



# **Request For Bid On-Call HVAC Services**

RFB 2425-19



**REQUEST FOR BID No.: RFB 2425-19**

**BID DUE DATE:**  
**June 18, 2025**  
**BID OPENING TIME:**  
**10:00am\***

**BID OPENING LOCATION: Claremore Campus – Physical Plant - Conference Room**

\*Bids received more than ninety-six (96) hours before the time set for receiving bids as well as bids received after the time set for receipt of bids will not be considered, and will be returned unopened.

**SEALED BIDS ARE TO BE SENT TO:**

**1701 W. Will Rogers Blvd.**  
**Claremore, OK 74017**  
**Attention: Christie Lamberson – Procurement Coordinator**  
**RE: RFB 2425-19 – On-Call HVAC Services**

Bid documents may be obtained by calling the purchasing contact listed below. Project documents can also be obtained online at <http://www.rsu.edu/about/offices-services/purchasing/bids-proposals/>. Sealed Bids are to be turned into the purchasing contact listed below before the due date and time. Late bids may be returned and not considered as a valid response. Contractors are encouraged to respond with a no-bid if they do not wish to be considered for this opportunity but do wish to remain on the active contact list. Electronic or unsealed bids are not acceptable.

**UNIVERSITY CONTACTS:**

Contractors are encouraged to contact the Division’s personnel to obtain clarification of the technical requirements of this “Request for bid”. However, any modification to the requirements of this “Request for bid” must be enacted by the issuance of a written addendum from the Purchasing Department. Conflicting instructions given by personnel within the using Division, that are not substantiated by a written addendum issued by the Purchasing Department, will not be binding upon the University.

	For information regarding the general provisions of this ‘Request for bid’, contact:	For clarification of the technical requirements of this ‘Request for bid’, contact:
<b>NAME:</b>	<b>Christie Lamberson, Procurement Coordinator</b>	<b>George Proctor Interim Physical Plant Director</b>
<b>TELEPHONE No.:</b>	<b>918.343.7790</b>	<b>918-343-8351</b>
<b>FAX No.:</b>	<b>918.343.7817</b>	<b>918-343-7808</b>
<b>E-MAIL ADDRESS:</b>	<a href="mailto:clamberson@rsu.edu">clamberson@rsu.edu</a>	<a href="mailto:gproctor@rsu.edu">gproctor@rsu.edu</a>

### **RECOMMENDED PREPARATION:**

Before submitting a Bid, it is recommended that each interested party perform the following actions:

1. There will not be a Pre-Bid meeting, contractors are encouraged to arrange site visit, to familiarize themselves with local conditions that may in any manner affect cost, progress, or performance of the work.
2. Familiarize himself / herself with federal, state and local laws, ordinances, rules and regulations that may in any manner affect cost, progress, or performance of the work.
3. Make any investigations the contractor may deem necessary to determine his/her Bid for performance of the work in accordance with the time, price, and other terms and conditions of the contract documents.
4. Determine the Bid documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of the work.
5. Ensure all information required herein be submitted with the Bid response. Failure to provide the information may result in rejection of the offer.

### **BID STATUS AND SUBMISSION INFORMATION:**

1. Rogers State University shall have the right to reject any or all Bids and solicit contractors again as herein provided if the best interests of the people of the State of Oklahoma would be best served by so doing. Further, the University reserves the right to award on an all or none basis, by item or groups of items in order to achieve the overall lowest cost.
2. Offers may be withdrawn at any time prior to the closing date, but no respondent may withdraw a Bid after that date.
3. RFBs must demonstrate an understanding of the scope of service to be provided and the ability to accomplish the tasks set forth and must include information that will enable the University to determine the respondent's overall qualifications.
4. Any Bid received by Rogers State University or an officer or employee thereof after the due date for Bids may be returned and not considered as a valid response to the RFB.
5. The University reserves the right to request additional information or clarification on any matter included in the Bid.
6. All signatures must be affixed and notarized on the forms and attachments provided in this Bid.
7. Submission of a Bid will constitute an incontrovertible representation by the contractor; that (s) he has complied with every requirement of this Bid.
8. The University reserves the right to waive minor informalities in Bids and to split the award if in the best interest of the University.

