

# STEPHEN F. AUSTIN STATE UNIVERSITY

NACOGDOCHES, TEXAS

## INVITATION TO BID

**FAILURE TO SIGN WILL DISQUALIFY BID**

**Bid No.: MILLER SCIENCE BLDG HVAC-17  
ADDENDUM NO. 1**

**Due Date: November 15, 2017 at 3:00 P.M.**

Signature \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Show bid opening and bid invitation number in lower left hand corner of sealed bid envelope and return sealed bids to:

Printed Name \_\_\_\_\_  
VENDOR NAME AND ADDRESS \_\_\_\_\_

PHONE/FAX \_\_\_\_\_

**Stephen F. Austin State University  
P. O. Box 13030, SFA Station  
2124 Wilson Drive  
Nacogdoches, Texas 75962-3030  
Phone (936) 468-2206  
FAX (936) 468-4282 (See 2.3 reverse side)**

Name of Firm \_\_\_\_\_

Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

FAX \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

EMAIL \_\_\_\_\_

See Instruction 2.10 on Back for Vendor ID Number  
Is Vendor a State of Texas certified HUB?  Yes

Delivery in \_\_\_\_\_ Days Cash Disc. \_\_\_\_\_ % \_\_\_\_\_ Days

**Check all that apply if Preference Claimed under Rule 34 TAC 20.38**

- Supplies, materials or equipment: produced in TX/offered by TX bidders\*
- Agricultural products grown in TX
- Agricultural products offered by TX bidders\*
- USA produced supplies, materials or equipment
- Products produced at facilities located on formerly contaminated property

- Products of persons with mental or physical disabilities
- Products made of recycled, remanufactured, or environmentally sensitive materials
- Energy efficient products
- Rubberized asphalt paving material
- Recycled motor oil and lubricants
- Products and services from economically depressed or blighted areas

\*By signing this bid, bidder certifies that if a Texas address is shown as the address of the bidder, bidder qualifies as a Texas resident Bidder as defined in Rule 34 TAC 20.38.

**IF QUOTING OTHER THAN THE REFERENCED ITEM(S) BELOW, BROCHURE AND/OR SPECIFICATIONS SHOULD BE ENCLOSED.  
ALL BIDS WILL BE CONSIDERED F.O.B. DESTINATION UNLESS OTHERWISE NOTED.**

**AWARD NOTICE:** Stephen F. Austin State University (SFASU) reserves the right to make an award on the basis of low line item bid, low total of line items, or in any other combination that will serve the best interest of SFASU and to reject any and all bid items in the sole discretion of SFASU.

Item No.	Description	Qty. & Unit	Unit Price	Extension
	Quote price on quantity and unit of measure, extend and show total. If error in extension, unit price shall govern. Items for state use are exempt from state sales and federal excise tax. Do not include tax in your bid.			
	<b>ADDENDUM NO. 1</b>			
	<b>THIS ADDENDUM MUST BE ACKNOWLEDGED IN ORDER FOR THE RESPONSE TO RECEIVE CONSIDERATION. FAILURE TO ACKNOWLEDGE THE ADDENDUM WILL RESULT IN DISQUALIFICATION OF THE RESPONSE.</b>			
	<b>PRE-BID MEETING/SITE VISIT SIGN-IN SHEETS</b>			
	The sign-in sheets from the mandatory pre-bid meeting/site visit held Wednesday, November 1, 2017 at 9:00 AM are attached.			

**STEPHEN F. AUSTIN STATE UNIVERSITY**  
**Invitation To Bid # MILLER SCIENCE BLDG HVAC-17**  
**Addendum No. 1**  
**CONTINUATION PAGE**

**ADDITIONAL SPECIFICATIONS AND SCOPE OF WORK**

Contractor needs to include an alternate to provide a sealed coating on all interior lined duct after cleaning.

Every air handler has UV lighting. All bulbs need to be removed and reinstalled upon completion of project.

All filters need to be removed and reinstalled upon completion of project.

Reference Exhibit C for drawings of 1998 revisions.

**CLARIFICATION OF SPECIFICATIONS AND SCOPE OF WORK**

Original Bid document, page 2, #1.d. – Only clean where ductwork is present. You are NOT expected to clean the common ceiling.

**PROJECT COMPLETION AND WORK DAYS ALLOWED**

All work is to begin on December 17, 2017, and be completed by January 17, 2018. All interior work of the project should be completed by January 15, 2018 because the students will be back on January 16, 2018. If any interior work is not completed by this time, it will all need to be done after hours. Exterior work can still go on after this date through completion date. . Failure to complete work (including clean up) by January 17, 2018 shall be deemed as a breach of contract. Work shall begin on December 17, 2017 and is to be coordinated with Allen Singleton, Manager of Building Trades and Mechanical Maintenance.

**ASBESTOS**

SFA is not aware of any asbestos in the Miller Science building. In the event the Contractor encounters on the site material reasonably believed to be asbestos or polychlorinated biphenyl (PCB) which has not been rendered harmless, the Contractor shall immediately stop work in the area affected and report the condition to the Owner's representative. The work in the affected area shall be resumed in the absence of asbestos or polychlorinated biphenyl (PCB).

Reference Exhibit D for Asbestos Statement

**STEPHEN F. AUSTIN STATE UNIVERSITY**  
**Invitation To Bid # MILLER SCIENCE BLDG HVAC-17**  
**Addendum No. 1**  
**CONTINUATION PAGE**

**QUESTIONS**

Q: Will the plans be sent electronically and are they to scale?

A: Yes included in Exhibit C and yes they are to scale.

Q: Concerning the duct access, can the duct be accessed for the work to be done and sealed, or, do access doors need to be provided?

A: If contractor can open duct up, clean, treat and seal duct so that there are no leaks, condensation issues, and sealed tight, then patching is acceptable. Otherwise, doors need to be installed.

Q: Does the area around the supplies need to be vacuumed?

A: All supplies and returns in ceilings that are dirty, need to be cleaned.

Q: What is the contractor's responsibility related to ceiling tiles?

A: If contractor damages ceiling tiles then contractor is responsible for replacement. If there were existing stains on ceiling tiles from drips or condensation then no replacement is necessary.

Q: Are the ceiling tiles all 2 x 2?

A: I believe so, possibly a few that may be 2 x 4.

Q: Are the main lines internally insulated?

A: Some are and some are not.

Q: Will contractor be required to treat the areas?

A: Yes.

Q: Are lab exhaust systems included in the scope of work?

A: No.

Q: Is SFA specifying and requiring a sealant after completion of ductwork cleaning? The fiberglass needs to be locked down.

A: This will be included in the addendum.

Q: Does the entire floor have to be cleaned or only the area where there is ductwork?

A: All areas worked in need to be cleaned.

**STEPHEN F. AUSTIN STATE UNIVERSITY**  
**Invitation To Bid # MILLER SCIENCE BLDG HVAC-17**  
**Addendum No. 1**  
**CONTINUATION PAGE**

Q: Are any of the lights burned out?

A: No.

Q: Are there any restricted working hours during the day for contractor? Are Saturday's and Sunday's available to work?

A: No, the contractor will be allowed to work as needed but will need to be considerate of students and staff. Yes, contractor can work Saturday's and Sunday's if needed. SFA will accommodate the contractor. Keep in mind that even though the students are gone during this time, there will still be staff that could possibly be in the building. Contractor would need to work around possible areas if staff are in the building.

Q: Is there anything that would cause the power to go out or any other projects going at the same time that would affect the power?

A: No.

Q: Will contractor have the ability to run gas-powered equipment?

A: Yes, outside the building only.

Q: Is there any credentialing required for our workers while on the job site?

A: No, but we do recommend wearing identifiable company attire with logo so that our employees and University Police Department (UPD) can identify workers. SFA does not require any type of badge to be worn.

Q: Does contractor have to install new filters?

A: No, all filters need to be removed and reinstalled.

Q: Does SFA have any drain pans that are leaking?

A: No, not to our knowledge.

Q: Will contractor need to worry about the Fire Alarm?

A: No, SFA will set to test mode upon notification by contractor that the work is beginning. Upon completion of work daily, SFA needs to be notified to take the system off of test.

Q: Does SFA have plenum return?

A: Yes.

Q: Does contractor need to worry about asbestos?

A: There is no asbestos in this building that SFA is aware of.

Q: Can you issue an asbestos statement?

A: Yes. See ASBESTOS statement in Exhibit D.

**STEPHEN F. AUSTIN STATE UNIVERSITY**  
**Invitation To Bid # MILLER SCIENCE BLDG HVAC-17**  
**Addendum No. 1**

**CONTINUATION PAGE**

Q: Are dual duct boxes insulated on inside or outside?

A: Yes, all VAV boxes are insulated internally.

Q: Is mixing box insulated on the outside?

A: No.

Q: Does contractor need to clean the mixing boxes?

A: Yes. You will have to cut a hole in some of the boxes in order to clean them.

Q: What are the pneumatic lines that we see?

A: They go to the meter to measure static pressure.

Q: Does the return plenum drop down to the ceiling?

A: Yes.

Q: Is there domestic water connection to clean coils?

A: Yes.



SIGN IN SHEET

Company Name: Filter Maintenance Company Email: Byron.W@Filtermaint.com

Representative Name: Byron Ware Phone: 7134320068 Fax: 7134309631

Address: 5414 Barker Cypress City: Houston TX St/Zip: 77084

CONTACT FOR HUB PAPERWORK (name, phone, email): Byron Ware 7134320068 Byron.W@Filtermaint.com

\_\_\_\_\_

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St/Zip: \_\_\_\_\_

CONTACT FOR HUB PAPERWORK (name, phone, email): \_\_\_\_\_

\_\_\_\_\_

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St/Zip: \_\_\_\_\_

CONTACT FOR HUB PAPERWORK (name, phone, email): \_\_\_\_\_

\_\_\_\_\_



eh

SIGN IN SHEET

Company Name: Steamatic of East Tx. Email: \_\_\_\_\_

Representative Name: Edgar Rodas Phone: 903-597-2381 Fax: \_\_\_\_\_

Address: 3411 Robertson Rd City: Tyler St/Zip: Tx. 75702

CONTACT FOR HUB PAPERWORK (name, phone, email): \_\_\_\_\_



Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St/Zip: \_\_\_\_\_

CONTACT FOR HUB PAPERWORK (name, phone, email): \_\_\_\_\_



Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St/Zip: \_\_\_\_\_

CONTACT FOR HUB PAPERWORK (name, phone, email): \_\_\_\_\_



SIGN IN SHEET

Company Name: STEAMATIC of East Texas Email: JB Tuttle@STEAMATIC.net

Representative Name: BRIAN TUTTLE Phone: 9035713533 Fax: 9035972380

Address: 3411 Robertson Rd City: Tyler St/Zip: TX 75701

CONTACT FOR HUB PAPERWORK (name, phone, email): Lis Chambers 9035713843  
Lis@STEAMATIC.net

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St/Zip: \_\_\_\_\_

CONTACT FOR HUB PAPERWORK (name, phone, email): \_\_\_\_\_

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St/Zip: \_\_\_\_\_

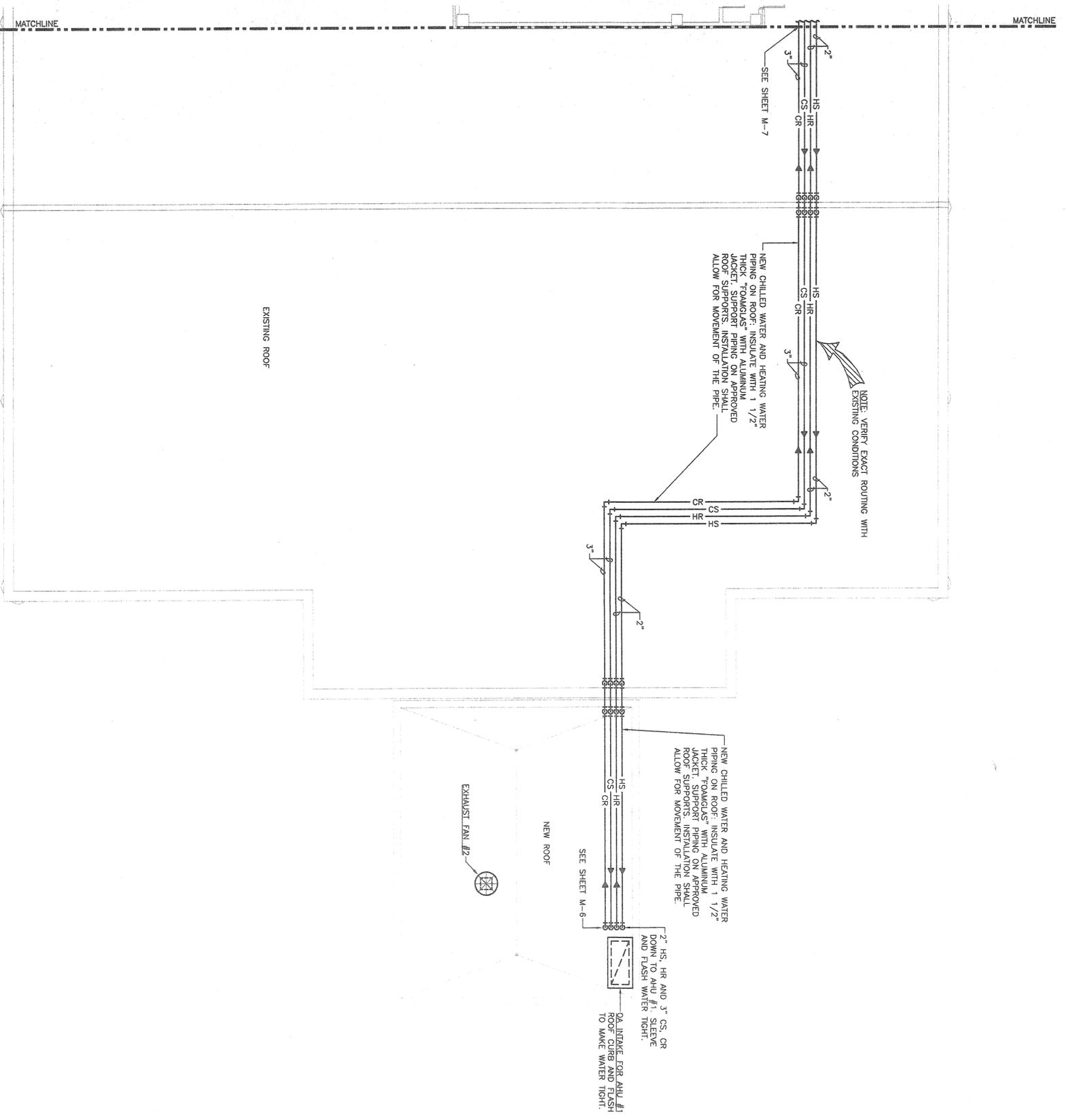
CONTACT FOR HUB PAPERWORK (name, phone, email): \_\_\_\_\_

**EXHIBIT C**

**DRAWINGS OF  
1998 REVISIONS**







**PARTIAL ROOF PLAN - AREA H - HVAC**  
SCALE: 1/8" = 1'-0"



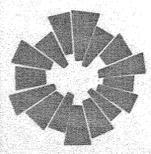
**RECORD DRAWING**  
DATE: JULY 19, 2001  
Frierberg Associates, Inc.  
Consulting Engineers  
Ft. Worth, Texas



KEYPLAN

**FRIEBERG ASSOCIATES, INC.**  
CONSULTING ENGINEERS  
P.O. BOX 2899 • FORT WORTH, TEXAS 76113-2899  
FBI PROJECT NO. 98018.00  
COPYRIGHT © JULY 1998

THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY EMIL E. FRIEBERG, P.E. 22585 ON 7/20/98. ALTERATION OF A SEALED DOCUMENT WITHOUT PROPER NOTIFICATION TO THE RESPONSIBLE ENGINEER IS AN OFFENSE UNDER THE TEXAS ENGINEERING PRACTICE ACT.



