University of Missouri (UM) Procurement

BID REQUEST NO.: 21029
TITLE: COOLING TOWER CLEANING
ISSUE DATE: SEPTEMBER 16, 2020

STRATEGIC SOURCING SPECIALIST: Wade A. Jadwin
PHONE NO.: (573) 341-4049
E-MAIL: jadwinw@mst.edu

RETURN BID NO LATER THAN: OCTOBER 8, 2020 AT 2:00 PM CENTRAL TIME

MAILING INSTRUCTIONS: Print or type Bid Request No. and Return Due Date on the lower left hand corner of the envelope or package. Bids are to be contained in a sealed envelope and delivered to the following address by the return date and time noted above.

RETURN BID TO: UM Procurement
Attention: Wade A. Jadwin
1201 North State Street – G5C
Rolla, MO 65409

You are invited to submit bids on the items or services specified. All bids must be made on this form and shall be subject to the terms and conditions on the reverse side hereof for furnishing items or services of the description listed below. All deliveries shall be made FOB DESTINATION with freight charges fully included and prepaid. The seller pays and bears the freight charges.

In compliance with this bid request and subject to all of the terms and conditions thereon, bidder offers and agrees to furnish or deliver the items or perform the services upon which prices are quoted herein, such items or services to be provided within the number of days indicated after receipt by bidder of University Purchase Order. Only cash discounts having a period of thirty (30) days or more will be taken into account in determining the lowest bid. Discount time is compiled from day of delivery and acceptance of items or services or receipt of correct invoice, whichever is later.

The bidder further agrees that the language of this bid document shall govern in the event of a conflict with his/her bid. The bidder further agrees that upon receipt of an authorized purchase order from the University of Missouri or when a Notice of Award is signed and issued by an authorized official of the University of Missouri, a binding contract shall exist between the bidder and The Curators of the University of Missouri.

SIGNATURE REQUIRED

<table>
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| Corporation                  | Individual | State/Local Government | Partnership | Sole Proprietor | Other |

<table>
<thead>
<tr>
<th>Authorized Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

| Printed Name                 | Title      |


BID REQUEST AND BID CONDITIONS

This Bid Request and Bid is made upon and subject to the following conditions, all of which are accepted by bidder. Upon acceptance by University, this Bid Request and Bid and the University Purchase Order issued thereon shall constitute the contract for furnishing the items described in the bid in strict conformity with the contract instruments.

1. No oral explanation in regard to the meaning of the specifications will be made, and no oral interpretation will be given before the award of the contract. If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of any part of the specifications or any other proposed contract documents, he may submit to the University a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made by addendum duly issued or delivered to each person receiving a set of such documents. The University will not be responsible for any other explanation or interpretations of the proposed documents.

2. The University reserves the right to reject any and all bids and to waive any informality in bids.

3. Whenever the name of a manufacturer or vendor is mentioned on the face hereon and words "or equal" do not follow, it shall be deemed that the words "or equal" shall follow such designation unless the context specifies "no substitution". University assumes that items bid as equal are equal. University reserves the right to return at the bidder's expense all items that are furnished which are not acceptable as equals to items specified by the Bid Request and Specifications, and vendor agrees to replace such items with satisfactory items at the original bid price.

4. All items bid shall be new unless otherwise specified by the University.

5. Bidder agrees to unconditionally guarantee all items bid upon against defects in material and workmanship for a period of one year from the date of acceptance by the University unless otherwise specified.

6. Unless it is so noted on the bid it will be deemed that the article furnished is that designated. If the vendor proposes to furnish an item of a different manufacturer or vendor other than the one specified on the face hereof, the manufacturer or vendor of the substituted items shall be noted and complete descriptive literature describing the items to be substituted must accompany the bid.

7. Materials and services furnished the University are not subject to either Federal Excise Taxes or the Missouri Sales Tax. Exemption certificates will be furnished on request.

8. Prices quoted are to be firm and final and prices shall be stated in units of quantity specified with packing and drayage charges included.

9. Shipments shall be marked as directed on the Purchase Order.

10. C.O.D. shipments will not be accepted. All shipping charges must be PREPAID. No packing or drayage charges will be allowed.

11. The University will not be responsible for articles or services furnished without a Purchase Order.

12. Risk of loss or damage to the goods prior to the time of their receipt and acceptance by the University is upon the vendor.