### **BID SUBMISSION FORMAT:**

1. Each contractor shall include all requirements, terms or conditions they may have and shall not assume that an opportunity will exist to add such matters after the Bid has been submitted. Unacceptable terms and conditions added by the contractor may cause the University to award to another contractor, despite other factors of the evaluation.

### **CONDITIONS:**

1. The University reserves the right to require the successful contractor to execute a written agreement for the provision of the product(s) and / or service(s) offered as a result of this bid solicitation. The resulting contract will incorporate this RFB solicitation, the response thereto, all additional agreements and stipulations, and the results of any final negotiations. All of these documents will constitute the final contract.
2. The contract shall contain all specifications, terms, and conditions in the bid and the bid form except as amended in the 'Award Notice'.

3. All changes to the contract must be mutually agreed to, in writing, prior to execution.
4. The parties hereby agree that no trade usage, prior course of dealing or course of performance under other contracts shall be a part of this agreement or shall be used in the interpretation or construction of this agreement.
5. Any exceptions taken by the contractor which are not included in the 'Award Notice' will not be part of the contract.
6. No delay or failure to enforce any provision of this agreement shall constitute a waiver or limitations of the University's rights under any resulting contract.
7. By submitting a bid to Rogers State University, the Contractor is required to adhere to and submit the following forms at the time of the bid submittal:
  - a. The contractor agrees to comply with Equal Employment Opportunity and Affirmative Action requirements as stipulated in Executive Order 11246 and Executive Order 11375 (see attached).
  - b. Oklahoma laws require each contractor submitting a competitive offer to the State of Oklahoma for goods or services to furnish a notarized sworn 'Statement of Non-Collusion' (see attached).
  - c. Each contractor shall execute and forward a 'Business Relationship Affidavit' with the bid (see attached).
  - d. Oklahoma laws require each contractor submitting an offer to the State of Oklahoma for goods or services to furnish a notarized sworn "Sex Offender Affidavit" (see attached).
  - e. Oklahoma laws require each contractor submitting an offer to the State of Oklahoma for goods or services to furnish a Bid Bond. (see attached)
8. By submitting a bid to Rogers State University, the contractor is required to adhere to and submit the following forms at the time of contract:
  - a. Successful Suppliers shall, prior to beginning any work under any contract that may result under this RFP, as applicable, or as required by State or Federal law, acquire and have in effect minimum insurance coverage as set forth in the following table. The said minimum amounts are not intended to limit and do not or reduce any Supplier's liability:
 

<u>Coverage Type:</u>	<u>Minimum Amount:</u>
Workers' Compensation	Statutory
Commercial General Liability Insurance	\$1,000,000
Property Damage	\$1,000,000
Auto-Owned, Hired and Non-Owned	\$1,000,000
Per-Occurrence for All Claimants and Coverage	\$2,000,000
  - b. Successful Suppliers shall carry on their work in accordance with the requirements of the workers compensation law of the State of Oklahoma, and shall not reject the provisions thereof during the life of the contract. Successful Suppliers shall also protect themselves using liability coverage against any and all claims for damages to persons or property which may arise out of operations under the contract, whether such operations be by the contractor, subcontractor, or anyone directly employed by either of them.
  - c. Prior to commencement of work under any contract which may result from this RFP, Successful Suppliers shall purchase and maintain property insurance coverage for the full insurable value of the property at the site of such work. If the policy evidencing such insurance coverage stipulates a deductible amount, Successful Suppliers shall pay the difference attributable to such deductible in any payments made by the insurance carrier on claims paid by such carrier. The University will not purchase insurance relative to this RFP unless otherwise stated herein.
9. Successful Suppliers shall file certificates of such insurance with the University, and such related coverage shall be subject to the University's approval.
10. Rogers State University is exempt from State Sales Tax and Federal Excise Tax. The exemption authority is Oklahoma State Tax Code, Title 68, OS 1981, Article 13, Section 1356 and Federal Tax Exempt No. 736017987.
11. It is mutually agreed by and between the University and the contractor that the University's acceptance of the contractor's offer by the issuance of an 'Award Notice' shall create a contract between the parties thereto.
12. In the event of a conflict between the terms and conditions of the bid and information submitted by a contractor, the terms and conditions of this bid and resulting "contract" will govern.

13. **Termination for Cause** - The University may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from the procuring agency. The University may terminate the Contract for default or any other just cause upon a 30-day written notification to the contractor.