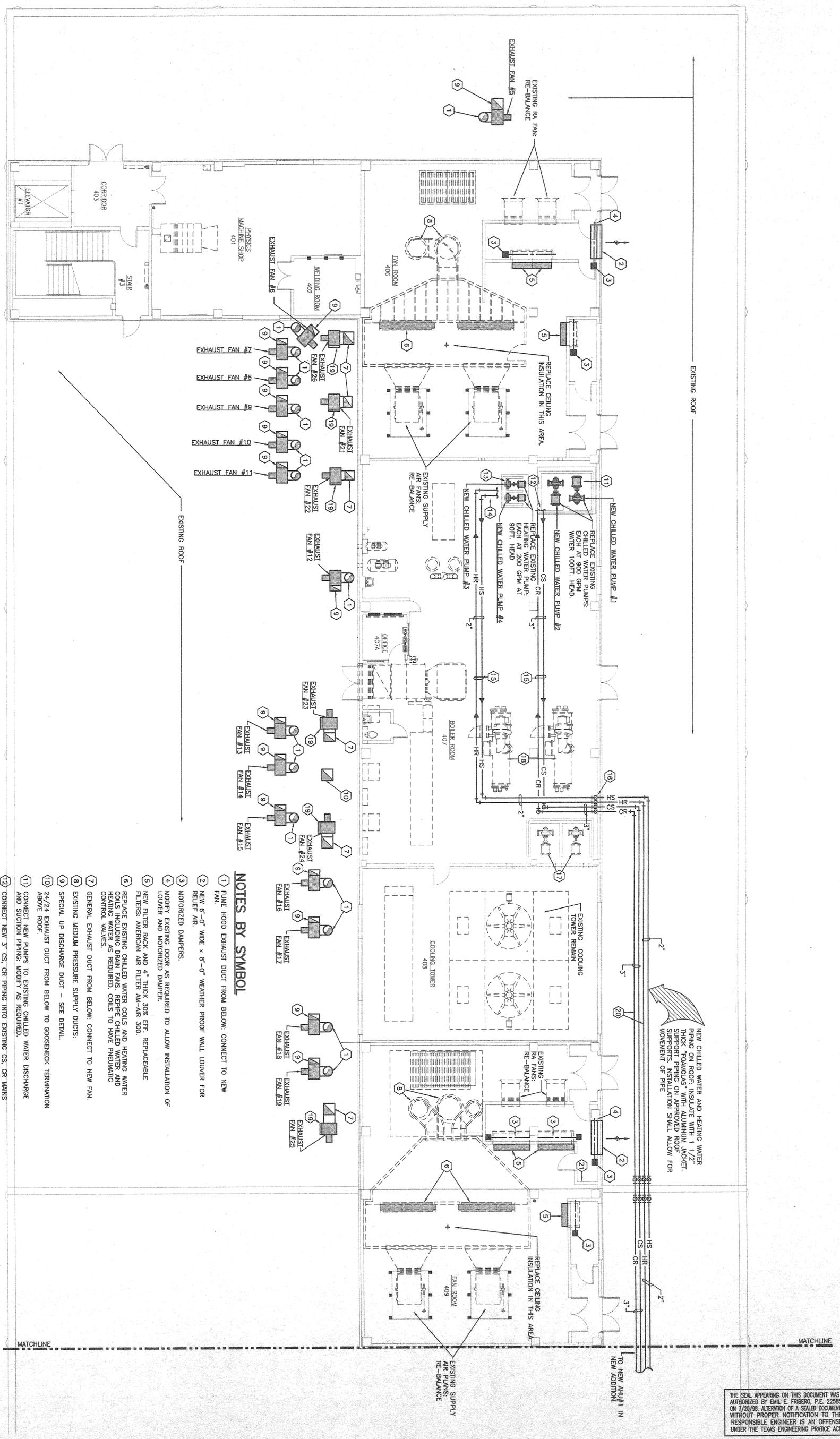
**Miller Science Building Additions and Alterations**  
Stephen F. Austin State University  
Nacogdoches, Texas

**MORGAN, HILL, SUTTON & MITCHELL**  
LLC

MHSM PROJECT NO-09752.01  
**ARCHITECTS**  
SHREVEPORT, LA. - LUFKIN, TEXAS



JULY 20, 1998  
**M-8**  
OF 10M



**GENERAL NOTES**

1. CONTRACTOR MUST VERIFY ALL EXISTING CONDITIONS ON JOB SITE BEFORE ANY WORK IS STARTED.
2. FUME HOOD EXHAUST FANS SHALL HAVE SPECIAL DISCHARGE DUCT ARRANGEMENT AS DETAILED.

**NOTES BY SYMBOL**

- 1 FUME HOOD EXHAUST DUCT FROM BELOW: CONNECT TO NEW FAN.
- 2 NEW 6'-0" WIDE x 8'-0" WEATHER PROOF WALL LOUVER FOR RELIEF AIR.
- 3 MOTORIZED DAMPERS.
- 4 MODIFY EXISTING DOOR AS REQUIRED TO ALLOW INSTALLATION OF LOUVER AND MOTORIZED DAMPER.
- 5 NEW FILTER RACK AND 4" THICK 30% EFF. REPLACEABLE FILTERS: AMERICAN AIR FILTER AM-AIR 300.
- 6 REPLACE EXISTING CHILLED WATER COILS AND HEATING WATER COILS INCLUDING DRAIN FANS: REPIPE CHILLED WATER AND HEATING WATER AS REQUIRED: COILS TO HAVE PNEUMATIC CONTROL VALVES.
- 7 GENERAL EXHAUST DUCT FROM BELOW: CONNECT TO NEW FAN.
- 8 EXISTING MEDIUM PRESSURE SUPPLY DUCTS.
- 9 SPECIAL UP DISCHARGE DUCT - SEE DETAIL.
- 10 24/24 EXHAUST DUCT FROM BELOW TO GOOSENECK TERMINATION ABOVE ROOF.
- 11 CONNECT NEW PUMPS TO EXISTING CHILLED WATER DISCHARGE AND SUCTION PIPING: MODIFY AS REQUIRED.
- 12 CONNECT NEW 3" CS. CR PIPING INTO EXISTING CS. CR MAINS AS REQUIRED.
- 13 CONNECT NEW PUMPS TO EXISTING HEATING WATER DISCHARGE AND SUCTION PIPING: MODIFY AS REQUIRED.
- 14 CONNECT NEW 2" HEATING HS, HR WATER PIPING INTO EXISTING HS, HR MAINS AS REQUIRED.
- 15 ROUTE NEW PIPING THRU EXISTING MECHANICAL ROOM AS REQUIRED.
- 16 DROP NEW CS, CR, HS, AND HR PIPING AND SLEEVE WALL: CAULK AIR TIGHT.
- 17 EXISTING CONDENSER WATER PUMPS.
- 18 EXISTING REFRIGERATION MACHINES.
- 19 HORIZONTAL DISCHARGE FROM EXHAUST FAN.
- 20 INSTALL NEW CHILLED WATER AND HEATING WATER ON ROOF USING APPROVED SUPPORTS: PIPE TO BE INSULATED WITH 1-1/2" THICK FOAMULARS AND WITH ALUM. JACKET.
- 21 MODIFY/CONSTRUCT NEW WALL WITH DOOR TO ALLOW INSTALLATION OF NEW RELIEF AIR LOUVER: MATCH EXISTING CONSTRUCTION.

**ROOF PLAN - AREA G - HVAC**  
 SCALE: 1/8" = 1'-0"  
 NORTH

**RECORD DRAWING**  
 DATE: JULY 19, 2001  
 Frisberg Associates Inc.  
 Consulting Engineers  
 Ft. Worth, Texas

**KEYPLAN**  
 G

THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY EMIL E. FRIBERG, P.E. 22585 ON 7/20/98. ALTERATION OF A SEALED DOCUMENT WITHOUT PROPER NOTIFICATION TO THE RESPONSIBLE ENGINEER IS AN OFFENSE UNDER THE TEXAS ENGINEERING PRACTICE ACT.

**Miller Science Building Additions and Alterations**  
 Stephen F. Austin State University  
 Nacogdoches, Texas

**MORGAN, HILL, SUTTON & MITCHELL**  
 ARCHITECTS  
 SHREVEPORT, LA. - LUFKIN, TEXAS

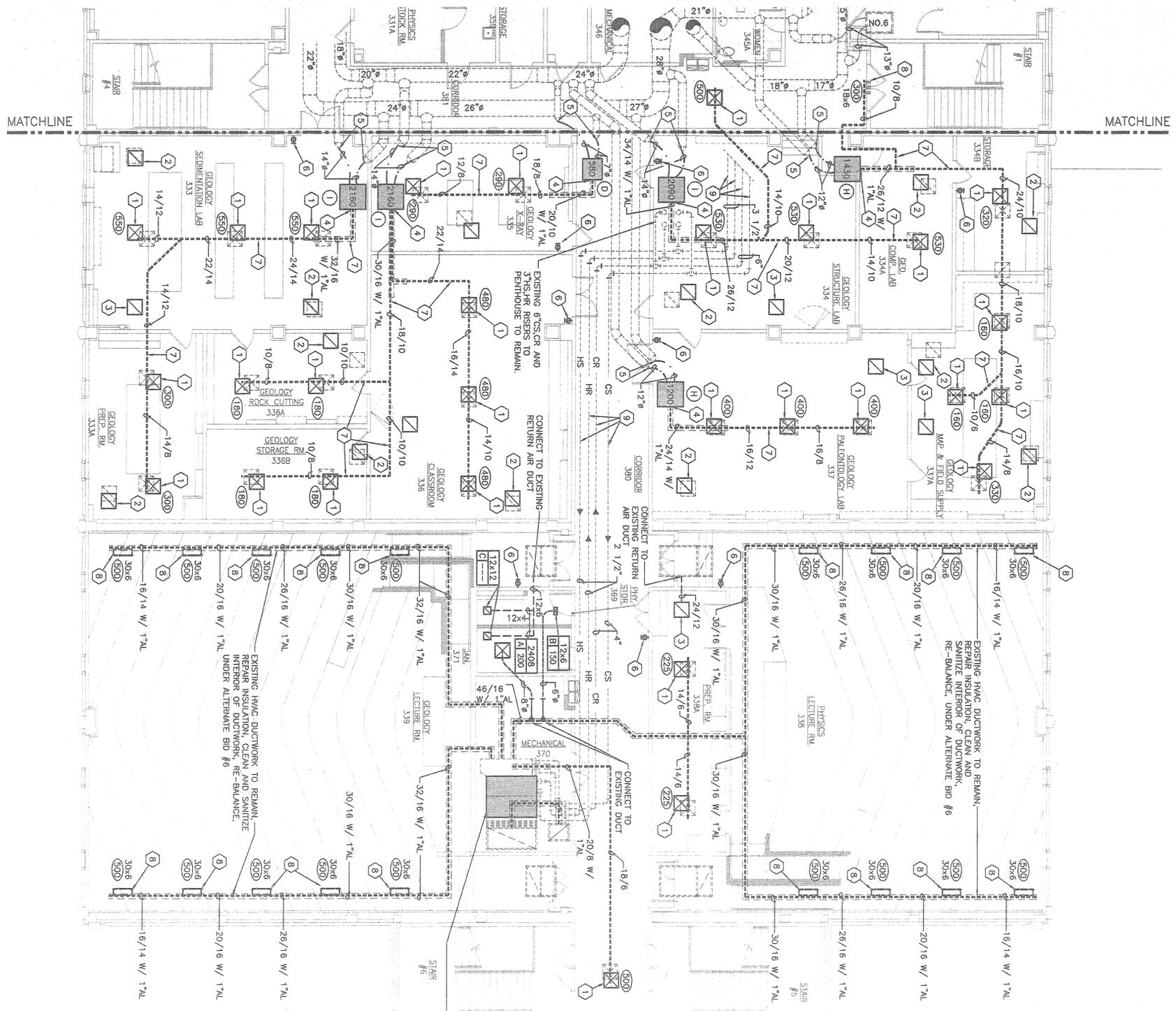
MHSM PROJECT NO-09762.01

JULY 20, 1998

M-7 OF 10M

FRIBERG ASSOCIATES INC.  
 CONSULTING ENGINEERS  
 P.O. BOX 2080 - FORT WORTH, TEXAS 76113-2080  
 FRI PROJECT NO. 98018.00  
 © COPYRIGHT 1998

SEAL OF TEXAS  
 EMIL E. FRIBERG  
 22585  
 REGISTERED PROFESSIONAL ENGINEER

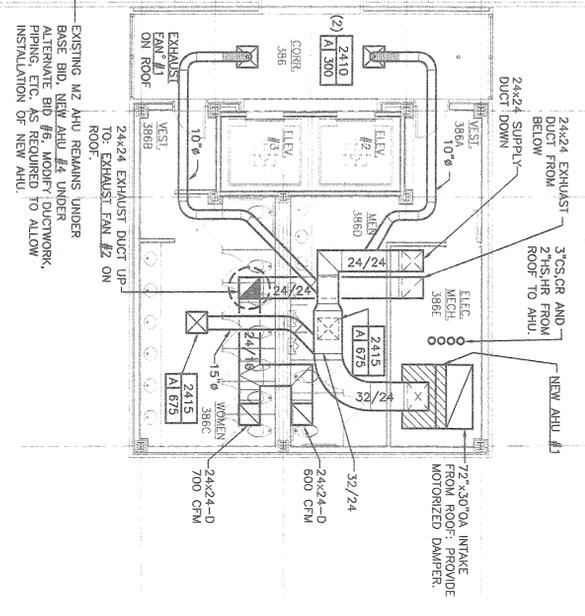


MATCHLINE

MATCHLINE



PARTIAL THIRD FLOOR PLAN - AREA F - HVAC  
SCALE 1/8" = 1'-0"



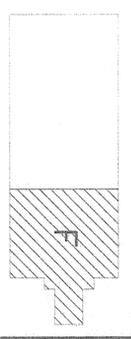
**NOTES BY SYMBOL**

- ① RELOCATE EXISTING CEILING DIFFUSER TO FIT NEW LAY-IN CEILING AND TO NOT INTERFERE W/ THE LIGHT FIXTURES. BALANCE TO CFM NOTED.
- ② RELOCATE EXISTING CEILING RETURN AIR GRILLE TO FIT NEW LAY-IN CEILING AND TO NOT INTERFERE W/ THE LIGHT FIXTURES.
- ③ NEW 24" x 24" TYPE C RETURN AIR REGISTER. LOCATE TO FIT NEW LAY-IN CEILING AND TO NOT INTERFERE W/ THE LIGHT FIXTURES.
- ④ NEW SUPPLY DUCT FROM MIXING BOX TO CONNECTION AT EXISTING DUCTWORK. PROVIDE ADDITIONAL LINING AS REQUIRED IN NEW DUCT.
- ⑤ CONNECT TO EXISTING MEDIA PRESSURE RUNOUTS. MODIFY SIZE AS REQUIRED.
- ⑥ EXISTING WALL THERMOSTAT CONTROLLING MIXING BOX OR ZONE DAMPERS MODIFICATIONS AS REQUIRED BY CONTRACTOR.
- ⑦ EXISTING DUCTWORK REMAINS. REPAIR INSULATION, CLEAN AND SANITIZE INTERIOR OF DUCTWORK.
- ⑧ EXISTING SIDE WALL GRILLE. BALANCE TO CFM NOTED.
- ⑨ EXISTING CS, CR, HS AND HR PIPING TO REMAIN.

