security & Fire  
System and Service North America



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Jim McKiel  
Technical Support Manager and  
STA Program Administrator  
System and Service North America