13. All invoices and correspondence shall show the Purchase Order Number. All invoices must be rendered in duplicate and contain full descriptive information on items or service furnished. Separate invoices shall be rendered for each order and forwarded to the University.

14. Vendor agrees to defend, protect and save the University harmless from all claims and actions arising out of patent infringement.

15. University reserves the right to cancel all or any part of orders if shipment is not made as promised. Vendor shall notify the University if shipment cannot be made as promised. Time of proposed delivery must be stated in definite terms in the space provided.

16. The bidder hereby guarantees that no article listed herein is adulterated or misbranded within the meaning of the Federal Food, Drug and Cosmetic Act or an article which may not, under the provisions of Federal Law, be introduced into interstate commerce.

17. Samples, when required, are to be furnished prior to the date specified for receipt of bids.
18. In case of any doubt or difference of opinion as to the items to be furnished hereunder or the quality thereof, the decision of the UM Chief Procurement Officer shall be final and binding upon both parties.

19. The University reserves the right to award an order to the lowest aggregate bidder for all items or on an item basis, or a group of like items, whichever is found to be in the best interest of the University. If a split award is not acceptable to a bidder, it must be stated in the bid response.

20. In awarding the contract, the University may take into consideration the skill, facilities, capacity, experience, ability, responsibility, previous work, the financial standing of the bidder or bidders; the amount of other work being carried on by the bidder; the quality, efficiency, and construction of the equipment proposed to be furnished; the period of time within which the equipment is to be furnished and delivered; and the necessity of prompt delivery of the items herein described. The inability of any bidder to meet the requirement mentioned above may be cause for rejection of his bid.

21. In the event that time and materials are a portion of this bid, the University reserves the right to audit vendor’s records concerning this bid.

22. All items or services to be furnished hereunder shall meet all applicable State and Federal requirements of the Occupational Safety and Health Standard. All alleged violations and deviations from said State and Federal regulations or standards of the items of services to be furnished hereunder, must be set forth on the Bid Form at the time of submission of the bid. Or if at any later date the items or services contained herein shall not meet all applicable state and federal requirements after the bidder is awarded the contract hereunder the bidder must notify the Campus Purchasing Manager, immediately by certified mail, return receipt requested.

23. The University serves from time to time as contractor for the United States Government. Accordingly, the provider of goods and/or services shall comply with federal laws, rules, and regulations applicable to subcontractors of government contracts including those relating to equal employment opportunity and affirmative action in the employment of minorities (Executive Order 11246), women (Executive Order 11375), persons with disabilities (29 USC 706 and Executive Order 11758), and certain veterans (38 USC 4212 formerly [2012]) contracting with business concerns with small disadvantaged business concerns (Publication L. 95-507). Contract clauses required by the Government in such circumstances are incorporated herein by reference.

24. The Curators of the University of Missouri have adopted a policy which is binding upon all employees and departments of the University, and which by contract shall be binding upon independent contractors and subcontractors with the University, whereby all other things being equal, and when the same can be secured without additional cost over foreign products, or products of other states, a preference shall be granted in all construction, repair and purchase contracts, to all products, commodities, materials, supplies and articles mined, grown, produced and manufactured in marketable quantity in the State of Missouri and to all firms, corporations or individuals doing business as Missouri, firms, corporations, or individuals. By virtue of the foregoing policy, preferences will be given to materials, products, supplies, or provisions, and all other articles produced, manufactured, mined or grown within the State of Missouri, and to all firms, corporations or individuals doing business as Missouri firms, corporations or individuals. Each bidder submitting a proposal agrees to comply with and be bound by the foregoing policy.
NOTICE TO RESPONDENTS

The University of Missouri requests bids for the Providing of COOLING TOWER CLEANING – RFB #21029, which will be received by the undersigned at University of Missouri Procurement, until October 8, 2020 at 2:00 P.M. CT. The University assumes no responsibility for any vendor’s on-time receipt at the designated location for bid opening. Faxed or emailed responses will not be considered.

Specifications and the conditions of Request for Bid together with the printed form on which Request for Bids must be made may be obtained by accessing the following website: http://www.umsystem.edu/ums/fa/procurement/bids or from the Strategic Sourcing Specialist identified within this document.