**GENERAL NOTES**

- 1. CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS AT JOB SITE BEFORE STARTING WORK.
- 2. VERIFY EXACT LOCATION OF NEW LAY-IN CEILING PATTERN AND LIGHT FIXTURE LAYOUT.
- 3. THE DUCTWORK DRAWINGS ARE DIAGRAMMATIC. CONSTRUCT DUCTWORK ONLY FROM REVISED AND ACCEPTED SHOP DRAWINGS. ACTUAL FIELD TAKING MEASUREMENTS.
- 4. LOCATE MIXING BOXES, AIR FLOW LOGS, DAMPERS, FILTERS, SERVICE AND MAINTENANCE.
- 5. MAINTAIN RA OPENINGS AND PATHWAY FOR RETURN AIR AND INTO VERTICAL PATHWAY.

**RECORD DRAWING**  
DATE: JULY 19, 2001  
Fiberg Associates Inc.  
Consulting Engineers  
Ft. Worth, Texas



**FIBERG ASSOCIATES INC.**  
CONSULTING ENGINEERS  
P.O. Box 2060 • Fort Worth, Texas 76113-2060  
FBI PROJECT NO. 98018.00  
© 1998

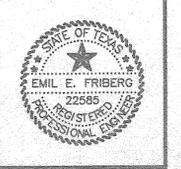
THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY EMIL E. FRIBERG, P.E. 22585 ON 7/20/98. ALTERATION OF A SEALED DOCUMENT WITHOUT PROPER NOTIFICATION TO THE RESPONSIBLE ENGINEER IS AN OFFENSE UNDER THE TEXAS ENGINEERING PRACTICE ACT.

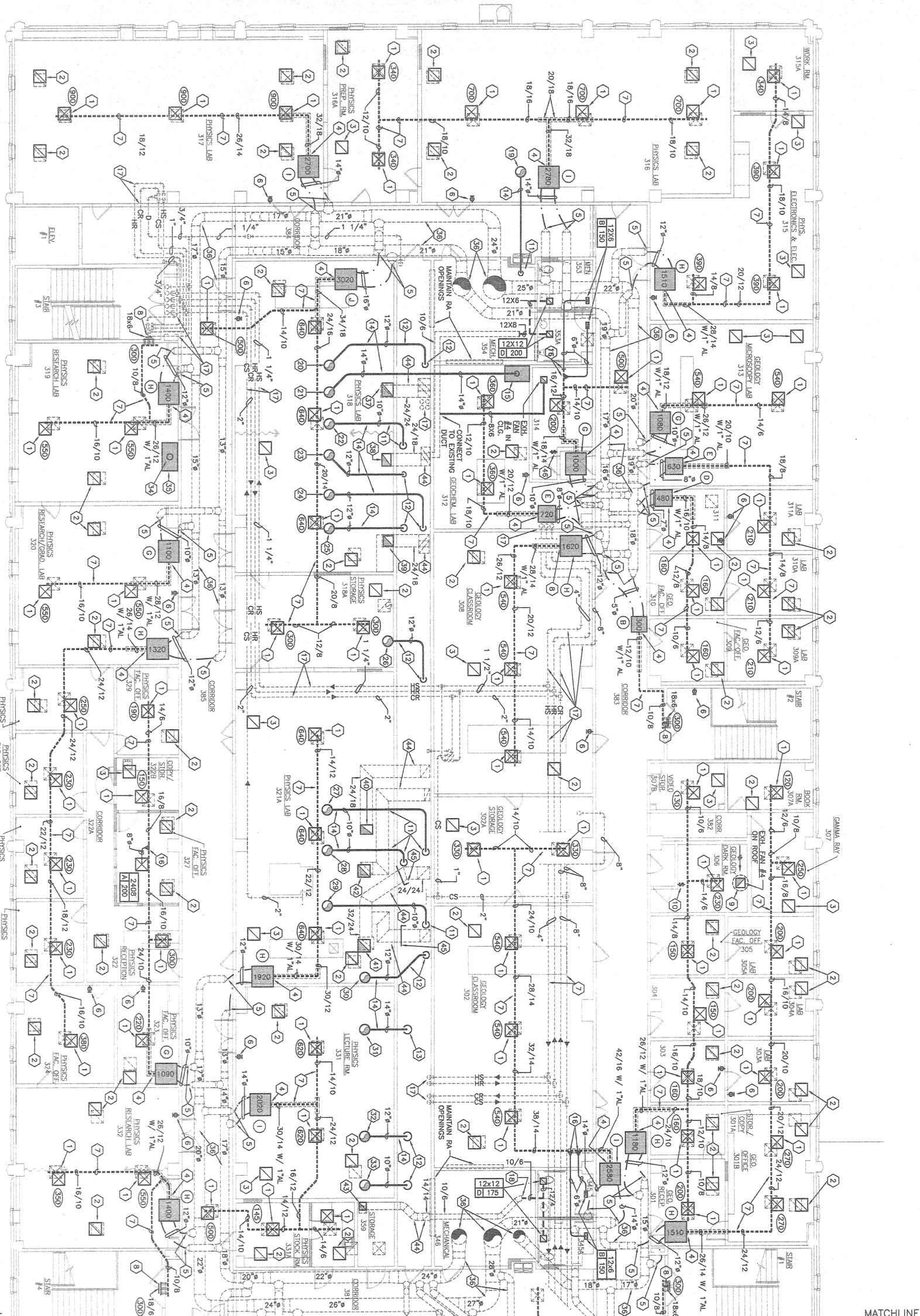
JULY 20, 1998  
M-6  
OF 10M

**Miller Science Building Additions and Alterations**  
Stephen F. Austin State University  
Nacogdoches, Texas

**MORGAN, HILL, SUTTON & MITCHELL ARCHITECTS**  
SHREVEPORT, LA. - LUFKIN, TEXAS

MHSM PROJECT NO:08752.01





**GENERAL NOTES**

1. CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS AT JOB SITE BEFORE STARTING WORK.
2. VERIFY EXACT LOCATION OF CEILING AIR DEVICES WITH NEW LAY-IN CEILING PATTERN AND LIGHT FIXTURE LAYOUT.
3. THE DUCTWORK DRAWINGS ARE DIAGRAMMATIC. CONSULT THE MECHANICAL CONTRACTOR FOR REVISIONS AND ASSESSMENT OF SHOP DRAWINGS WHICH WERE MADE USING ACTUAL FIELD TAKEN MEASUREMENTS.
4. LOCATE MIXING BOXES, AIR FLOW CONTROL DEVICES, ETC. WHERE ACCESSIBLE FOR REQUIRED SERVICE AND MAINTENANCE.
5. MAINTAIN RA OPENINGS AND PATHWAY FOR RETURN AIR ABOVE CEILING AND INTO VERTICAL PATHWAY.

**PARTIAL THIRD FLOOR PLAN - AREA E - HVAC**

- 36 EXISTING HIGH PRESSURE DUCTS REMAIN. REPAIR INSULATION.
- 37 CONNECT TO EXISTING 26/22 EXHAUST DUCT AND EXTEND UP THRU ROOF TO EXHAUST FAN #26.
- 38 CONNECT TO EXISTING 24/18 EXHAUST DUCT AND EXTEND UP THRU ROOF TO EXHAUST FAN #21.
- 39 CONNECT TO EXISTING 20/20 EXHAUST DUCT AND EXTEND UP THRU ROOF TO EXHAUST FAN #22.
- 40 CONNECT TO EXISTING 24/18 EXHAUST DUCT AND EXTEND UP THRU ROOF TO EXHAUST FAN #23.
- 41 CONNECT TO EXISTING 24/24 EXHAUST FAN #24.
- 42 CONNECT TO EXISTING 24/24 EXHAUST DUCT AND EXTEND THRU ROOF TO GOOSENECK.
- 43 CONNECT TO EXISTING 15/14 EXHAUST DUCT AND EXTEND UP THRU ROOF TO EXHAUST FAN #25.
- 44 EXISTING EXHAUST DUCT REMAINS.
- 45 INSTALL MANUAL BALANCE DAMPER IN EXISTING EXHAUST DUCT.
- 46 SWITCH FOR EXHAUST FAN #5.

MATCHLINE

MATCHLINE

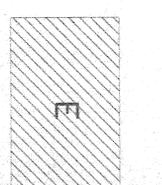
**NOTES BY SYMBOL**

- 1 RELOCATE EXISTING CEILING DIFFUSER TO FIT NEW LAY-IN CEILING AND TO NOT INTERFERE WITH THE LIGHT FIXTURES; TO BE BALANCE TO CFM NOTED.
- 2 RELOCATE EXISTING CEILING RETURN AIR GRILLE TO FIT NEW LAY-IN CEILING AND TO NOT INTERFERE WITH THE LIGHT FIXTURES.
- 3 NEW 24"x24" TYPE C RETURN AIR REGISTER. LOCATE TO FIT NEW LAY-IN CEILING TO NOT INTERFERE WITH THE LIGHT FIXTURES.
- 4 NEW SUPPLY DUCT FROM NEW MIXING BOX. LOCATE TO FIT NEW LAY-IN CEILING TO NOT INTERFERE WITH THE LIGHT FIXTURES.
- 5 CONNECT TO EXISTING HIGH PRESSURE DUCT RUN-OUTS; MODIFY SIGN AS REQUIRED.
- 6 EXISTING WALL THERMOSTAT CONTROLLING MIXING BOX; MODIFICATIONS AS REQUIRED BY CONTRACTOR.
- 7 EXISTING DUCTWORK REMAINS; REPAIR OR DUCTWORK.
- 8 EXISTING SIDEWALL SUPPLY GRILLE; BALANCE TO CFM NOTED.
- 9 18"x18" TYPE D EXHAUST REGISTER IN CEILING WITH 14"x14" EXHAUST DUCT UP TO EXHAUST FAN #4 ON ROOF.
- 10 ON-OFF WALL SWITCH FOR EXHAUST FAN #4.
- 11 10" FUME HOOD EXHAUST DUCT FROM BELOW - OFFSET ABOVE 3rd FLOOR CEILING.
- 12 12" FUME HOOD EXHAUST DUCT FROM BELOW - OFFSET ABOVE 3rd FLOOR CEILING.
- 13 14" FUME HOOD EXHAUST DUCT FROM BELOW - OFFSET ABOVE 3rd FLOOR CEILING. NEW FUME HOOD EXHAUST DUCT.
- 14 FUME HOOD EXHAUST AT 1500 cfm.
- 15 CONNECT NEW SUPPLY RUN-OUTS TO EXISTING DUCT.
- 16 EXISTING CS, CR, HS & HR PIPING REMAINS.
- 17 CONNECT TO EXISTING EXHAUST DUCT.
- 18 12" FUME HOOD EXHAUST DUCT UP TO EXHAUST FAN #5 ON ROOF.
- 19 10" FUME HOOD EXHAUST DUCT UP TO EXHAUST FAN #6 ON ROOF.
- 20 12" FUME HOOD EXHAUST DUCT TO EXHAUST FAN #6 ON ROOF.
- 21 14" FUME HOOD EXHAUST DUCT UP TO EXHAUST FAN #7 ON ROOF.
- 22 10" FUME HOOD EXHAUST DUCT UP TO EXHAUST FAN #8 ON ROOF.
- 23 12" FUME HOOD EXHAUST DUCT UP TO EXHAUST FAN #9 ON ROOF.
- 24 12" FUME HOOD EXHAUST DUCT UP TO EXHAUST FAN #10 ON ROOF.
- 25 12" FUME HOOD EXHAUST DUCT UP TO EXHAUST FAN #11 ON ROOF.
- 26 12" FUME HOOD EXHAUST DUCT UP TO EXHAUST FAN #12 ON ROOF.
- 27 10" FUME HOOD EXHAUST DUCT UP TO EXHAUST FAN #13 ON ROOF.
- 28 10" FUME HOOD EXHAUST DUCT UP TO EXHAUST FAN #14 ON ROOF.
- 29 10" FUME HOOD EXHAUST FAN #15 ON ROOF.
- 30 12" FUME HOOD EXHAUST DUCT UP TO EXHAUST FAN #16 ON ROOF.
- 31 14" FUME HOOD EXHAUST DUCT UP TO EXHAUST FAN #17 ON ROOF.
- 32 12" FUME HOOD EXHAUST DUCT UP TO EXHAUST FAN #18 ON ROOF.
- 33 10" FUME HOOD EXHAUST DUCT UP TO EXHAUST FAN #19 ON ROOF.
- 34 12" FUME HOOD EXHAUST DUCT UP TO EXHAUST FAN #20 ON ROOF.
- 35 12" FUME HOOD EXHAUST AT 1256 cfm.

**RECORD DRAWING**

DATE: JULY 19, 2001  
 Frisberg Associates Inc.  
 Consulting Engineers  
 Ft. Worth, Texas

**KEY PLAN**



**FRISBERG ASSOCIATES INC.**  
 CONSULTING ENGINEERS  
 P.O. BOX 2000 - FORT WORTH, TEXAS 76113-2000  
 FAX PROJECT NO. 98018.00  
 COPYRIGHT © 1998

**Miller Science Building Additions and Alterations**  
 Stephen F. Austin State University  
 Nacogdoches, Texas

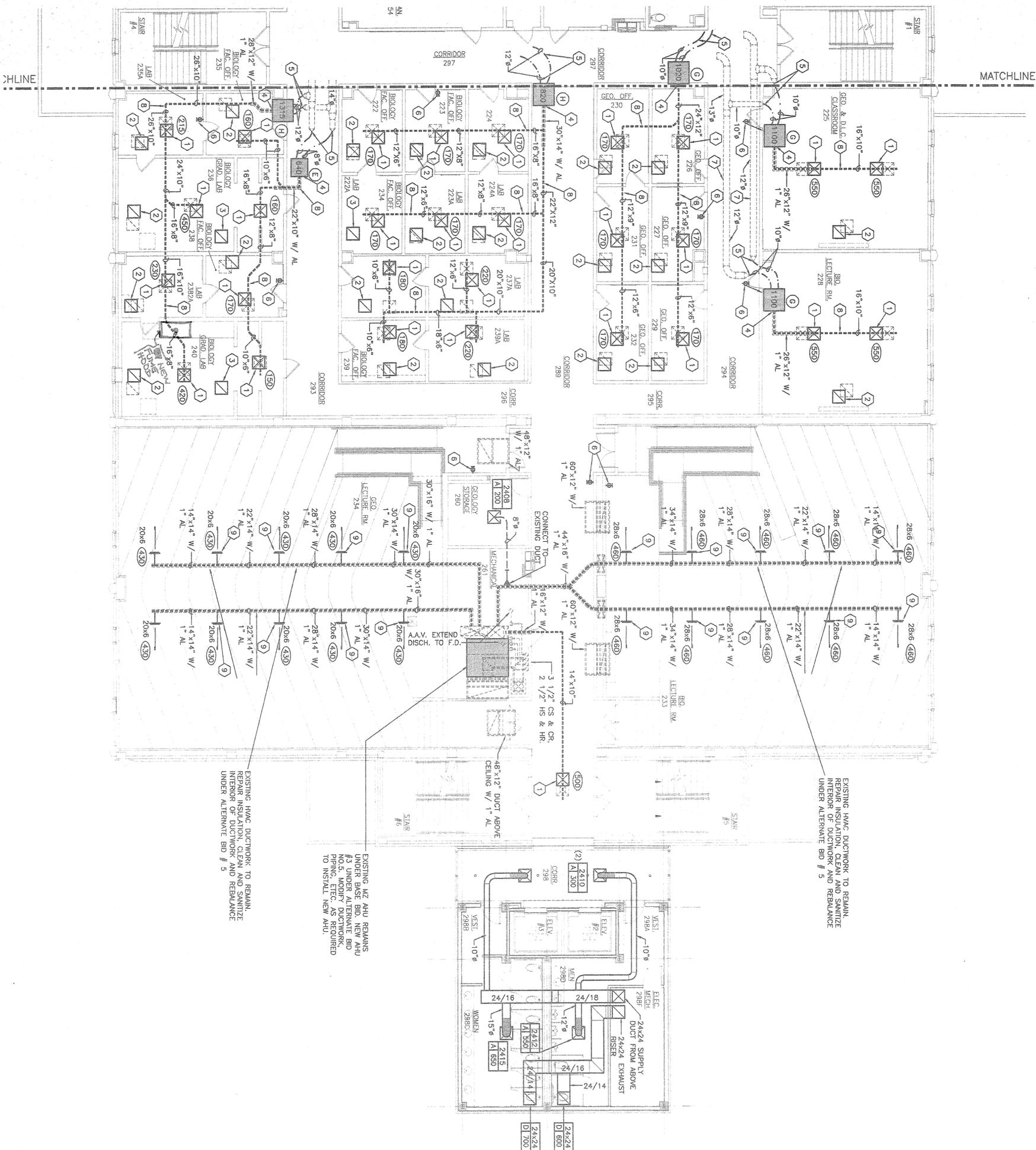
**MORGAN, HILL, SUTTON & MITCHELL ARCHITECTS**

MHSM PROJECT NO 09752.01  
 SHREVEPORT, LA. - LUFKIN, TEXAS

THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY EMIL E. FRIBERG, P.E. 22585 ON 7/20/98. ALTERATION OF A SEALED DOCUMENT WITHOUT PROPER NOTIFICATION TO THE RESPONSIBLE ENGINEER IS AN OFFENSE UNDER THE TEXAS ENGINEERING PRACTICE ACT.