The University may terminate the Contract, in whole not in part, without penalty or expense, at the end of any fiscal year of the University, if the legislature or other appropriate governmental entity fails to allocate sufficient funds to the University for the payments required or activities contemplated under the Contract.

The University may terminate the Contract immediately, without a 30-day written notice to the supplier, when violations are found to be an impediment to the function of an agency and detrimental to its cause, when conditions preclude the 30-day notice, or when the procuring agency determines that an administrative error occurred prior to Contract performance.

If the Contract is terminated, the University shall be liable only for payment for products and/or services delivered and accepted.

14. **Termination for Convenience** - The University may terminate the Contract, in whole or in part, for convenience if the procuring agency determines that termination is in the University's best interest. The procuring agency shall terminate the Contract by delivering to the supplier a Notice of Termination for Convenience specifying the terms and effective date of Contract termination. The Contract termination date shall be a minimum of 60 days from the date the Notice of Termination for Convenience is issued by the procuring agency.
15. To the extent applicable by Okla. Stat. Ann. tit. 25, §1313, or Exec. Order No. 12989, 8 USCA §1324a (Feb. 13, 1996) as amended in 73 Fed. Reg. 33285 (June 6, 2008), Consultant or Contractor certifies that it is registered with and participates in the Status Verification System (SEVIS"). Further, in accordance with Okla. Stat. Ann. tit. 68, §2385.32, Consultant or Contractor verifies that it and its employees are authorized to work in the United States in accordance with the employment authorization found in 8 U.S.C. §1324(a)(4)."
16. **Public Record**  
After response acceptance and execution of all contracts and agreements resulting from this RFB, each Respondents bid will become public record and will be available by written request to RSU Purchasing Department. 1701 W Will Rogers Blvd, Claremore, OK 74017, FAX 918-343-7817.

#### **GRATUITIES AND KICKBACKS.**

1. A Rogers State University official or employee, or their immediate relatives, shall not accept anything of value whether in the form of a gift, service, loan, donation or promise from any person which may impair his or her independence of judgment or action in the performance of his or her official duties.
2. No donation or payment of a gratuity or kickback shall be made by or on behalf of any person and be accepted by any Rogers State University official or employee as an inducement or reward for the action in procuring the award of any contract or order.

#### **INDEMNIFICATION REQUIREMENTS.**

1. The following requirements are mandatory for protecting the interests of the University:
2. The successful contractor shall keep the University free and clear from all liens asserted by any person or firm for any reason arising out of the furnishing of services or materials by or to the contractor.
3. The successful contractor shall indemnify and hold the University harmless from all contractors' performance under the resulting contract.
4. The resulting contract shall be construed under the laws of the State of Oklahoma and venue in any action to enforce the contract shall be in a court of competent jurisdiction in Oklahoma.
5. The actions of the successful contractor with third parties are not binding upon the University. The contractor is not a division of the University.
6. The Contractor shall protect and indemnify the University, its officers, and agents against any claims of liability arising from or based on any violation thereof.

### **OBSERVING LAWS AND REGULATIONS.**

1. The Contractor shall remain fully informed of, and shall faithfully observe, all laws, national and state, and all ordinances and regulations affecting the responsibility to the University, or affecting the rights of his / her employees.
2. Provider shall not discriminate because of race, color, religion, sex, age, national origin, sexual orientation, genetic information, disability or status as a Vietnam veteran, as defined and prohibited by applicable law, in any of its policies, practices or procedures. In addition, each party affirms that it is an equal opportunity and affirmative action employer and shall comply with all applicable federal, state and local laws and regulations including, but not limited to, Executive Order 11246 as amended by 11375 and 12086; 12138; 11625; 11758; 12073; the Rehabilitation act of 1973, as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1975; Civil Rights Act of 1967; Immigration Reform and Control Act of 1986; Public Law 95-507; the Americans With Disabilities Act and any additions or amendments thereto.
3. Provider shall participate in the E-Verify program as required by Oklahoma statutes to enforce the provision of Oklahoma's immigration law to prove the legal status of the provider's employees. The E-Verify website is: <http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000007718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000007718190aRCRD>. The E-Verify program, formerly known as the Department of Homeland Security's Basic Pilot Program or the Employment Eligibility Verification System, is jointly administered by the Department of Homeland Security through the United States Citizenship and Immigration Services and the Social Security Administration. This Program allows participating employers to verify whether newly hired employees are authorized to work in the United States by checking the information provided by the employees on their Form I-9 against the Department of Homeland Security through the United States Citizenship and Immigration Services, and the Social Security Administration databases.