In the event a Respondent chooses to use the Word version of the RFP to aid in preparation of its response, the Respondent should only complete the response information. Any modification by the Respondent of the specifications provided will be ignored, and the original wording of the RFP shall be the prevailing document.

If you have any questions regarding the RFP, please send them to:

Wade A. Jadwin
University of Missouri Procurement
1201 North State Street – Suite G5C
Rolla, Missouri 65409
jadwinw@mst.edu

The University reserves the right to waive any informality in Request for Bid and to reject any or all Request for Bids.

THE CURATORS OF THE UNIVERSITY OF MISSOURI
Prepared by:
Wade A. Jadwin
Strategic Sourcing Specialist
University of Missouri Procurement
1201 North State Street – Suite G5C
Rolla, MO 65409

Dated: September 16, 2020
UNIVERSITY OF MISSOURI
SPECIAL CONDITIONS

University of Missouri Procurement is requesting bids for providing COOLING TOWER CLEANING for University of Missouri – Columbia.

SITE TOUR:

A tour to view the site has been scheduled for September 28, 2020 at 10:00 a.m. CT. Please meet at the Energy Management front office (see map at the bottom of this bid packet). If you desire to tour the site, please notify Wade A. Jadwin at jadwinw@mst.edu no later than September 24, 2020 at 4:00 p.m. CT.

The purpose of the tour is to allow potential respondents the opportunity to inspect the area. Each respondent is solely responsible for a prudent and complete personal inspection, examination and assessment of the work site condition, facilities and/or any other existing condition, factor or item that may affect or impact performance. The respondent shall not be relieved of responsibility for performance under the contract for any reason whatsoever, including but not limited to the respondent’ failure to observe existing conditions, etc.

AWARD:

The award will be based on lowest price and meeting specifications.

The University reserves the right to award an order to the lowest aggregate bidder for all items or on an item basis, or a group of like items, whichever is found to be in the best interest of the University. If a split award is not acceptable to a bidder, it must be stated in the bid response.

Note: The University of Missouri reserves the right to negotiate best and final terms with the respondent selected.

PREVIOUS QUOTATIONS:

This is a sealed bid event. Any quotations sent to the University of Missouri prior to this Request for Bid (RFB) are now void and will not be considered. Bidders must respond with a new quotation / response by the bid deadline noted on the cover page of this RFB.

PAYMENT:

Preferred settlement method is through the use of Electronic Accounts Payable solutions. Payment terms associated with these forms of payment will be issued as net 30 after the date of invoice. Payment terms associated with settlement by check will be considered to be net 30 days. Cash discounts for prompt payment may be offered but they will not be considered in determination of award unless specifically stated in the Detailed Specifications and Special Conditions. The University may withhold payment or make such deductions as may be necessary to protect the University from loss or damage on account of defective work, claims, damages, or to pay for repair or correction of equipment or supplies furnished hereunder. Payment may not be made until satisfactory delivery and acceptance by the University and receipt of correct invoice have occurred.
The University encourages suppliers to opt into its Single-Use Account (SUA) credit card program for payment of invoices. The SUA is an electronic, credit card-based payment solution that acts like a check. It provides a single 16-digit virtual account number for each payment. Similar to a check, the credit limit on each SUA is set to the specific payment amount. Payment terms for Suppliers who participate in the SUA program are Net 0 as opposed to the standard Net 30 terms.

QUESTIONS:

The final date for a request to be accepted for a clarification on any Specification or Requirement of the RFB is September 29, 2020 at 2:00 PM CT. Any request received after this date and time will NOT be acknowledged with a response. Please do not contact the department directly to ask questions. Please send ALL questions to Wade Jadwin – jadwinw@mst.edu

INSURANCE:

Contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of any resulting contract the following insurance coverages, limits, including endorsements described herein. The requirements contained herein, as well as the University’s review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under any resulting contract. Coverage to be provided as follows by a carrier with A.M. Best minimum rating of A-VIII.

**Commercial General Liability**

Contractor agrees to maintain Commercial General Liability at a limit of not less than $1,000,000 Each Occurrence, $2,000,000 Annual Aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest “Each Occurrence” limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse The Curators of the University of Missouri, its officers, employees and agents as Additional Insured on the Umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a “Follow-Form” basis.