JULY 20, 2001  
 M-5  
 OF 10A



EXISTING HVAC DUCTWORK TO REMAIN. REPAIR INSULATION, CLEAN AND SANITIZE INTERIOR OF DUCTWORK AND REBALANCE UNDER ALTERNATE BID # 5

EXISTING MZ AHU REMAINS UNDER BASE BID. NEW AHU #3 UNDER ALTERNATE BID. NO.5. MODIFY DUCTWORK, PIPING, ETC. AS REQUIRED TO INSTALL NEW AHU.

EXISTING HVAC DUCTWORK TO REMAIN. REPAIR INSULATION, CLEAN AND SANITIZE INTERIOR OF DUCTWORK AND REBALANCE UNDER ALTERNATE BID # 5

**NOTES BY SYMBOL**

- 1) RELOCATE EXISTING CEILING DIFFUSERS TO FIT NEW LAY-IN CEILING AND TO NOT INTERFERE W/ THE LIGHT FIXTURES, BALANCE TO CFM NOTED.
- 2) RELOCATE EXISTING CEILING RETURN AIR GRILLE TO FIT NEW LAY-IN CEILING TO NOT INTERFERE W/ THE LIGHT FIXTURES.
- 3) NEW 24" x 24" TYPE C RETURN AIR REGISTER LOCATE TO FIT NEW CEILING GRID AND TO NOT INTERFERE W/ THE LIGHT FIXTURES.
- 4) NEW SUPPLY DUCT FROM MIXING BOX TO CONNECTION AT EXISTING DUCTWORK. ACOUSTICAL LINING NOT REQUIRED IN NEW DUCT.
- 5) CONNECT TO EXISTING MEDIUM PRESSURE RUNOUTS. MODIFY SIZE AS REQUIRED.
- 6) EXISTING WALL THERMOSTAT CONTROLLING MIXING BOX OR ZONE DAMPERS. MODIFICATIONS AS REQUIRED BY CONTRACTOR.
- 7) EXISTING MEDIUM PRESSURE TRUNK DUCTS REMAIN. REPAIR INSULATION.
- 8) EXISTING LOW PRESSURE DUCTWORK REMAINS. REPAIR INSULATION, CLEAN AND SANITIZE INTERIOR OF DUCTWORK.
- 9) EXISTING SIDEWALL GRILLE TO REMAIN, BALANCE TO CFM NOTED.

**GENERAL NOTES**

1. CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS AT JOB SITE BEFORE STARTING WORK.
2. VERIFY EXACT LOCATION OF CEILING AIR DEVICES WITH NEW LAY-IN CEILING PATTERN AND LIGHT FIXTURE LAYOUT.
3. THE DUCTWORK DRAWINGS ARE DIAGRAMMATIC. CONSTRUCT DUCTWORK ONLY FROM REVIEWED AND ACCEPTED SHOP DRAWINGS WHICH WERE MADE USING ACTUAL FIELD TAKEN MEASUREMENTS.
4. LOCATE MANNING BOXES, AIR FLOW CONTROL DEVICES, ETC. WHERE ACCESSIBLE FOR REQUIRED RETURN AND MAINTENANCE.
5. MAINTAIN RA OPENINGS AND PATHWAY FOR RETURN AIR ABOVE GELINGS AND INTO VERTICAL RA PATHWAY.

**RECORD DRAWING**  
DATE: JULY 19, 2001

Friberg Associates Inc.  
Consulting Engineers  
Ft. Worth, Texas

**KEYPLAN**



THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY EMIL E. FRIBERG, P.E. 22595 ON 7/20/98. ALTERATION OF A SEALED DOCUMENT WITHOUT PROPER NOTIFICATION TO THE RESPONSIBLE ENGINEER IS AN OFFENSE UNDER THE TEXAS ENGINEERING PRACTICE ACT.



MHSM PROJECT NO-09752.01  
**ARCHITECTS**  
SHREVEPORT, LA. - LUFKIN, TEXAS

**Miller Science Building Additions and Alterations**  
Stephen F. Austin State University  
Nacogdoches, Texas  
**MORGAN, HILL, SUTTON & MITCHELL**  
LLC



JULY 20, 1998

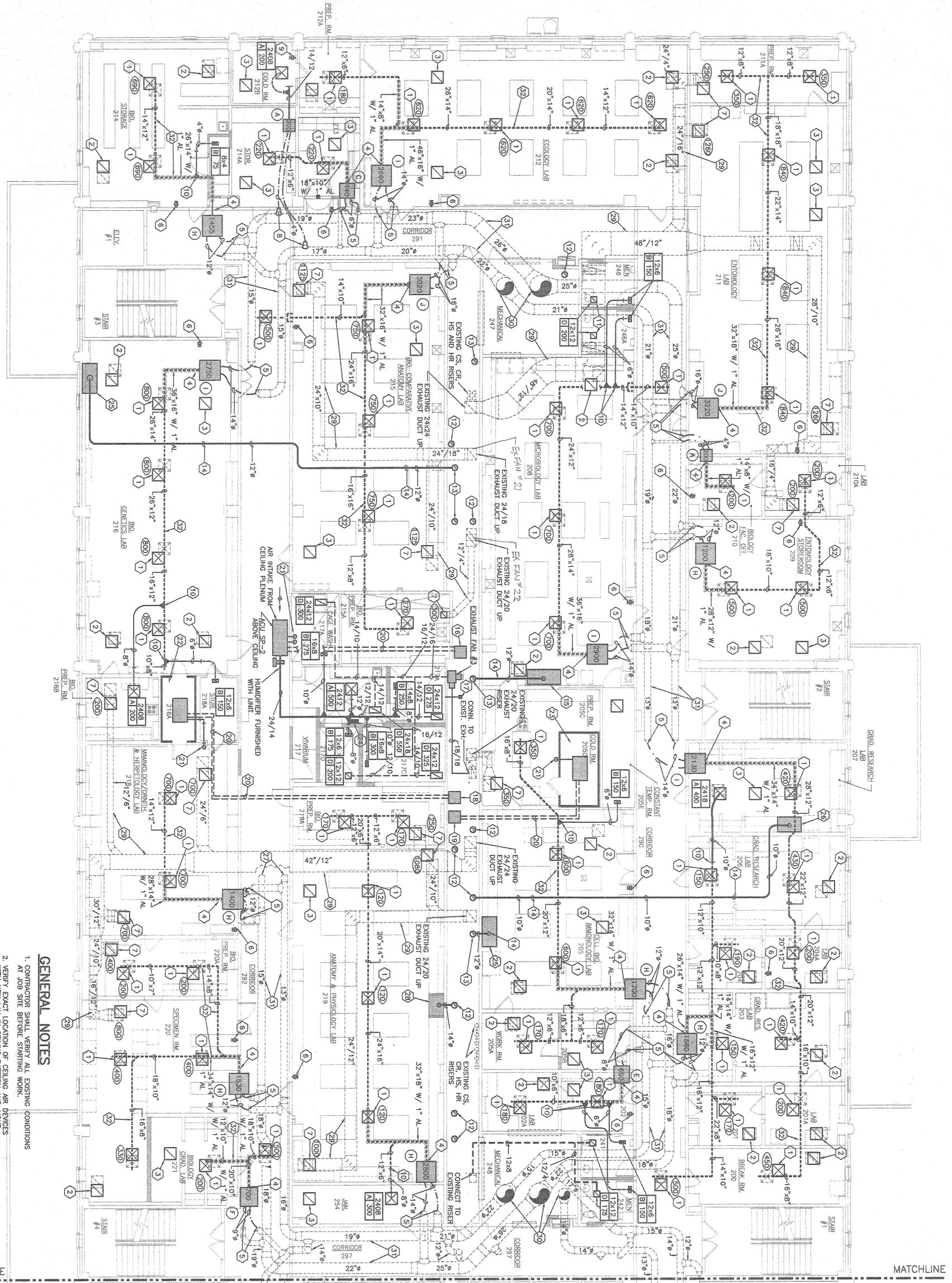
M-4

OF 10M

**FRIBERG ASSOCIATES INC.**  
CONSULTING ENGINEERS  
P.O. BOX 2000 - FORT WORTH, TEXAS 76113-2000  
FBI PROJECT NO. 98018.00  
COPYRIGHT © 1998

**PARTIAL SECOND FLOOR PLAN - AREA D - HVAC**  
SCALE: 1/8" = 1'-0"





**PARTIAL SECOND FLOOR PLAN - AREA C - HVAC**

SCALE: 1/8" = 1'-0"

**GENERAL NOTES**

1. CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS AT JOB SITE BEFORE STARTING WORK.
2. VERIFY EXACT LOCATION OF CEILING AIR DEVICES/FIXTURE LAYOUT.
3. THE DUCTWORK DRAWINGS ARE DIAGRAMMATIC. CONSTRUCT DUCTWORK ONLY FROM REVIEWED AND ACCEPTED SHOP DRAWINGS WHICH WERE MADE USING ACTUAL FIELD TAKEN MEASUREMENTS.
4. LOCATE MIXING BOXES, AIR FLOW CONTROL DEVICES, ETC. WHERE ACCESSIBLE FOR REQUIRED SERVICE AND MAINTENANCE.
5. MAINTAIN RE OPENINGS AND PATHWAY FOR RETURN AIR ABOVE CEILING AND INTO VERTICAL RA PATHWAY.
6. ALL SUPPLY AND EXHAUST DUCT SERVING VAVARIUM AREA (A/C UNIT SP-2 AND EF-3) SHALL BE CONSTRUCTED OF ALUMINUM W/ LIQUID TIGHT JOINTS.

**NOTES BY SYMBOL**

1. RELOCATE EXISTING CEILING DIFFUSER TO FIT NEW MAIN TRUNK AND BRANCHES.
2. GRIFFLE TO FIT NEW LAV-IN RETURN AIR TO NOT INTERFERE WITH THE LIGHT FIXTURES.
3. REGISTER: LOCATE TO FIT NEW LAV-IN CEILING AND TO NOT INTERFERE WITH THE LIGHT FIXTURES.
4. NEW SUPPLY DUCT FROM MIXING BOX TO CONNECTION AT EXISTING SUPPLY DUCT. ACoustICAL LINING NOT REQUIRED IN NEW DUCT.
5. CONNECT TO EXISTING HIGH PRESSURE RUN-OUTS: MODIFY SIZE AS REQUIRED.
6. EXISTING WALL THERMOSTAT CONTROLLING MIXING BOX: MODIFICATIONS AS REQUIRED BY CONTRACTOR.
7. EXISTING EXHAUST GRILLE / REGISTER TO NEW LAV-IN CEILING AND TO NOT INTERFERE WITH THE LIGHT FIXTURES: REBALANCE TO CFM NOTED.
8. NEW HIGH PRESSURE RUN-OUTS FROM EXISTING MAIN DUCTS.
9. NEW THERMOSTAT AS REQUIRED BY CONTRACTOR.
10. CONNECT RUN-OUT FROM NEW DIFFUSER/GRIFFLE INTO EXISTING DUCT.
11. CONNECT NEW EXHAUST REGISTER INTO EXISTING EXHAUST DUCT.
12. 10% PLUME HOOD EXHAUST DUCT RISER: CORE DRILL AND SLEEVE FLOOR: CAULK AIR TIGHT AS REQUIRED.
13. 12% PLUME HOOD EXHAUST DUCT RISER: AIR TIGHT AS REQUIRED.
14. NEW PLUME HOOD EXHAUST DUCT.
15. NEW PLUME HOOD: EXHAUST AT 1256 CFM.
16. CONDENSING UNIT SERVING ACU SP-2: RACK ON WALL AND PROVIDE VIBRATION ISOLATION.
17. MOTORIZED DAMPER - OPEN WHEN FAN STARTS / CLOSE WHEN FAN STOPS.
18. ENVIRONMENTAL ROOM #E-1: RACK ON WALL AND PROVIDE VIBRATION ISOLATION.
19. CONDENSING UNIT SERVING SPECIAL ABOVE CEILING: SIGN AS PER A/C EQUIPMENT MANUFACTURER.
20. INSULATED REFRIGERANT PIPING: ROUTE ABOVE CEILING: SIGN AS PER A/C EQUIPMENT MANUFACTURER.
21. INSULATED DRAIN LINE DOWN AND SPILL INTO FLOOR DRAIN.
22. ENVIRONMENTAL ROOM #E-1 INCLUDES: PREPARE ROOM/STRUCTURE: HEATING AND COOLING EQUIPMENT, LIGHTING, CONDENSING UNIT, INSULATION, TESTING AND START-UP: SEE SPECIFICATIONS.
23. ENVIRONMENTAL ROOM #E-2 INCLUDES: PREPARE ROOM/STRUCTURE: HEATING AND COOLING EQUIPMENT, LIGHTING, CONDENSING UNIT, INSULATION, TESTING AND START-UP: SEE SPECIFICATIONS.
24. CONTROLS FOR ACU-SP-2: INCLUDES ON-OFF PUSH BUTTONS WITH ON PILOT LIGHT, INDICATOR, HUMIDISTAT AND STATUS.
25. NEW PLUME HOOD: EXHAUST AT 998 CFM.
26. NEW PLUME HOOD: EXHAUST AT 761 CFM.
27. CAP EXISTING HIGH PRESSURE TRUNK DUCTS: MAKE AIR/PRESSURE TIGHT.
28. EXISTING PLUME HOOD: PROVIDE NEW EXHAUST DUCT: EXHAUST AT 1200 CFM.
29. EXISTING EXHAUST DUCTS - EXHAUST SYSTEM TO REMAIN: REBALANCE AS REQUIRED.
30. EXISTING HIGH PRESSURE HOT AND COLD SUPPLY RISERS TO REMAIN: REPAIR INSULATION.
31. EXISTING HIGH PRESSURE MAIN TRUNK DUCT TO REMAIN: REPAIR INSULATION.
32. EXISTING LOW PRESSURE DUCT SYSTEM REMAINS: REPAIR INSULATION: CLEAN AND DISINFECT INTERIOR OF DUCTWORK.