### **QUALIFICATIONS OF CONTRACTORS.**

1. Rogers State University may make such investigations as deemed necessary to determine the ability of the contractor to perform the work or provide a product, and the contractor shall furnish to Rogers State University all such information and data for this purpose.
2. Rogers State University reserves the right to reject any bid if the evidence submitted by, or investigation of, such contractor fails to satisfy that they are qualified to carry out the obligations of the contract and to complete the work or provide the product contemplated therein.
3. Each contractor must be prepared to submit, within five (5) days of the University's request, written evidence such as financial data, previous experience and evidence of authority to conduct business in the jurisdiction where the project is located.

### **BID SUBMISSION FORMAT:**

1. Each contractor shall include all requirements, terms or conditions they may have and shall not assume that an opportunity will exist to add such matters after the bid has been submitted. Unacceptable terms and conditions added by the contractor may cause the University to award to another contractor, despite other factors of the evaluation.

**BID FORM  
ON-CALL HVAC SERVICES**

To: Rogers State University  
Claremore, Rogers County, Oklahoma

To Whom It May Concern,

Having Carefully Examined the Specifications and Having Visited the Site & Examined all Conditions Affecting the Work, the Undersigned Proposes to Furnish All Labor, Materials, and Incidentals Called for by Said Documents for Complete Services Described Herein:

**BASE PRICES – CLAREMORE, PRYOR & BARTLESVILLE CAMPUSES**

Service Description	Unit	Reg. Time – Routine Corrective Maintenance	After Hours – Emergency Corrective Maintenance	Emergency – Holiday- Corrective Maintenance	Reg. Time – Remodel Work	Reg. Time – Project Development & Estimates
Licensed Mechanic	PER HOUR					
Mechanic's Helper	PER HOUR					
Material mark-up %	%					
Response Time from time of contact	HOURS					

**Acknowledgment of Addenda (if applicable):**

Addendum # \_\_\_\_\_ Date \_\_\_\_\_

Addendum # \_\_\_\_\_ Date \_\_\_\_\_

I hereby certify that I have the authority to submit an offer of pricing on behalf of my company and that I have read and understand the terms and conditions of the Bid.

\_\_\_\_\_  
(Typed or Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Federal Identification #)

\_\_\_\_\_  
(Company Address)

\_\_\_\_\_  
(Company Telephone Number)

\_\_\_\_\_  
(Company City, State & Zip Code)

\_\_\_\_\_  
(Company Fax Number)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
(Notary Public (or Clerk or Judge)      My Commission Expires):

**Check-list of Items required at the time of Bid submittal:**

- ☐ Signed and notarized copy of the entire Bid request
- ☐ Addendum (if any)
- ☐ Business-relationship affidavit
- ☐ Non-collusion affidavit
- ☐ Equal Employment Opportunity and Affirmative Action affidavit
- ☐ Sex Offenders Affidavit

Failure to provide necessary documents and/or bonds will invalidate your Bid submittal.

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**Non Collusion Affidavit**

State Of: \_\_\_\_\_

County Of: \_\_\_\_\_

\_\_\_\_\_, of lawful age being first duly sworn, on  
(Name) (title)

oath says that:

1 (s)he is the duly authorized agent of \_\_\_\_\_, the contractor and/or Contractor submitting the Bid and/or procuring the contract which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among contractors and between contractors and state officials or employees, as well as, facts pertaining to the giving or offering of things of value to the government personnel in return for special consideration in the letting of any contract to which this statement is attached;

2 (s)he is the fully aware of the facts and circumstances surrounding the making of the Bid and/or the procurement of the contract to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such Bids;  
and

3 Neither the contractor nor anyone subject to the contractor's direction or control has been a party:

- a) to any collusion among contractors in restraint of freedom of competition by agreement to Bid at a fixed price or to refrain from submitting a Bid;
- b) to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, or as to any other terms of such prospective contract, nor
- c) in any discussions between contractors and any state official concerning exchange of money or other thing of value for special consideration in letting of a contract,
- d) to paying giving or donating or agreeing to pay, give or donate to any officer or employee of the State of Oklahoma, any money to other thing of value, either directly or indirectly, in procuring the contract to which this statement is attached.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC (or CLERK or JUDGE)