**Business Auto Liability (If required in service performance)**

Contractor agrees to maintain Business Automobile Liability at a limit not less than $1,000,000 Each Occurrence. Coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.
**Workers’ Compensation & Employers Liability**

Contractor agrees to maintain Workers’ Compensation in accordance with Missouri State Statutes or provide evidence of monopolistic state coverage. Employers Liability with the following limits: $500,000 each accident, disease each employee and disease policy limit.

**Contract Language**

The Curators of the University of Missouri, its officers, employees and agents are to be Additional Insured with respect to the project to which these insurance requirements pertain. A certificate of insurance evidencing all coverage required is to be provided at least 10 days prior to the inception date of the contract between the contractor and the University. Contractor/Party is required to maintain coverages as stated and required to provide written notice of cancellation according to the policy provisions. The University reserves the right to request a copy of the policy. The University reserves the right to require higher limits on any contract provided notice of such requirement is stated in the request for proposals for such contract.

**Indemnification**

The Contractor agrees to defend, indemnify, and save harmless The Curators of the University of Missouri, their Officers, Agents, Employees and Volunteers, from and against all loss or expense from any cause of action arising from the Contractor’s operations. The contractor agrees to investigate, handle, respond to and provide defense for and defend against any such liability, claims, and demands at the sole expense of the Contractor or at the option of the University, agrees to pay to or reimburse the University for the Defense Costs incurred by the University in connection with any such liability claims, or demands.

The parties hereto understand and agree that the University is relying on, and does not waive or intend to waive by any provision of this Contract, any monetary limitations or any other rights, immunities, and protections provided by the State of Missouri, as from time to time amended, or otherwise available to the University, or its officers, employees, agents or volunteers.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the University shall have the right to cancel and terminate the contract without notice.

The insurance required by the provisions of this article is required in the public interest and the University does not assume any liability for acts of the Agency/Service and/or their employees and/or their subcontractors in the performance of this contract.
DETAILED SPECIFICATIONS

The University of Missouri System Procurement request bids to disinfect COOLING TOWERS. The following are the desired minimum specifications.

Provide materials and labor as described herein to clean and disinfect thirteen (13) cooling towers. Provide materials and labor as described herein to brush and clean tubes and end sheets on twenty-three (23) chillers.

Contractor shall supply an insurance certificate for working on campus.

1. **Tower General Disinfection & Clean Process** - The following highlights the general approach for cleaning and disinfection of cooling water systems. Certain modifications may be required depending on system access, design, operation, etc. All stages in the clean and disinfection process shall require assistance from the Owner in regard to scheduling and operations as well as site access. Owner will pre-clean and disinfect prior to Contractor work.

2. **Tower Pre-Clean and Disinfection – By Owner**

   Prior to Contractor’s mechanical cleaning, Owner will pre-clean and disinfect tower.

   Owner will pre-clean with 35% hydrogen peroxide per 1,000 gallons of system volume. At the conclusion of the pre-clean, Owner will blow down fouled system water.

   After pre-clean and disinfection, Owner will drain system.

3. **Tower Mechanical Cleaning for surface sanitation and removal of deposits**

   1. Each system cell and basin is isolated and drained for mechanical cleaning.

   2. Each system cell is pressure washed from top to bottom, internal and external, as is reasonably accessible to remove deposits. Basins shall be pressure washed and mucked out as necessary.

   3. Use scale remover as needed to remove deposits.

   4. Special care is to be taken to remove deposits without damaging the fill pack.

   5. Deposits are removed for disposal.

   6. Disposal will be completed off-campus by Contractor.

   7. Any vacuum trucks required for sump cleaning are to be provided by contractor and all removed deposits to be disposed of off-campus by contractor.
8. Owner’s representative will inspect and approve tower cleaning on each system before cleaning can be considered complete.

4. **Tower Post-Clean Disinfection for the destruction of dislodged biofilms and pathogens**

   All cooling tower fans must be shut OFF, and all recirculation pumps must be ON. The system is disinfected using an oxidizing biocide such as chlorine or an equivalent chemistry. Maintain a 5 PPM free chlorine residual for one hour. Owner will provide oxidizing biocide and method of introducing into condenser water system.