**GENERAL NOTES**

1. CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS AT JOB SITE BEFORE STARTING WORK.
2. VERIFY EXACT LOCATION OF CEILING AIR DEVICES/FIXTURE LAYOUT.
3. THE DUCTWORK DRAWINGS ARE DIAGRAMMATIC. CONSTRUCT DUCTWORK ONLY FROM REVIEWED AND ACCEPTED SHOP DRAWINGS WHICH WERE MADE USING ACTUAL FIELD TAKEN MEASUREMENTS.
4. LOCATE MIXING BOXES, AIR FLOW CONTROL DEVICES, ETC. WHERE ACCESSIBLE FOR REQUIRED SERVICE AND MAINTENANCE.
5. MAINTAIN RE OPENINGS AND PATHWAY FOR RETURN AIR ABOVE CEILING AND INTO VERTICAL RA PATHWAY.
6. ALL SUPPLY AND EXHAUST DUCT SERVING VAVARIUM AREA (A/C UNIT SP-2 AND EF-3) SHALL BE CONSTRUCTED OF ALUMINUM W/ LIQUID TIGHT JOINTS.

**RECORD DRAWING**

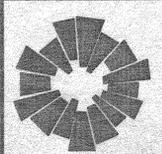
DATE: JULY 19, 2001

Friberg Associates Inc.  
Consulting Engineers  
Ft. Worth, Texas



**KEYPLAN**

THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY EMIL E. FRIBERG, P.E. 22585 ON 7/20/98. ALTERATION OF A SEALED DOCUMENT WITHOUT PROPER NOTIFICATION TO THE RESPONSIBLE ENGINEER IS AN OFFENSE UNDER THE TEXAS ENGINEERING PRACTICE ACT.

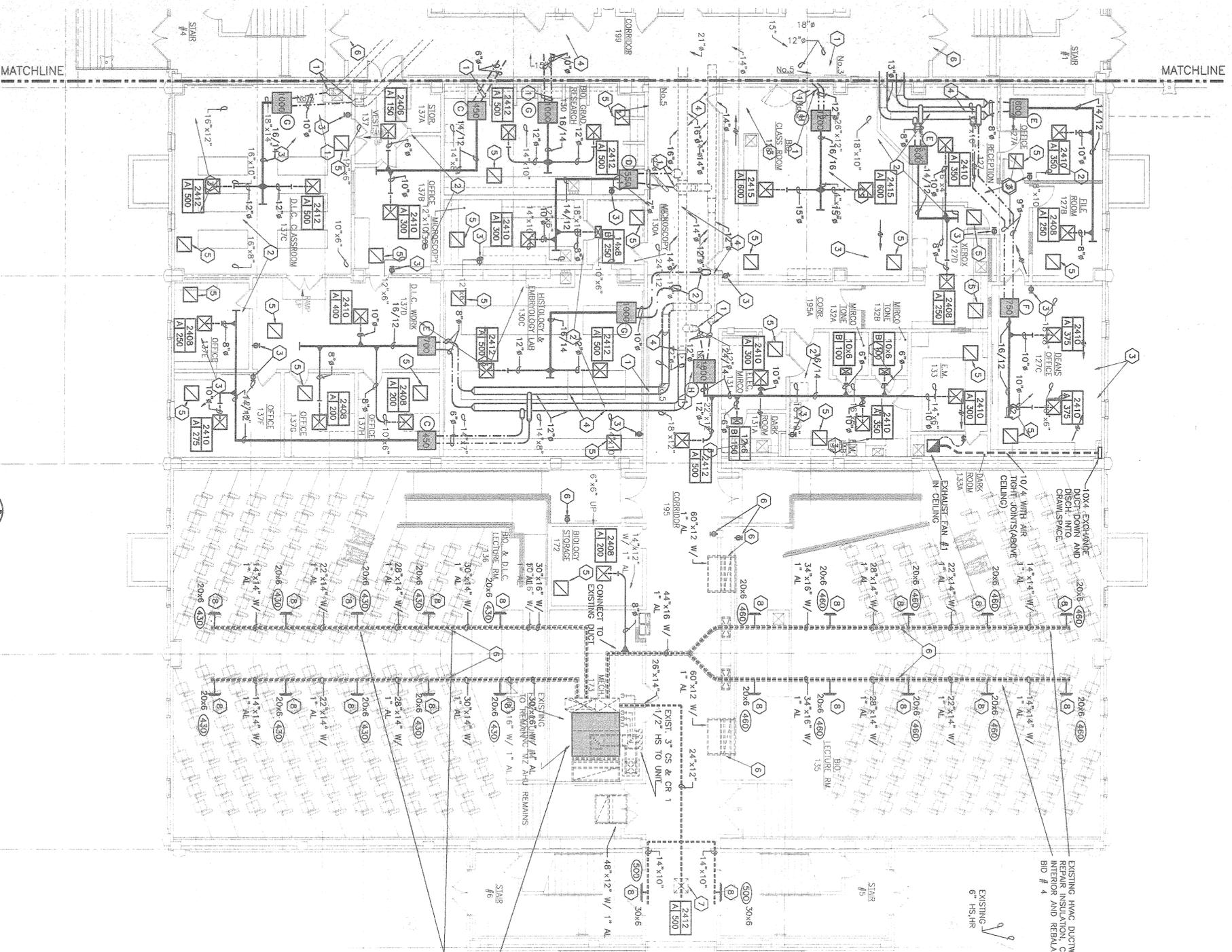


**Miller Science Building Additions and Alterations**  
Stephen F. Austin State University  
Nacogdoches, Texas

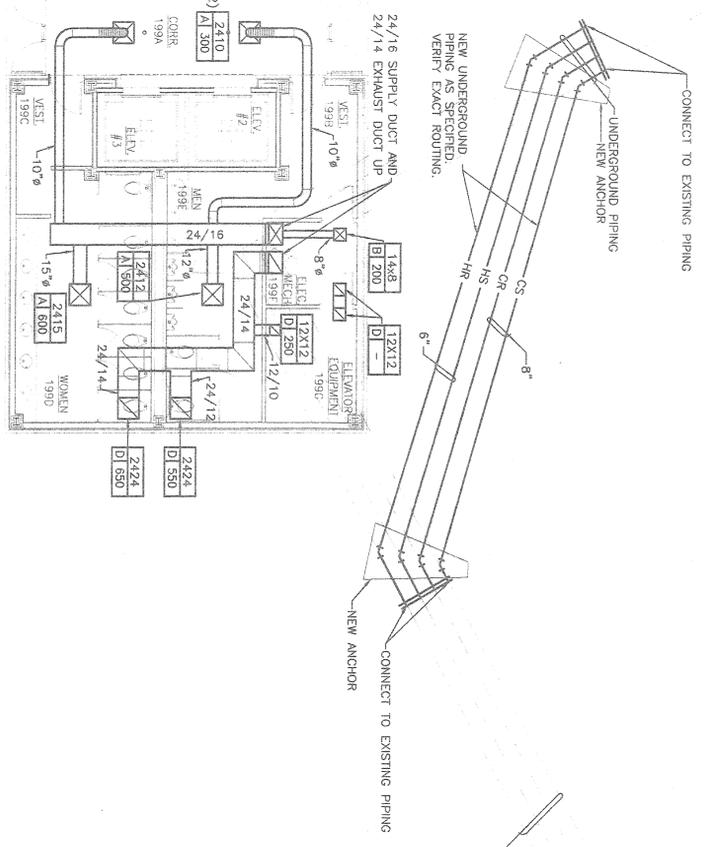
**MORGAN, HILL, SUTTON & MITCHELL**  
LLC

MHSM PROJECT NO:08752.01  
**ARCHITECTS**  
SHREVEPORT, LA. - LUFKIN, TEXAS

**M-3**  
OF 10M  
JULY 20, 1998



EXISTING HVAC DUCTWORK TO REMAIN.  
DISCH. INTO CRAWLSPACE.  
REPAIR INSULATION, CLEAN AND SANITIZE  
RETURN AND REBALANCE UNDER ALTERNATE  
BID # 4



EXISTING MZ AHU UNIT REMAINS UNDER BASE  
BID : NEW AHU #2 UNDER ALTERNATE BID #4  
MODIFY DUCTWORK, PIPING, ETC. AS  
REQUIRED TO ALLOW INSTALLATION OF NEW  
AND

**GENERAL NOTES**

1. CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS AT JOB SITE BEFORE STARTING WORK.
2. VERIFY EXACT LOCATION OF CEILING AIR AND LIGHT FIXTURE LAYOUT.
3. THE DUCTWORK DRAWINGS ARE DIAGRAMATIC. REVIEWED AND ACCEPTED SHOP DRAWINGS WHICH WERE MADE USING ACTUAL FIELD TAKEN MEASUREMENTS.
4. LOCATE MERV BOXES, AIR FLOW CONTROL DEVICES, ACCESS PANELS, ETC. FOR REQUIRED SERVICE AND MAINTENANCE.
5. MAINTAIN AIR OPENINGS AND PATHWAY FOR RETURN AIR ABOVE CEILINGS AND INTO VERTICAL RA PATHWAY.

**NOTES BY SYMBOL**

- 1 NEW MEDIUM PRESSURE RINNOVTS, MODIFY EXISTING MECHANICAL PRESSURE DUCTS AS REQUIRED.
- 2 NEW TAPS/RINNOVTS AT EXISTING MEDIUM PRESSURE DUCTS.
- 3 NEW THERMOSTAT AS PROVIDED BY CONTROLS CONTRACTOR.
- 4 NEW MEDIUM PRESSURE TRENCH DUCTS, VERIFY EXACT ROUTING.
- 5 NEW 24" x 24" TYPE C RETURN AIR REGISTER, LOCATE TO FIT NEW CEILING GRID AND TO NOT INTERFERE W/ THE LIGHT FIXTURES.
- 6 EXISTING THERMOSTAT, MODIFY AS REQUIRED AND AS PROVIDED BY THE CONTROLS CONTRACTOR.
- 7 EXISTING SUPPLY DIFFUSER TO BE RE-USED, RELOCATE TO FIT NEW CEILING GRID AND NOT TO OCN NOTED.
- 8 EXISTING SIDEWALL GRILLE TO REMAIN, BALANCE TO CFM NOTED.

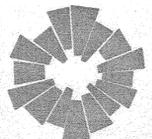
**RECORD DRAWING**  
DATE: JULY 19, 2001  
Friberg Associates Inc.  
Consulting Engineers  
Ft. Worth, Texas

THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY EMIL E. FRIBERG, P.E. 22585 ON 7/20/98. ALTERATION OF A SEALED DOCUMENT WITHOUT PROPER NOTIFICATION TO THE RESPONSIBLE ENGINEER IS AN OFFENSE UNDER THE TEXAS ENGINEERING PRACTICE ACT.



MHSM PROJECT NO-0975201  
**ARCHITECTS**  
SHREVEPORT, LA. - LUFKIN, TEXAS

**Miller Science Building Additions and Alterations**  
Stephen F. Austin State University  
Nacogdoches, Texas  
**MORGAN, HILL, SUTTON & MITCHELL**  
LLC.



JULY 20, 1998

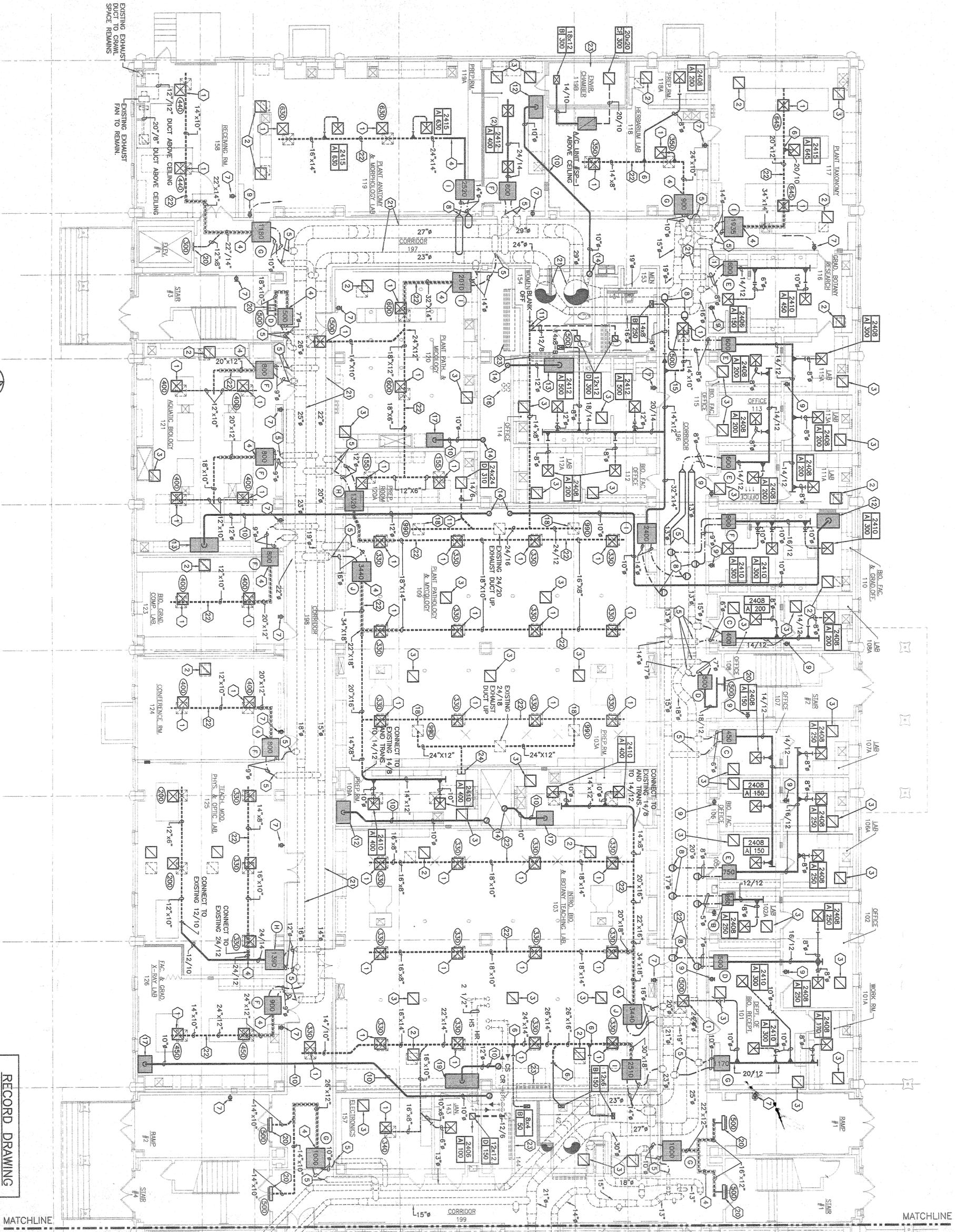
**FRIBERG ASSOCIATES INC.**  
CONSULTING ENGINEERS  
P.O. BOX 2890 - FORT WORTH, TEXAS 76113-2890  
FBI PROJECT NO. 98018.00  
COPYRIGHT © 1998

**M-2**  
OF 10M

**PARTIAL FIRST FLOOR PLAN - AREA B - HVAC**  
SCALE: 1/8" = 1'-0"

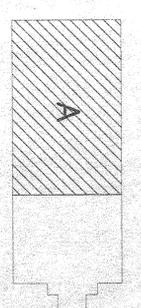


**PARTIAL FIRST FLOOR PLAN - AREA A - HVAC**  
SCALE 1/8" = 1'-0"



**RECORD DRAWING**  
DATE: JULY 19, 2001  
Friberg Associates Inc.  
Consulting Engineers  
Ft. Worth, Texas

**KEYPLAN**  
FRIBERG ASSOCIATES INC.  
CONSULTING ENGINEERS  
510. 800. 2000 - FORT WORTH, TEXAS 76113-2000  
FBI PROJECT NO. 98018.00  
COPYRIGHT © 1998



- GENERAL NOTES**
1. CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS AT JOB SITE BEFORE STARTING WORK.
  2. VERIFY EXACT LOCATION OF CEILING AIR DRIPES, FURNITURE LAYOUT.
  3. THE DUCTWORK DRAWINGS ARE DIAGRAMMATIC. CONSTRUCT DUCTWORK ONLY FROM REVERSED AND USING ACTUAL FIELD TAKEN MEASUREMENTS.
  4. LOCATE MIXING BOXES, AIR FLOW CONTROL DEVICES, ETC. WHERE ACCESSIBLE FOR REQUIRED SERVICE AND MAINTENANCE.
  5. MAINTAIN RA OPENINGS AND PATHWAY FOR RETURN AIR ABOVE CEILING AND INTO VERTICAL RA PATHWAY.