(My commission expires)

**Business Relationship Affidavit**

**BUSINESS RELATIONSHIPS AFFIDAVIT**

STATE OF \_\_\_\_\_ )  
\_\_\_\_\_) SS.  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, Lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by the vendor to submit the attached Bid. Affiant further states that the nature of any partnership, joint venture, or other business relationship presently in effect or which existed within one (1) year prior to the date of this statement with the architect, engineer, or other party to the project is as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Affiant further states that any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer or director of the preparing company and any officer or director of the architectural or engineering firm or other party to the project is as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If none of the business relationships herein above mentioned exist, affiant should so state.)

\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_, 2 \_\_\_\_\_. \_\_\_\_\_

\_\_\_\_\_  
Notary Public (or Clerk or Judge) (My Commission Expires):

## **Executive Order 11246**

**IMPORTANT: THIS MUST BE READ, SIGNED, AND RETURNED WITH BID**

Certificate of Compliance with Executive Order 11246 (as amended) for Contracts in Excess of \$10,000.

In entering into any resulting contract over \$10,000, the Contractor agrees to comply with the Equal Employment Opportunity requirements stipulated in Executive Order 11246 as amended by Executive Order 11375. These specific requirements state:

**"Equal Opportunity Clause"**

During the performance of this/these contract(s) the contractor agrees as follows:

A. The contractor will not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and employees are treated during employment, without regard to their race, creed, color, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; lay-off or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

B. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color or national origin.

C. The contractor will send to each labor union or representative or workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

D. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965 and the rules, regulations and relevant orders of the Secretary of Labor.

E. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

F. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated or suspended in whole or part and the contractor may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

G. The contractor will include the provisions of Paragraphs A through G in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 207 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor.

The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter such litigation to protect the interests of the United States.

**Executive Order 11246**  
**(Continued)**

2. Certification of Non-segregated Facilities

By the submission of this Bid and/or acceptance of purchase order(s) during the above period, the contractor, offerer, applicant, or subcontractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained.

He certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The contractor, offerer, applicant, or subcontractor agrees that a breach of this certification is a violation of the equal opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color or national origin, because of habit, local custom, or otherwise. He further agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the equal opportunity clause; that he will retain such certifications in his files; and that he will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods).

3. Disabled Veteran and Vietnam Era Veteran Affirmative Action Program Requirements

In entering into any contract which exceeds \$10,000, the contractor agrees to comply with Disabled Veteran and Vietnam Era Veteran Affirmative Action Program Requirements as stipulated in Public Law 93-508 and all amendments thereto. Failure to comply with the requirements of Public Law 93-508, Title 41, CFR60-250 and Title 41, CFR60-741 and all amendments thereto shall be deemed a material breach of this agreement and shall subject this contract to cancellation and rescission at the option of the University of Oklahoma. Copies of the applicable portions of this law are available from the University of Oklahoma Purchasing Office if required.

CERTIFICATION

If awarded this contract

\_\_\_\_\_  
(Company)

agrees to comply with the provisions in Clauses I, II and III above.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)

**SECTION 00660**

**SEX OFFENDERS AFFIDAVIT**

IMPORTANT: THIS MUST BE READ, SIGNED, AND COMPLETED AT THE TIME OF CONTRACT

Sex Offenders Affidavit

State of \_\_\_\_\_

SS.

County of \_\_\_\_\_

The undersigned (Architect, Supplier, Engineer or Supervisory Official), of lawful age, being duly Sworn, on oath says that no employee allowed to be working on School Premises under the Authority of the undersigned, has been convicted in this state, the United States or another state of:

Any sex offense subject to the Sex Offenders Registration Act in this state or subject to another state/s or the federal sex offender registration; or

Any felony offense except as provided in Subsection C of Section 4, 70 O.S 1991, Section 6-101.48 or when ten (10) years has elapsed since the date of the original conviction or the employee has received a Presidential or Gubernatorial pardon for the criminal offense.

\_\_\_\_\_  
(Contractor or Supplier)

\_\_\_\_\_  
(Signature)

Subscribed and Sworn to Before Me this

\_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_

Notary Public

\_\_\_\_\_  
My Commission Number:

\_\_\_\_\_  
My Commission Expires:

## **GENERAL**

Rogers State University (RSU) seeks competitive pricing for On-Call HVAC Services. From time to time the University will need for corrective maintenance in the form of general HVAC repairs to rendering assistance during emergency situations.

