

**LABOR ONLY CONTRACT FOR THE REPAIR OF (HVAC) HEATING,
VENTILATION, AIR CONDITIONING AND LOW AND HIGH PRESSURE
CHILLER SYSTEMS ON AN AS NEEDED BASIS FOR VARIOUS
JEFFERSON PARISH BUILDINGS (PARISH WIDE)**

GENERAL INFORMATION/CONDITIONS

Section 1.0 – Scope of Work:

We extend this proposal to cover the furnishing of a labor rate for the troubleshooting and repairing of various makes and models of Heating, Ventilation, Air Conditioning (HVAC) Systems, and High and Low Pressure Chiller Equipment for a period of three (3) years for various parish buildings, Parishwide. (This is a labor only contract).

Contractor must possess all equipment/tools necessary to complete all work and shall be qualified and trained in the troubleshooting and repair of various makes, models, and tonnage of Heating, Ventilation, Air Conditioning (HVAC) Systems, High and Low Pressure Chiller Equipment for systems such as, but not limited to, Trane, York, Carrier, American Standard, Addison, AON, Lennox, Goodman, etc...

Billing for troubleshooting and repair work shall be made on an hourly basis and shall include all incidental equipment/tools, transportation, travel time, licenses, which are required to perform this work.

Section 2.0 – Important Notice to Bidders:

- All work shall be provided on an “as-needed” basis and there shall be no guarantee as to the amount of work given throughout this contract.
- Individual purchase orders shall be issued by the department that is making the request for service. No work shall take place without a purchase order issued from the department requesting the work.
- Contractor shall provide a list of the part(s) which need to be replaced and/or repaired to Jefferson Parish. At the request of JP the vendor shall provide the name of supplier(s) where the part(s) can be obtained promptly and a cost for the part(s).
- 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.

- 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.

Section 3.0 – Response Time/Work Orders:

Contractor must possess a workforce and necessary equipment/tools to be able to respond to multiple facilities at the same time, if need be.

If the contractor fails to respond to the site/location with a qualified serviceman within four (4) hours from receiving a purchase order (2 hours for emergencies) Jefferson Parish shall reserve the right to cancel this contract.

Section 4.0 – Second Opinion:

Jefferson Parish reserves the right to call for a second opinion on all diagnosis of work prior to approving any repairs.

Section 5.0 – Safety Precautions:

Precautions must be exercised at all times to safeguard the welfare and safety of the general public, employees of Jefferson Parish, and other City Officials.

Section 6.0 – Licenses Required:

A Louisiana State Contractor's License in Mechanical Work, Class "A" Jefferson Parish Gasfitters License, and Universal EPA Certification shall be required for this bid. License numbers must be provided with bid.

Section 7.0 – Permits:

The contractor 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 contractor shall also be responsible for payment of these permits. All permits must be obtained prior to the start of any project requiring permits.

Section 8.0 – Warranty:

The successful contractor shall provide a minimum thirty (30) day warranty on all Labor. All parts purchased by successful contractor shall have full manufacturer warranty.

Section 9.0 – Cancellation Clause:

The Parish of Jefferson reserves the right to cancel the contract at any time and for any reason by issuing a thirty (30) day written notice to the contractor.

Attachment A

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
12:00 AM	Yellow	Blue	Blue	Blue	Blue	Yellow	Yellow
1:00	Yellow	Blue	Blue	Blue	Blue	Yellow	Yellow
2:00	Yellow	Blue	Blue	Blue	Blue	Yellow	Yellow
3:00	Yellow	Blue	Blue	Blue	Blue	Yellow	Yellow
4:00	Yellow	Blue	Blue	Blue	Blue	Yellow	Yellow
5:00	Yellow	Blue	Blue	Blue	Blue	Yellow	Yellow
6:00	Yellow	Blue	Blue	Blue	Blue	Yellow	Yellow
7:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
8:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
9:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
10:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
11:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
12:00 PM	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
1:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
2:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
3:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
4:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
5:00	Blue	Blue	Blue	Blue	Yellow	Yellow	Yellow
6:00	Blue	Blue	Blue	Blue	Yellow	Yellow	Yellow
7:00	Blue	Blue	Blue	Blue	Yellow	Yellow	Yellow
8:00	Blue	Blue	Blue	Blue	Yellow	Yellow	Yellow
9:00	Blue	Blue	Blue	Blue	Yellow	Yellow	Yellow
10:00	Blue	Blue	Blue	Blue	Yellow	Yellow	Yellow
11:00	Blue	Blue	Blue	Blue	Yellow	Yellow	Yellow

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