5. **Tower Documentation and Certification**

   The cleaning and disinfection service shall be documented with a service report with photos and a certificate for a record of due diligence. Documentation supports a site risk reduction program for control of Legionella in cooling water systems.

6. **Tower Special Conditions**

   1. Owner will make available hose bib connections and 110V power at each location.

   2. Contractor shall provide all needed materials including, but not limited to, hoses, hose connectors, pipe fittings, PPE, extension cords, power washers and any other required equipment/materials to complete the job.

   3. Contractor is responsible for complete site cleanup before leaving each location. No trash or debris shall be left behind.

   4. Owner will operate all pumps and valves as needed for system circulation and isolation.

   5. Contractor is responsible for safely performing Lock Out Tag Out.

   6. Contractor shall provide all needed PPE.

   7. Contractor shall provide an aerial lift for external cleaning of GT Plant cooling towers.

   8. Contractor shall supply an insurance certificate for working on campus.
7. **GT Plant Tower Special Conditions**

1. Perimeter of GT Plant cooling tower deck, approximately 220 linear feet, must be lined with absorbent gutter guard/sock.

2. Absolutely no silt or debris of any kind can go over the deck side or into the downspouts.

3. All work must be stopped immediately if silt or debris is found to be leaving the deck.

4. All silt and debris must be mucked out and removed using buckets or similar means.

8. **Towers To Be Cleaned and Disinfected**

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<th>Tower Name</th>
<th>Cells</th>
<th>Volume (approx. gallons)</th>
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<td>ECCP Tower 2</td>
<td>4</td>
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<td>Life Sciences Tower 2</td>
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<td>Dalton</td>
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9. **General Tube Cleaning Procedure** - The following highlights the general approach for brushing and cleaning chiller tubes. Certain modifications may be required depending on system access, design, operation, etc. All stages in the tube cleaning process shall require assistance from the Owner in regard to scheduling and operations as well as site access.

- **Mechanical Cleaning of Chiller Tubes and End Sheets**

1. Contractor will brush all tubes, with the appropriate size and type of brush, until tubes are clean.

2. Contractor will flush all tubes after brushing.

3. Contractor will power wash all end sheets and doors down to clean metal surface.

4. Contractor will disassemble evaporators, condensers, and absorbers to be brushed.

5. Contractor will take care not to damage evaporator insulation.
6. Owner’s representative will inspect and approve cleaning of tubes, doors, and end sheets on each system before cleaning can be considered complete.

7. Contractor will reassemble evaporators, and condensers when brushing, flushing, and power washing are complete on the following chillers:

   1) ECCP 1-4
   2) Life Sciences 2
   3) Hearnes 1-3
   4) Research Park 1-2

8. Owner will provide gaskets for reassembly.

9. Contractor shall provide all needed materials including, but not limited to, hoses, hose connectors, pipe fittings, PPE, extension cords, power washers, tube brushing machines and any other required equipment/materials to complete the job.

10. Contractor shall supply appropriate tube brushes of the correct size and type for each tube bundle.

11. Contractor is required to provide any air compressors needed for brushing.

12. Owner will make available hose bib connections and 110V power at each location.

13. Contractor is responsible for complete site cleanup before leaving each location. No trash or debris shall be left behind.