RSU has a presence in Claremore, and Pryor. Claremore has approximately 570,000 square feet of classroom, administration and housing buildings and represents RSU's main campus.. Pryor has approximately 31000 square feet located in two-story building located in the Mid-America Industrial complex south of Pryor

The contract pricing will be effective for a five year period but will be renewed annually corresponding with the University's fiscal year, July 1<sup>st</sup> through June 30<sup>th</sup>.

## **EQUIPMENT SUMMARY**

Claremore:

- Ground source heat pumps (Geo-thermal systems supply 1/3 of campus buildings including two dormitory buildings.
- Large number of equipment are residential style split systems. Combination of natural gas and electric heating.
- JCI controls for majority of the campus.
- Two 30 ton chiller in the Auditorium.

Pryor

- Aeon RTU's varying tonnage. System includes boiler re-heat. Re-heat supply a constant 53degree air duct temperature.
- JCI controls, monitored by RSU Phys Plant.

## **SCOPE OF SERVICES**

Contractor will be available as-needed on an on-call basis, prepared to perform routine and urgent HVAC maintenance and repairs at the rates stated in "Bid Form" for Fiscal Years 2026-31. Contractor shall have an Oklahoma Contractor's License and appropriate licensed as required by Rogers, Washington and Mayes Counties.

Contractor is expected to perform HVAC maintenance tasks including but not limited to, the following tasks:

Assemble, install, test, and maintain HVAC, equipment, appliances, and apparatus, using hand and/or power tools. Work from ladders, scaffolds, and roofs to install, maintain or repair HVAC equipment. Perform physically demanding tasks, such as moving/removing heavy HVAC equipment and components. Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, locate the cause of HVAC breakdowns and correct the problem. Inspect HVAC systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with all applicable HVAC codes. Maintain and check refrigerant levels and adjust as required. Test HVAC systems and continuity of circuits in HVAC wiring, equipment, using testing devices such as ohmmeters, voltmeters to ensure compatibility and safety of system.

Plan layout and installation of HVAC equipment, based on job specifications and local codes. Prepare sketches or follow blueprints to determine the location of equipment and to ensure conformance to all HVAC codes. Perform administrative duties such as maintaining records and files, preparing reports and ordering supplies and/or equipment as delegated.

HVAC service will be available as-needed on an on-call basis. Emergency work may include troubleshooting and repairing equipment failures, replacement of HVAC equipment and/or components, working and assisting other contractors/university staff as necessary to remedy an emergency.

The purpose of the On-Call Services is to support the daily HVAC maintenance activities of the maintenance department and provide emergency maintenance as necessary for the University to run effectively on a 24-hour basis.