- NOTES BY SYMBOL**
1. RELOCATE EXISTING CEILING DIFFUSER TO FIT NEW LAY-IN CEILING AND TO NOT INTERFERE WITH THE LIGHT FIXTURES. BALANCE TO CFM NOTED.
  2. RELOCATE EXISTING CEILING RETURN AIR TO GRILLE TO FIT NEW LAY-IN CEILING AND TO NOT INTERFERE WITH THE LIGHT FIXTURES.
  3. NEW 24"x24" TYPE C RETURN AIR REGISTER. LOCATE TO FIT CEILING GRID AND TO NOT INTERFERE WITH THE LIGHT FIXTURES.
  4. NEW SUPPLY DUCT FROM NEW MIXING BOX THROUGH EXISTING SUPPLY DUCT TO NEW ACQUISITIONAL LINKING NOT REQUIRED IN NEW DUCT.
  5. CONNECT TO EXISTING HIGH PRESSURE ROUNDOUTS-MODIFY SIZE AS REQUIRED.
  6. CONNECT ROUNDOUT TO NEW DIFFUSER/GRILLE TO EXISTING DUCT.
  7. EXISTING WALL THERMOSTAT CONTROLLING MIXING BOX. MODIFICATION AS REQUIRED BY CONTRACTOR.
  8. NEW MEDIUM PRESSURE FLEX RUN-OUTS FROM EXISTING MEDIUM PRESSURE MAIN DUCTS.
  9. NEW THERMOSTAT FOR MIXING BOX.
  10. NEW FUME HOOD EXHAUST DUCT.
  11. CONNECT NEW EXHAUST DUCT INTO EXISTING EXHAUST DUCT AS REQUESTED.
  12. NEW FUME HOOD-EXHAUST AT 761 CFM.
  13. NEW FUME HOOD-EXHAUST AT 998 CFM.
  14. FUME HOOD EXHAUST DUCT UP.
  15. CONNECT NEW DUCT TO EXISTING DUCT AS REQUIRED.
  16. EXISTING CHILLED WATER AND HEATING WATER PIPING.
  17. NEW FUME HOOD-EXHAUST AT 923 CFM.
  18. EXISTING EXHAUST GRILLE/REGISTER TO REMAIN-BALANCE TO CFM NOTED.
  19. NEW FUME HOOD-EXHAUST AT 1236 CFM.
  20. EXISTING SIDEWALL SUPPLY GRILLE-BALANCE TO CFM NOTED.
  21. EXISTING MEDIUM PRESSURE DUCTS. REPAIR INSULATION.
  22. EXISTING LOW PRESSURE DUCTS REMAIN. REPAIR INSULATION. CLEAN AND DISINFECT INTERIOR OF DUCTS.
  23. MAINTAIN EXISTING RETURN AIR OPENING.

THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY EMIL E. FRIBERG, P.E. 22585 ON 7/20/98. ALTERATION OF A SEALED DOCUMENT WITHOUT PROPER NOTIFICATION TO THE RESPONSIBLE ENGINEER IS AN OFFENSE UNDER THE TEXAS ENGINEERING PRACTICE ACT.

**M-1**  
OF 10M  
JULY 20, 1998

**Miller Science Building Additions and Alterations**  
Stephen F. Austin State University  
Nacogdoches, Texas

**MORGAN, HILL, SUTTON & MITCHELL** ARCHITECTS  
LLC  
SHREVEPORT, LA. - LUFKIN, TEXAS

MHSM PROJECT NO-09752.01



# **EXHIBIT D**

# **ASBESTOS STATEMENT**



# STEPHEN F. AUSTIN STATE UNIVERSITY

---

## **Environmental Health, Safety and Risk Management**

P.O. Box 6113, SFA Station • Nacogdoches, Texas 75962-6113

Phone (936) 468-4514 • Fax (936) 468-7312

For electronic use only

November 6, 2017

Re: Stephen F. Austin State University  
Miller Science Building Asbestos Containing Materials

To Whom It May Concern,

This letter is to certify, to the best of my knowledge, the presence and location of know asbestos building materials located in the Miller Science Building located at 1901 Raguet St. on the campus of Stephen F. Austin State University in Nacogdoches, TX.

One record of Thermal System Insulation (TSI) located on a pipe in the attic space on the 4<sup>th</sup> floor was identified as asbestos containing material (sampled on 11/29/1990).

All other building materials identified as asbestos containing have been removed by a licensed asbestos abatement contractor.

These materials included:

- All pipe and boiler insulation located in the mechanical room on the roof.
- All floor tile and mastic throughout the building (75,000 sq. ft.).
- All pipe insulation located in the mechanical room on the first floor.

Abatement reports are available upon request.

This building was built in 1968, and could potentially contain other asbestos building materials which have not yet been identified. Notify the Safety Department at the number below prior to disturbing any suspicious building materials.

Please contact me if you have any further questions.

Regards,

Matt Romig  
Stephen F. Austin State University  
Safety Officer/Asbestos Management Planner  
PO Box 6113, SFA Station  
Nacogdoches, TX 75962  
936-468-6034  
[romigmatt@sfasu.edu](mailto:romigmatt@sfasu.edu)



**STEPHEN F. AUSTIN STATE UNIVERSITY**  
**Invitation To Bid # MILLER SCIENCE BLDG HVAC-17**  
**Continuation Page**

**SPECIFICATIONS AND SCOPE OF WORK**

Provide all tools, materials, equipment, insurance, chemicals and incidentals to clean, decontaminate and treat existing HVAC ductwork systems in the Miller Science Building on the campus of Stephen F. Austin State University in accordance with the Specifications, and Terms and Conditions provided herein. The laboratory exhausts systems and fume hood supply and exhaust systems are not included in the scope of work.

The contractor must be a TACL (Texas Air Conditioning License) licensed firm regularly engaged in air conveyance system cleaning for a minimum of five (5) years. The Contractor must include references of at least five (5) buildings with names, addresses, telephone numbers and building representative names where similar air conveyance system cleaning and sanitizing have been performed by the Contractor.

The cleaning and sanitizing work shall include supply air duct systems, return air duct systems, double duct terminal boxes, air outlets, air handling units and related components. Mechanical room/air handling units shall include the following cleaning and sanitizing.

- A. Clean all interior and exterior of housing surfaces
- B. Clean coils, drain pans and frames using pressurized washers and EPA registered cleaning agents.
- C. Clean all fans and related components.
- D. Remove or treat all visible biological contaminates with EPA registered Biocide
- E. Mechanical room and area surrounding the units shall be vacuumed and cleaned with an EPA registered degreaser cleaning agent

Supply and return ductwork shall include the following cleaning and sanitizing:

- 1. Fiberglass lined ductwork:
  - a. Source removal process shall be used to clean the ductwork debris. Dust and particulates shall be removed by physical contact with a soft vacuum brush attached to a HEPA vacuum system in conjunction with a Steamatic Negative Air Machine or equal air wash device.
  - b. Treatment of the ductwork shall include Biocide treatment before and after the removal process.
  - c. Furnish and install access doors as needed to provide entry points for source removal, visual inspection, sights and treatment of biological contaminants. All access doors shall be constructed and installed as recommended by SMACNA.
  - d. Where there is a common ceiling return and no ductwork, this area will be cleaned and treated as if it were duct return.

**STEPHEN F. AUSTIN STATE UNIVERSITY**  
**Invitation To Bid # MILLER SCIENCE BLDG HVAC-17**  
**Continuation Page**

2. Equipment to be utilized shall be as follows, or equal:

- a. HEPA Filtered negative air vacuum
- b. Pneumatic duct cleaning heads
- c. HEPA Portable vacuums
- d. Max Vac (ITPA vacuum)
- e. WS Compressed Spray System
- f. Robot Camera with video documentation if required

Contractor shall provide worker safety guidelines and precautionary procedures for occupant safety. Contractor shall complete the work within NIOSH and OSHA guidelines.

As a minimum of Quality Assurance, the following shall be provided. All systems shall be sampled and tested for sanitization.

1. Contractor's Project Manager shall inspect the air conveyance system before, during and upon completion of decontamination with a robotic camera and Endoscope or equal devices.
2. The Contractor shall conduct a walk-through observation with the Owner at any time when so requested by the Owner.
3. Ductwork cleaning, decontamination and treatment shall comply with NADCA Standard 1992-01. The Contractor shall test Fifteen (15) different locations and results shall be certified in writing by the Contractor and delivered to the Owner. The exact location of each test shall be as instructed by the Owner. Membership in NADCA is NOT required since Texas requires a TACL licensed contractor.

All re-arrangement of furniture, moving of furniture, protection and clean up within the existing building shall be included in the work. All work will be accomplished within the schedule of building availability.

Supply Registers/Return Air Grilles:

1. All supply registers/return air grilles will be removed, hand cleaned, sanitized and replaced. If either is affixed to structure, then it will be cleaned in place.
2. Area around supply register/return air grilles will be vacuumed.
3. All supply registers will be covered with a poly filter material during the treatment process. This will be removed after these processes have been completed.

Chemicals used for sanitizing shall be environmentally safe and EPA registered. Contractor will furnish material safety data sheets for all proposed chemicals. Chemicals shall be equal to the following.

1. EPA registered cleaning agents
2. EPA Registered Antimicrobials approved for ductwork
3. Non-Acidic Coil cleaner
4. OCAD Absorptive Deodorant
5. Linset Duct Sealer or equivalent if required.

**STEPHEN F. AUSTIN STATE UNIVERSITY**  
**Invitation To Bid # MILLER SCIENCE BLDG HVAC-17**  
**Continuation Page**

Vertical risers where interior perforated liner occurs shall be thoroughly clean using pneumatic source removal equipment and HEPA filtered Negative Air Vacuums.

The University shall provide a waste material "dumpster" container and dispose of the materials deposited in the container.

All work will be scheduled during the SFASU Christmas Break period December 16, 2017 through January 17, 2018.

Contractor will provide floor, furniture and wall protection while all work is being performed. The contractor shall bare any and all costs for repair and refinishing of existing floor, furniture and walls should any damage occur during this project.

**NO SUBSTITUTIONS**

**CAMPUS MAP**

Campus map is attached in Exhibit A

**HUB SUBCONTRACTING PLAN**

Each respondent is required to make a good faith effort to subcontract with historically underutilized businesses and shall submit a HUB Subcontracting Plan using the HUB Subcontracting Plan documents provided in Exhibit B.

Stephen F. Austin State University is committed to making a good faith effort to increase business with historically underutilized businesses (HUBs) by contracting with HUBs either directly or indirectly through subcontracting opportunities. Respondents are encouraged to actively seek to subcontract or partner with HUBs in an effort to create an environment that actively acknowledges and values diversity.

The University has determined that subcontracting opportunities are probable under this contract

The University's HUB goal for this procurement is:  
*28.8% Special Trades*

Each HUB subcontracting plan will be evaluated independently of the response. If the HSP does not reflect a good faith effort to subcontract with HUBs, the entire response will be disqualified.

All questions regarding the HUB Subcontracting Plan may be directed to the Director of Procurement and Property Service/HUB Coordinator, Kay Johnson, 936-468-4037, [johnsondk6@sfasu.edu](mailto:johnsondk6@sfasu.edu).

**Failure to submit the HUB Subcontracting Plan will disqualify the entire response from consideration**

**STEPHEN F. AUSTIN STATE UNIVERSITY**  
**Invitation To Bid # MILLER SCIENCE BLDG HVAC-17**  
**Continuation Page**

**INSURANCE**

The Contractor shall not commence work under this Contract until he has obtained all the insurance required hereunder and certificates of such insurance have been filed with and reviewed by SFASU. Acceptance of the insurance certificates by SFASU shall not relieve or decrease the liability of the Contractor.

If policies are not written for the amounts specified below (except Worker's Compensation and Employer's Liability), Contractor shall carry Excess Liability insurance for any difference in amounts specified. If Excess Liability insurance is provided, it shall follow the form of primary policy

This insurance shall not be canceled, limited in scope of coverage, or non-renewed until after thirty (30) days prior written notice, or ten (10) days for non-payment of premium, has been given to the University.

Contractor's insurance shall be deemed primary with respect to any insurance carried by Stephen F. Austin State University for liability arising out of operations under this Contract.

Stephen F. Austin State University, its officials, directors, employees, representatives and volunteers shall be named as additional insured. This is not applicable to the workers' compensation policy.

The workers' compensation and employers' liability policy will provide a waiver of subrogation in favor of the University.

The workers' compensation insurance coverage must include the responsibility of the Contractor to provide coverage for every worker either under the Contractor's policy or under the policy provided by a subcontractor. The Contractor's policy shall provide that, in the event that a subcontractor's policy fails to provide worker's compensation coverage of a worker that such insurance coverage is provided by the Contractor's policy.

Unless otherwise provided for herein, the Contractor shall provide and maintain, until the Work covered in this Contract is completed and accepted by SFASU, the minimum insurance coverage as follows:

<b>TYPE OF COVERAGE</b>	<b>LIMITS OF LIABILITY</b>
-------------------------	----------------------------

- |    |   |
|----|---|
| 1. | Workers' Compensation Coverage <b>OR</b><br>Employer's Liability with \$1,000,000 each<br>occur/aggregate |
| 2. | Comprehensive General Liability   |
| a. | \$1,000,000 each occur  |
| b. | \$2,000,000 general aggregate   |
| c. | \$2,000,000 products/   |
| 3. | Comprehensive Automobile Liability<br>\$1,000,000 combined single limit                                   |

**STEPHEN F. AUSTIN STATE UNIVERSITY**  
**Invitation To Bid # MILLER SCIENCE BLDG HVAC-17**  
**Continuation Page**

**MATERIALS/MATERIALS STORAGE**

Contractor shall be responsible for all equipment at all times including supplies provided to the Contractor by the University. The University is not responsible for theft or vandalism to any such materials, tools, or equipment.