14. Owner will operate all pumps and valves as needed for system circulation and isolation.

15. Contractor is responsible for safely performing Lock Out Tag Out.

16. Contractor shall provide all needed PPE.

17. Owner will provide an aerial lift as needed in the GT Plant and ECCP.
10. Chiller Tubes to be Cleaned and Flushed

<table>
<thead>
<tr>
<th>Chiller</th>
<th>Evaporator</th>
<th>Condenser</th>
<th>Subcooler</th>
<th>Absorber</th>
<th>Surface Condenser</th>
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<td>C-HEARNES CHLR-2</td>
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<td>787 3/4&quot;</td>
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<td>0 0</td>
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<td>1037 3/4&quot;</td>
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<tr>
<td>C-MED SCI CHLR-1</td>
<td>888 5/8&quot;</td>
<td>747 5/8&quot;</td>
<td>0 0</td>
<td>0 0</td>
<td>0 0</td>
</tr>
<tr>
<td>C-MED SCI CHLR-3</td>
<td>888 5/8&quot;</td>
<td>747 5/8&quot;</td>
<td>0 0</td>
<td>0 0</td>
<td>0 0</td>
</tr>
<tr>
<td>C-SRC CHLR-1</td>
<td>1440 1/2&quot;</td>
<td>428 5/8&quot;</td>
<td>0 0</td>
<td>740 5/8&quot;</td>
<td>0 0</td>
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<tr>
<td>C-SRC CHLR-2</td>
<td>1440 1/2&quot;</td>
<td>428 5/8&quot;</td>
<td>0 0</td>
<td>740 5/8&quot;</td>
<td>0 0</td>
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<tr>
<td>C-DALTON CHLR-1</td>
<td>195 5/8&quot;</td>
<td>395 5/8&quot;</td>
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<td>395 5/8&quot;</td>
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<tr>
<td>C-RCP CHLR-1</td>
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<td>1023 5/8&quot;</td>
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<tr>
<td>C-RCP CHLR-2</td>
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<td>507 5/8&quot;</td>
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</tbody>
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11. Tube Cleaning Special Conditions

1. GT Plant Chiller 3 tubes may be found to be more fouled than typical. Account for approximately 33% more labor and brushes than for typical fouling.

2. Life Sciences Chiller 2 tubes may be found to be more fouled than typical. Account for approximately 33% more labor and brushes than for typical fouling.
12. **Scheduling**

1. ECCP Chillers 1-4 tubes shall be done in October. ECCP Chillers 5-8 must be kept online while Chillers 1-4 are offline. Owner will bring Chillers 1-4 back online prior to taking Chillers 5-8 offline.

2. ECCP Tower 1 shall be done in October. ECCP Tower 2 must be kept online while Tower 1 is offline. Owner will bring Tower 1 back online prior to taking Tower 2 offline.

3. Life Sciences Chiller 2 and Tower 2 shall be done in October. Life Sciences Chiller 3 and Tower 3 shall remain online while Chiller 2 is being cleaned.

4. Hearnes Chillers 1-3 and Tower shall be completed by November 15, 2020.

5. Research Park Chillers 1 and 2 shall be done in November. One chiller and one tower shall remain in operation during the cleaning of the offline chiller.

6. GT Plant Chillers 1 & 3 and Tower 2-3 shall be done in March 2021. This work must be coordinated with the onsite construction project.

7. The remaining chillers and towers can be scheduled November 2020– March 2021.

8. All scheduling is subject to Owner operational requirements.

☐ **BY CHECKING THIS BOX THE BIDDER ACKNOWLEDGES THAT ALL SPECIFICATIONS CAN BE MET AND THAT ALL REQUESTED INFORMATION PERTAINING TO QUALIFICATIONS IS ACCURATE.**
PRICE SHEET

Your price to complete the project as listed in this bid packet –

$____________________________________
ATTACHMENT A
SUPPLIER DIVERSITY PARTICIPATION FORM

The University of Missouri System is committed to and supports supplier diversity as an essential part of the University’s mission and core values. The University’s Supplier Diversity efforts reflect this mission.

Tier 2 Supplier Diversity Information - The University strongly encourages Supplier Diversity participation in all of its contracts for goods and services. Tier 2 Spend is spend reported by primary (non-diverse) suppliers of the University of Missouri who subcontract work to, or make purchases from a diverse supplier. Depending upon the contract, primary (non-diverse) suppliers will be asked to submit Tier 2 information with Women and Diverse Owned companies. Suppliers have two options in reporting Tier 2 dollars depending on the terms of the contract: Direct and Indirect. Awarded suppliers may be asked to utilize CVM Solutions for reporting Tier 2 spend.

- **Direct dollars** - those dollars directly spent with Women and Diverse Owned suppliers in the fulfillment of the contract.