69A

69A



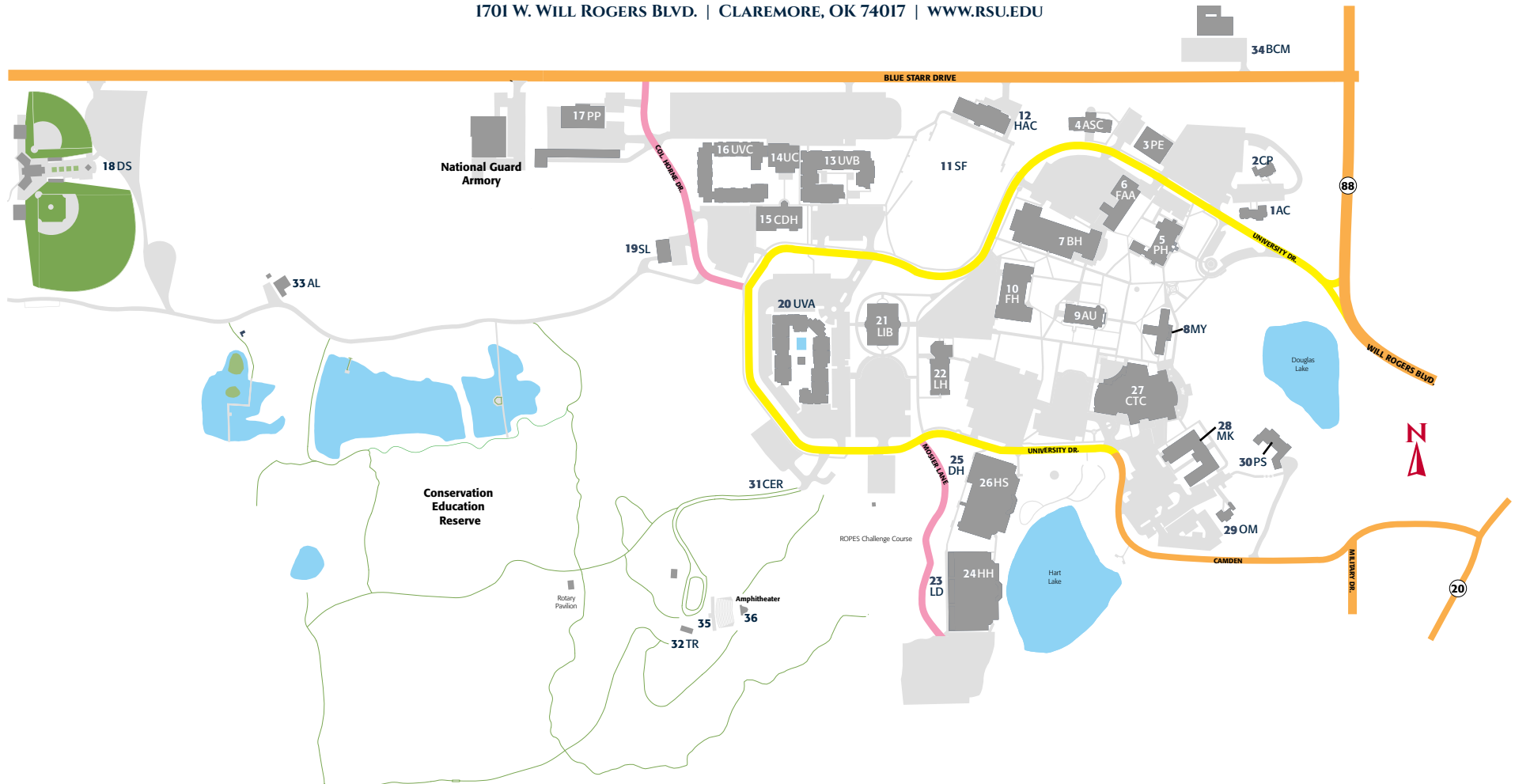
Rogers State Univer





# ROGERS STATE UNIVERSITY

1701 W. WILL ROGERS BLVD. | CLAREMORE, OK 74017 | WWW.RSU.EDU



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|---|---|-----------------------------------|---|--|
| 1. Foundation-Alumni Center (AC)        | 8. Meyer Hall (MY)                      | 15. Chapman Dining Hall (CDH)     | 22. Loshbaugh Hall (LH)   | 28. Markham Hall/RSU-TV & RSU-FM (MK)    |
| 2. Campus Police (CP)                   | 9. Will Rogers Auditorium (AU)          | 16. University Village C (UVC)    | 23. Ledbetter Hall (LD)   | 29. OMA House (OM)                       |
| 3. Pershing Hall (PE)                   | 10. Bushyhead Fieldhouse (FH)           | 17. Physical Plant Offices (PP)   | 24. Herrington Hall (HH)  | 30. President's House (PS)               |
| 4. Administrative Services Center (ASC) | 11. Soldier Field (SF)                  | 18. Baseball/Softball Fields (DS) | 25. Downs Hall (DH)   | 31. Conservation Education Reserve (CER) |
| 5. Preparatory Hall (PH)                | 12. Hillcat Athletics Center (HAC)      | 19. Sculpture Lab (SL)            | 26. Health Sciences Bldg. (HS)  | 32. Terra Lab (TR)                       |
| 6. Fine Arts Annex (FAA)                | 13. University Village B (UVB)          | 20. University Village A (UVA)    | 27. Dr. Carolyn Taylor Center<br>(Formerly Centennial Center)<br>– Student Services (CTC) | 33. Aquatics Laboratory (AL)             |
| 7. Baird Hall (BH)                      | 14. University Village B Clubhouse (UC) | 21. Stratton Taylor Library (LIB) |   | 34. Baptist Campus Ministry (BCM)        |
|   |   |                                   |   | 35. Amphitheater Technical               |
|   |   |                                   |   | 36. Amphitheater Service                 |