**PROJECT COMPLETION AND WORK DAYS ALLOWED**

All work is to begin on December 16, 2017, and be completed by January 17, 2018. Failure to complete work (including clean up) by January 17, 2018 shall be deemed as a breach of contract. Work shall begin on December 17, 2017 and is to be coordinated with Allen Singleton, Manager of Building Trades and Mechanical Maintenance

A "Weather Day" is a day on which Contractor's current schedule indicates Work is to be done, and on which inclement weather and/or related site conditions prevent Contractor from performing seven (7) continuous hours of Work on the critical path between the hours of 7:00 a.m. and 6:00 p.m. Weather days are excusable delays, when weather conditions at the site prevent work from proceeding Contractor shall immediately notify SFASU physical plant representative for confirmation of the conditions.

**BID BOND**

The cost of all bonds must be included in the response.

A bid bond or bid security in the form of a Certified or Cashier's check on a State or National Bank in the State of Texas, or a Bid Bond from a Surety Company authorized to transact business in the State of Texas, and made payable to Stephen F. Austin State University **in the amount of 5% of the largest proposed amount** must accompany each response as a guarantee that, if awarded the Purchase Order, the Contractor will execute the required Performance and Payment Bonds, if required, in such form and with such Sureties as SFA may prescribe or approve.

***Responses submitted without a bid bond or bid security will not be considered.***

**PERFORMANCE AND PAYMENT BONDS**

The cost of all bonds must be included in the response.

Performance bonds are required on contracts exceeding \$100,000. Payments bonds are required on contracts exceeding \$25,000. Refer to Article V. in the Uniform General Conditions.

Should the Contractor fail to execute and return the required Performance and Payment Bonds within fifteen (15) days after the date of notice of award, the Bid Guarantee shall become the property of SFA, not as a penalty but as liquidated damages

**STEPHEN F. AUSTIN STATE UNIVERSITY**  
**Invitation To Bid # MILLER SCIENCE BLDG HVAC-17**  
**Continuation Page**

**GENERAL TERMS AND CONDITIONS**

All work is to be performed in a neat and professional manner, site kept clean at all times, protection provided to avoid damage to property, including improvements, performed as quickly as possible consistent with best industry construction practices, and guaranteed for one (1) full year from date of completion against all defects.

Contractor shall comply with all local, state, and Federal orders, ordinances, laws, rules, and regulations of duly constituted authorities having jurisdiction over this work.

All work is to be completed as mutually agreed by and between the University and contractor. Failure to complete work (including clean-up) by the mutually agreed date shall be deemed as a breach of contract. Liquidated damages in the amount of \$1,000.00 per calendar day will be assessed, not as a penalty, but as liquidated damages for such breach of contract.

Safe working conditions must be maintained on and around work site at all times. Barricades and other protective devices are to be used as necessary to prevent injury to persons or property. All reasonable precautions are to be taken.

Payment will be made lump-sum upon completion or as otherwise mutually agreed between Contractor and the University.

**CANCELLATION**

The University reserves the right to cancel this contract upon thirty (30) days' notice should the quality of services rendered ever fall below levels deemed acceptable by the University. The University shall be the sole judge of the acceptability of services provided hereunder.

**SMOKING, VAPING AND USE OF TOBACCO PRODUCTS**

Stephen F. Austin State University is a tobacco and vape free campus.

**PARKING ON CAMPUS**

All vehicles parked on the University campus must properly display a valid parking permit and comply with all University parking rules. The Parking and Traffic Office supervises and coordinates all parking transportation and traffic related functions on the campus. Permits expire each August 31.

Contractor shall be responsible for obtaining parking permits from the Parking and Traffic Office and for resolving, should they arise, any parking regulation disputes and violations. The Parking and Traffic Office telephone number is 936-468-7275.

**STEPHEN F. AUSTIN STATE UNIVERSITY**  
**Invitation To Bid # MILLER SCIENCE BLDG HVAC-17**  
**Continuation Page**

**U.S. DEPARTMENT OF HOMELAND SECURITY'S E-VERIFY SYSTEM**

By entering into this Contract, the Contractor certifies and ensures that it utilizes and will continue to utilize, for the term of this Contract, the U.S. Department of Homeland Security's E-Verify system to determine the eligibility of:

1. All persons employed to perform duties within Texas, during the term of the Contract; and
2. All persons (including subcontractors) assigned by the Contractor to perform work pursuant to the Contract, within the United States of America.

The Contractor shall provide, upon request of SFASU, an electronic or hardcopy screenshot of the confirmation or tentative non-confirmation screen containing the E-Verify case verification number for attachment to the Form I-9 for the three most recent hires that match the criteria above, by the Contractor, and Contractor's subcontractors, as proof that this provision is being followed. **If this certification is falsely made, the Contract may be immediately terminated, at the discretion of SFASU and at no fault to SFASU, with no prior notification. The Contractor shall also be responsible for the costs of any re-solicitation that SFASU must undertake to replace the terminated Contract.**

**ISRAEL NON-BOYCOTT VERIFICATION**

Pursuant to Section 2270.002, *Texas Government Code*, Contracting Party hereby represents, verifies, and warrants that it does not boycott Israel and will not boycott Israel during the term of the Agreement, as that term is defined by Section 808.001(1), *Texas Government Code*.

**CONTRACTS WITH FOREIGN TERRORIST ORGANIZATIONS PROHIBITED**

Pursuant to Section 2252.152, *Texas Government Code*, and to the extent applicable, Contracting Party hereby represents, verifies, and warrants that it does not do business with Iran, Sudan, or any foreign terrorist organization identified on a list prepared and maintained under Section 806.051, 807.051, or 2252.153, *Texas Government Code*.

**CONTACT INFORMATION**

Questions relating to the solicitation document, or the response may be directed to Contracting Specialist, Kim Jones, 936-468-6551, [joneskk2@sfasu.edu](mailto:joneskk2@sfasu.edu)

Questions pertaining to the specifications may be directed to Allen Singleton, Manager of Building Trades and Mechanical Maintenance, 936-468-4546 [ajsingleton@sfasu.edu](mailto:ajsingleton@sfasu.edu)

**STEPHEN F. AUSTIN STATE UNIVERSITY**  
**Invitation To Bid # MILLER SCIENCE BLDG HVAC-17**  
**Continuation Page**

**REQUIRED SUBMITTALS**

- 1) Signed Invitation to Bid
- 2) Acknowledgement of Addenda, if any
- 3) Bid Bond
- 4) HUB Subcontracting Plan

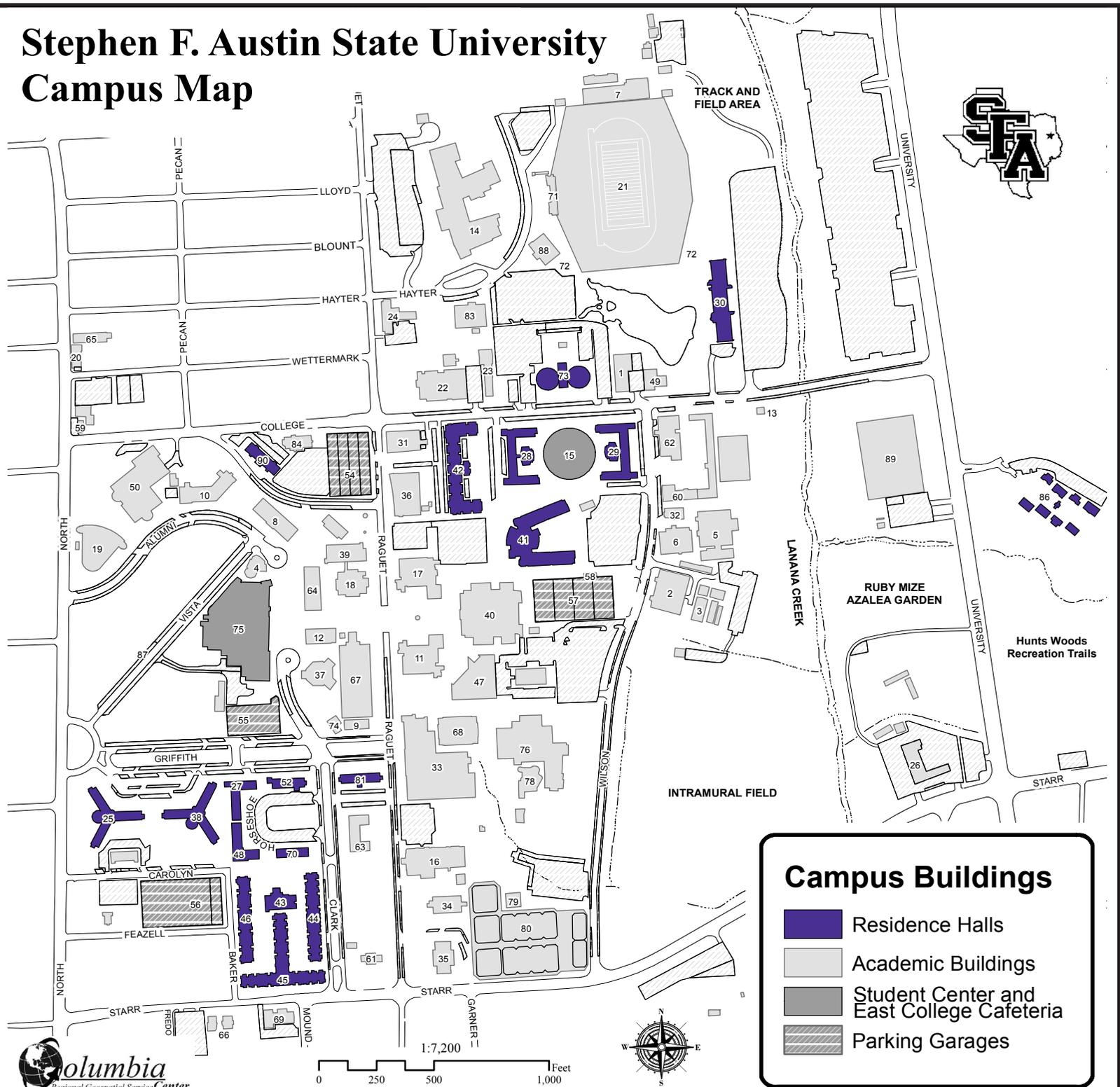
**ITEMS BELOW APPLY TO AND BECOME PART OF TERMS AND CONDITIONS OF QUOTATIONS. ANY EXCEPTIONS THERETO MUST BE IN WRITING AND SUBMITTED WITH INVITATION TO BID.**

1. **BIDDER AFFIRMATIONS:** Signing this bid with a false statement is a material breach of contract and shall void the submitted bid or any resulting contracts. By signature hereon affixed, the bidder hereby certifies that:
  - 1.1 The bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted bid.
  - 1.2 Pursuant to 15 U.S.C. Sec. 1, et seq. And Tex. Bus. & Comm. Code Sec 15.01, et seq. neither the bidder or the firm, corporation, partnership, or institution represented by the bidder, or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this State or the Federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business.
  - 1.3 Pursuant to Texas Government Code, Title 10, Subtitle D, Section 2155.004(a), the bidder has not received compensation for participation in the preparation of the specifications for this solicitation.
  - 1.4 If applicable, pursuant to Texas Family Code, Title 5, Subtitle D, Section 231.006(d), regarding child support, the bidder certifies that the individual or business entity named in this bid is not ineligible to receive the specified payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate. Furthermore, any bidder subject to Section 231.006 must include names and Social Security numbers of each person with at least 25% ownership of the business entity submitting the bid. This information must be provided prior to award.
  - 1.5 Pursuant to Texas Government Code, Title 10, Subtitle D, Section 2155.004(b), the vendor certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.
  - 1.6 Bidder agrees that pursuant to Section 403.0551, Texas Government Code, any payments due under this contract will be applied towards any debt, including but not limited to delinquent taxes and child support, that is owed to the State of Texas or any agency of the State of Texas, until such debt or delinquent taxes are paid in full.
  - 1.7 Bidder certifies that they are in compliance with Texas Government Code, Title 6, Subtitle B, Section 669.003, relating to contracting with executive head of a State agency. If Section 669.003 applies, the bidder will complete the following information in order for the bid to be evaluated:  
 Name of former Executive: \_\_\_\_\_  
 Name of State Agency: \_\_\_\_\_  
 Date of separation from State Agency: \_\_\_\_\_  
 Position with bidder: \_\_\_\_\_  
 Date of employment with bidder: \_\_\_\_\_
  - 1.8 Bidder agrees to comply with Texas Government Code 2155.4441, relating to the use of service contracts for products produced in the State of Texas.
  - 1.9 By signature hereon, the Respondent hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes owed the State of Texas.
2. **BIDDING REQUIREMENTS:**
  - 2.1 Bids should be submitted on this form. Each bid shall be placed in a separate envelope completely and properly identified. When sending bids via overnight delivery, bidder is advised to confirm whether SFA delivery location is a guaranteed AM delivery.
  - 2.2 SFA offers facsimile or email service as a convenience only. The only telephone number for FAX submission of bids is 936-468-4282. The only email for email submission of bids is [bids@sfasu.edu](mailto:bids@sfasu.edu). The University shall not be responsible for bids or portions of bids received late, illegible, incomplete, or otherwise non-responsive due to failure of electronic equipment, technology error, or operator error. Confirmation of facsimile or email bids is not required.
  - 2.3 Bids must be time stamped in the SFA Procurement & Property Services Office on or before the hour and date specified for the bid opening. Late bids will not be considered under any circumstances. Late bids properly identified will be returned to the bidder unopened.
  - 2.4 Bids are requested to be firm for acceptance for a minimum of 30 days from opening date. Bid cannot be altered or amended after opening time. No bid can be withdrawn after opening time without the approval of the University based on a written acceptable reason.
  - 2.5 Telephone quotations are not acceptable when in response to this Invitation To Bid.
  - 2.6 Stephen F. Austin State University reserves the right to accept or reject all or any part of any bids, to waive minor technicalities, to re-advertise if deemed necessary, and to award the bid to best serve the interests of the University.
  - 2.7 All electrical items must meet all applicable OSHA standards and regulations, and bear the appropriate listing from US, FMRC or NEMA.
  - 2.8 All items shall be new, in first class condition, with containers suitable for shipment and storage. New shall not be construed as excluding recycled or remanufactured products.
  - 2.9 Any catalog, brand name or manufacturer's reference used in this bid is descriptive (not restrictive).
  - 2.10 Stephen F. Austin State University will not be bound by any oral statement or representation contrary to the written specifications of this ITB and any associated addenda.
  - 2.11 Bids should give Payee ID Number, full firm name and address of bidder. The Payee ID Number is the taxpayer number assigned and used by the Comptroller of Public Accounts of Texas. If this number is not known, complete the following:  
 Enter Federal Employer's Identification Number \_\_\_\_\_  
 Sole Owner should also enter SSN# below \_\_\_\_\_
3. **TIE BIDS** - Awards will be made in accordance with Rule 34 TAC 20.36 (b) (3) and 20.38 (preferences).
4. **PATENTS OR COPYRIGHTS** – The Contractor agrees to protect Stephen F. Austin State University from claims involving infringement of patents or copyrights.
5. **PAYMENT** - Vendor shall submit an itemized invoice showing Purchase Order Number. Payment will be made Net 30 from date of receipt of goods/services or invoice, whichever is later. Late fees will be incurred in accordance with Texas Government Code 2251.
6. **DELIVERY:**
  - 6.1 Bids should show the number of days required to place material in designated location under normal conditions. Failure to state delivery time obligates bidder to complete delivery in 14 calendar days. A five day difference in delivery promise may break tie bids. Unrealistic short or long delivery promises may cause the bid to be disregarded.
  - 6.2 Delivery shall be made during normal working hours only, unless prior approval for early or late delivery has been obtained.
  - 6.3 If delay is foreseen, contractor shall give written notice. The University has the right to extend delivery date if reasons appear valid. Contractor must keep the University advised at all times of status of order. Default in promised delivery (without accepted reasons) or failure to meet specifications, authorizes the University to purchase supplies elsewhere and charge full increase, if any, in cost and handling to defaulting contractor.
  - 6.4 No substitutions or cancellations are permitted without prior written approval.
7. **ALTERNATE DISPUTE RESOLUTION:** Pursuant to Chapter 2260 of the Texas Government Code, any dispute arising under a contract for goods and services for which this chapter applies must be resolved under the provisions of this chapter.
8. **PUBLIC INFORMATION ACT:** Information, documentation, and other material in connection with this solicitation or any resulting contract may be subject to public disclosure pursuant to Chapter 552 of the Texas Government Code (the "Public Information Act").
7. **NOTE TO BIDDERS:**
  - 7.1 Any terms and conditions attached to a solicitation will not be considered unless specifically referred to on this solicitation and may result in disqualification.
  - 7.2 The Contractor shall defend, indemnify and hold harmless the State of Texas, all of its officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or omissions of contractor or any agent, employee, subcontractor, or supplier in the execution or performance of this contract.
  - 7.3 Contractor understands that acceptance of funds under this contract acts as acceptance of the authority of the State Auditor's Office or any successor agency, or Stephen F. Austin's Internal Audit Services, to conduct an audit or investigation in connection with those funds. Contractor further agrees to cooperate fully with the State Auditor's Office or its successor, or Stephen F. Austin's Internal Audit Services in the conduct of the audit or investigation, including providing all records requested. Contractor will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through Contractor and the requirement to cooperate is included in any subcontract awards.