- **Indirect dollars** - based on a percentage of revenue the University represents to the supplier. An example is as follows:
  - Supplier’s Total Revenues: $10,000,000
  - Revenues from University: $4,000,000
  - University % of Total Revenues: 40% (#2 divided by #1)
  - Total MBE Dollars: $150,000
  - Total WBE Dollars: $150,000
  - Total University Attributable MBE: $60,000 (#3 multiplied by #4)
  - Total University Attributable WBE: $60,000 (#3 multiplied by #5)
  - Total University Attributable MWBE: $120,000 (Sum of #6 and #7)
  - University % Attributable Revenue: 3% (#8 divided by #2)

1. Does your company have a Supplier Diversity Program? If so, describe efforts your company has made to increase business with Women and Diverse Owned businesses (i.e. does your company have a policy statement, participate in outreach activities, promote diverse firm subcontracting, publicize contract opportunities, provide certification assistance, etc.? ) Please provide examples (use additional pages if needed):

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

______________________________________________________________________________
2. If you are a non-diverse owned company, what percentage of your company’s total contracting and procurement spend for the prior year was with Women and Diverse Owned businesses? Are you able to provide this information specific to University of Missouri business?

___________________________________________________________________________
___________________________________________________________________________

3. If you are a non-diverse owned company, complete the following table indicating the percentage your company will subcontract with certified Women and Diverse Owned businesses should your company be the successful bidder. Note: If your company does not plan to use Women and Diverse Owned businesses to fulfill your contract obligations, please explain why not.

<table>
<thead>
<tr>
<th>Supplier Name</th>
<th>% of Contract</th>
<th>Specify Direct or Indirect</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

If there are questions regarding supplier diversity at the University, contact Teresa Vest, vestt@umsystem.edu.

------------------------THIS FORM MUST BE SUBMITTED WITH THE RESPONSE------------------------
Completion of this section is strongly encouraged. Please review and check ALL applicable boxes.

SMALL BUSINESS CONCERN: _____Yes _____No

The term “small business concern” shall mean a business as defined pursuant to Section 3 of the Small Business Act and relevant regulations issued pursuant thereto. Generally, this means a small business concern organized for profit, which is independently owned and operated, is not dominant in the field of operations in which it is bidding. We would consider any firm with 500 employees or less a “small business concern”.

WOMAN OWNED BUSINESS (WBE): _____Yes _____No

A woman owned business is defined as an organization that is 51% owned, controlled and/or managed, by a woman. The determination of WBE status depends solely on ownership and operation and is not related to employment. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 106-554 for more detail.

MINORITY BUSINESS ENTERPRISE (MBE): _____Yes _____No

A minority business is defined as an organization that is 51% owned, controlled and/or managed by minority group members. The determination of minority status depends solely on ownership and operation and is not related to employment. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 95-507 for more detail. Place an X by the appropriate space below.

1. Asian-Indian - A U.S. citizen whose origins are from India, Pakistan and Bangladesh _____ (A)
2. Asian-Pacific - A U.S. citizen whose origins are from Japan, China, Indonesia, Malaysia, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Thailand, Samoa, Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas. _____ (P)
3. Black - A U.S. citizen having origins in any of the Black racial groups of Africa. _____ (B)
4. Hispanic - A U.S. citizen of true-born Hispanic heritage, from any of the Spanish-speaking areas Mexico, Central America, South America and the Caribbean Basin only. _____ (H)
5. Native American - A person who is an American Indian, Eskimo, Aleut or Native Hawaiian, and regarded as such by the community of which the person claims to be a part. _____ (N)
A Veteran or Service Disabled Veteran business is defined as an organization that is 51% owned, controlled and/or managed by Veterans. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 109-461 for more detail.

VETERAN BUSINESS ENTERPRISE  _____Yes  _____No

SERVICE DISABLED VETERAN BUSINESS ENTERPRISE  _____Yes  _____No

MISSOURI FIRM:  _____Yes  _____No

A Missouri Firm is defined as an organization which has and maintains within the State of Missouri a regular place of business for the transaction of their business.

BUSINESS TYPE:

Manufacturer  _____(M)
Distributor/Wholesaler  _____(D)
Manufacturer’s Representative  _____(F)
Service  _____(S)
Retail  _____(R)
Contractor  _____(C)
Other  _____(O)

SOLE PROPRIETORSHIP:  _____Yes  _____No

SUPPLIER’S CERTIFICATION:

The undersigned hereby certifies that the foregoing information is a true and correct statement of the facts and agrees to abide by the laws of the State of Missouri and the rules and regulations of the University of Missouri System now in effect including any subsequent revisions thereof. Supplier acknowledges that it is his/her responsibility to keep the information current by notifying the University of Missouri of any changes.

Signature of Person Authorized to Sign this Supplier Registration Information Form

Title: ____________________________________________  Date: ________________
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