# **Exhibit A**

# **Campus Map**

# Stephen F. Austin State University Campus Map



### Campus Buildings

- Residence Halls
- Academic Buildings
- Student Center and East College Cafeteria
- Parking Garages



- |   |   |
|---|---|
| 1. AG SHOP AND SOILS LAB                              | 28. HALL 14                             |
| 2. AGRICULTURE BUILDING                               | 29. HALL 16                             |
| 3. AGRICULTURE GREENHOUSE                             | 30. HALL 20                             |
| 4. ALUMNI OFFICE (TRACIE D. PEARMAN)                  | 31. HEALTH SERVICES (STEPHEN B. TUCKER) |
| 5. ART BUILDING                                       | 32. HOUSING OPERATIONS ANNEX            |
| 6. ART STUDIO   | 33. HPE (LUCILLE NORTON)                |
| 7. ATHLETICS FIELD HOUSE / SPORTS MEDICINE            | 34. HUMAN SCIENCES BUILDING NORTH       |
| 8. AUSTIN BUILDING (SFA ADMINISTRATION)               | 35. HUMAN SCIENCES BUILDING SOUTH       |
| 9. BIOLOGY GREENHOUSE                                 | 36. HUMAN SERVICES                      |
| 10. BOYNTON (PAUL L.)                                 | 37. KENNEDY AUDITORIUM                  |
| 11. BUSINESS BUILDING (R. E. MCGEE)                   | 38. KERR HALL                           |
| 12. CHEMISTRY BUILDING                                | 39. LIBERAL ARTS NORTH (VERA DUGAS)     |
| 13. CHILDREN'S ARBORETUM SHELTER                      | 40. LIBRARY (R.W. STEEN)                |
| 14. EARLY CHILDHOOD RESEARCH CENTER (JANICE PATTILLO) | 41. LUMBERJACK LANDING                  |
| 15. EAST COLLEGE CAFETERIA                            | 42. LUMBERJACK LODGE                    |
| 16. EDUCATION ANNEX                                   | 43. LUMBERJACK VILLAGE COMMUNITY BLDG   |
| 17. EDUCATION BUILDING (MCKIBBEN)                     | 44. LUMBERJACK VILLAGE E                |
| 18. FERGUSON LIBERAL ARTS BUILDING                    | 45. LUMBERJACK VILLAGE S                |
| 19. FINE ARTS (L. E. GRIFFITH)                        | 46. LUMBERJACK VILLAGE W                |
| 20. FINE ARTS (MCKINNEY)                              | 47. MATH BUILDING                       |
| 21. FOOTBALL STADIUM (HOMER BRYCE)                    | 48. MAYS HALL                           |
| 22. FORESTRY BUILDING (ARTHUR TEMPLE)                 | 49. MILITARY SCIENCE BUILDING           |
| 23. FORESTRY GREENHOUSE                               | 50. MUSIC BUILDING (WRIGHT)             |
| 24. FORESTRY LABORATORIES                             | 51. NORTH HALL                          |
| 25. GRIFFITH HALL                                     | 52. NORTH HALL                          |
| 26. GROUNDS AND TRANSPORTATION                        | 53. PARKING GARAGE (AKMAN DRIVE)        |
| 27. HALL 10   | 54. PARKING GARAGE (STUDENT CENTER)     |
|   | 55. PARKING GARAGE III                  |
|   | 56. PARKING GARAGE IV                   |
|   | 57. PARKING GARAGE V                    |

- |   |
|---|
| 58. PERMITS AND CITATIONS                 |
| 59. PHONE JACKS                           |
| 60. PHYSICAL PLANT ADMINISTRATION         |
| 61. PRESIDENT'S HOME (JUANITA C. BOYNTON) |
| 62. PURCHASING AND CENTRAL STORES         |
| 63. RESIDENCE LIFE OPERATIONS             |
| 64. RUSK (THOMAS J.) BUILDING             |
| 65. SCENE SHOP                            |
| 66. SCHOOL OF ART FILM HOUSE              |
| 67. SCIENCE BUILDING (E.L. MILLER)        |
| 68. SHELTON GYM                           |
| 69. SOCIAL WORK BUILDING                  |
| 70. SOUTH HALL                            |
| 71. STADIUM PRESS BOX                     |
| 72. STADIUM TICKET BOOTH                  |
| 73. STEEN HALL                            |
| 74. STONE FORT                            |
| 75. STUDENT CENTER (BAKER PATTILLO)       |
| 76. STUDENT RECREATION CENTER             |
| 78. SWIMMING POOL (OUTDOOR)               |
| 79. TENNIS COMPLEX (SCHLIEF)              |
| 80. TENNIS COURTS                         |
| 81. TODD HALL                             |
| 83. U.S. FOREST SERVICE                   |
| 84. UNIVERSITY POLICE                     |
| 86. UNIVERSITY WOODS                      |
| 87. VISITOR INFORMATION CENTER            |
| 88. WELLNESS CENTER (JIMMY W. MURPHY)     |

- |  |
|--|
| 89. WILLIAM R. JOHNSON COLISEUM                    |
| 90. WISELY HALL                                    |
| NOT SHOWN:   |
| AG RESEARCH CENTER (WALTER TODD) - 13760 HWY 259   |
| MUSIC PREP HOUSE - 2028 RAGUET ST.                 |
| NURSING BUILDING (DEWITT) - 5707 NORTH ST.         |
| SAFETY OFFICE - 430 E. AUSTIN                      |
| SCIENCE RESEARCH CENTER - 7308 HWY 59 N.           |
| STUDENT TECHNICAL SUPPORT - 514 E. AUSTIN ST.      |
| THE ART CENTER @ THE OPERA HOUSE - 329 E. MAIN ST. |
| TUCKER HOUSE - 2900 RAGUET ST.                     |

UPDATED SEPTEMBER 30, 2011

# **Exhibit B**

# **HUB Subcontracting Plan**



# HUB Subcontracting Plan (HSP) QUICK CHECKLIST

While this HSP Quick Checklist is being provided to merely assist you in readily identifying the sections of the HSP form that you will need to complete, it is very important that you adhere to the instructions in the HSP form and instructions provided by the contracting agency.

- **If you will be awarding all of the subcontracting work you have to offer under the contract to only Texas certified HUB vendors, complete:**
  - Section 1 - Respondent and Requisition Information
  - Section 2 a. - Yes, I will be subcontracting portions of the contract.
  - Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors.
  - Section 2 c. - Yes
  - Section 4 - Affirmation
  - GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.
- **If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract\* in place for more than five (5) years meets or exceeds the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:**
  - Section 1 - Respondent and Requisition Information
  - Section 2 a. - Yes, I will be subcontracting portions of the contract.
  - Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.
  - Section 2 c. - No
  - Section 2 d. - Yes
  - Section 4 - Affirmation
  - GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.
- **If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors or only to Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract\* in place for more than five (5) years does not meet or exceed the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:**
  - Section 1 - Respondent and Requisition Information
  - Section 2 a. - Yes, I will be subcontracting portions of the contract.
  - Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.
  - Section 2 c. - No
  - Section 2 d. - No
  - Section 4 - Affirmation
  - GFE Method B (Attachment B) - Complete an Attachment B for each of the subcontracting opportunities you listed in Section 2 b.
- **If you will not be subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources (i.e., employees, supplies, materials and/or equipment), complete:**
  - Section 1 - Respondent and Requisition Information
  - Section 2 a. - No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources.
  - Section 3 - Self Performing Justification
  - Section 4 - Affirmation

**\*Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service, to include under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.



# HUB Subcontracting Plan (HSP)

In accordance with Texas Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, all respondents, including State of Texas certified Historically Underutilized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bid requisition (solicitation).

**NOTE:** Responses that do not include a completed HSP shall be rejected pursuant to Texas Gov't Code §2161.252(b).

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the 2009 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) §20.284 are:

- **11.2 percent for heavy construction other than building contracts,**
- **21.1 percent for all building construction, including general contractors and operative builders' contracts,**
- **32.9 percent for all special trade construction contracts,**
- **23.7 percent for professional services contracts,**
- **26.0 percent for all other services contracts, and**
- **21.1 percent for commodities contracts.**

**- - Agency Special Instructions/Additional Requirements - -**

*In accordance with 34 TAC §20.285(d)(1)(D)(iii), a respondent (prime contractor) may demonstrate good faith effort to utilize Texas certified HUBs for its subcontracting opportunities if the total value of the respondent's subcontracts with Texas certified HUBs meets or exceeds the statewide HUB goal or the agency specific HUB goal, whichever is higher. When a respondent uses this method to demonstrate good faith effort, the respondent must identify the HUBs with which it will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only the aggregate percentage of the contracts expected to be subcontracted to HUBs with which the respondent **does not** have a **continuous contract\*** in place for **more than five (5) years** shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.*

**SECTION 1: RESPONDENT AND REQUISITION INFORMATION**

- a. Respondent (Company) Name: \_\_\_\_\_ State of Texas VID #: \_\_\_\_\_  
 Point of Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Fax #: \_\_\_\_\_
- b. Is your company a State of Texas certified HUB?  - Yes  - No
- c. Requisition #: \_\_\_\_\_ Bid Open Date: \_\_\_\_\_

(mm/dd/yyyy)

Enter your company's name here: \_\_\_\_\_ Requisition #: \_\_\_\_\_

**SECTION 2: RESPONDENT'S SUBCONTRACTING INTENTIONS**

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, **including contracted staffing, goods and services will be subcontracted**. Note: In accordance with 34 TAC §20.282, a "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:

- *Yes*, I will be subcontracting portions of the contract. (If *Yes*, complete Item b of this SECTION and continue to Item c of this SECTION.)
- *No*, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources, including employees, goods and services. (If *No*, continue to SECTION 3 and SECTION 4.)

b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you <b>do not</b> have a <b>continuous contract*</b> in place for <b>more than five (5) years</b> .	Percentage of the contract expected to be subcontracted to HUBs with which you have a <b>continuous contract*</b> in place for <b>more than five (5) years</b> .	Percentage of the contract expected to be subcontracted to non-HUBs.
1		%	%	%
2		%	%	%
3		%	%	%
4		%	%	%
5		%	%	%
6		%	%	%
7		%	%	%
8		%	%	%
9		%	%	%
10		%	%	%
11		%	%	%
12		%	%	%
13		%	%	%
14		%	%	%
15		%	%	%
Aggregate percentages of the contract expected to be subcontracted:		%	%	%

(Note: If you have more than fifteen subcontracting opportunities, a continuation sheet is available online at <https://www.comptroller.texas.gov/purchasing/vendor/hub/forms.php>.)

c. Check the appropriate box (Yes or No) that indicates whether you will be using **only** Texas certified HUBs to perform **all** of the subcontracting opportunities you listed in SECTION 2, Item b.

- *Yes* (If *Yes*, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for **each** of the subcontracting opportunities you listed.)
- *No* (If *No*, continue to Item d, of this SECTION.)

d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract **with Texas certified HUBs** with which you **do not** have a **continuous contract\*** in place with for **more than five (5) years**, **meets or exceeds** the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements."

- *Yes* (If *Yes*, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for **each** of the subcontracting opportunities you listed.)
- *No* (If *No*, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method B (Attachment B)" for **each** of the subcontracting opportunities you listed.)

**\*Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.

Enter your company's name here: \_\_\_\_\_ Requisition #: \_\_\_\_\_

**SECTION 2: RESPONDENT'S SUBCONTRACTING INTENTIONS (CONTINUATION SHEET)**

This page can be used as a continuation sheet to the HSP Form's page 2, Section 2, Item b. Continue listing the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you <b>do not</b> have a <b>continuous contract*</b> in place for <b>more than five (5) years</b> .	Percentage of the contract expected to be subcontracted to HUBs with which you have a <b>continuous contract*</b> in place for <b>more than five (5) years</b> .	Percentage of the contract expected to be subcontracted to non-HUBs.
16		%	%	%
17		%	%	%
18		%	%	%
19		%	%	%
20		%	%	%
21		%	%	%
22		%	%	%
23		%	%	%
24		%	%	%
25		%	%	%
26		%	%	%
27		%	%	%
28		%	%	%
29		%	%	%
30		%	%	%
31		%	%	%
32		%	%	%
33		%	%	%
34		%	%	%
35		%	%	%
36		%	%	%
37		%	%	%
38		%	%	%
39		%	%	%
40		%	%	%
41		%	%	%
42		%	%	%
43		%	%	%
Aggregate percentages of the contract expected to be subcontracted:		%	%	%

**\*Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.

Enter your company's name here: \_\_\_\_\_ Requisition #: \_\_\_\_\_

**SECTION 3: SELF PERFORMING JUSTIFICATION** (If you responded "No" to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4.) If you responded "No" to SECTION 2, Item a, in the space provided below **explain how** your company will perform the entire contract with its own employees, supplies, materials and/or equipment.

**SECTION 4: AFFIRMATION**

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP is true and correct. Respondent understands and agrees that, if awarded any portion of the requisition:

- The respondent will provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.
- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/ProgressAssessmentReportForm.xls>).
- The respondent must seek approval from the contracting agency prior to making any modifications to its HSP, including the hiring of additional or different subcontractors and the termination of a subcontractor the respondent identified in its HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work-site where services are being performed and must provide documentation regarding staffing and other resources.

Signature	Printed Name	Title	Date <small>(mm/dd/yyyy)</small>
-----------	--------------	-------	-------------------------------------

**Reminder:**

- If you responded "Yes" to SECTION 2, Items c or d, you must complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.
- If you responded "No" SECTION 2, Items c and d, you must complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.



# HSP Good Faith Effort - Method B (Attachment B)

Rev. 2/17

Enter your company's name here: _____	Requisition #: _____
---------------------------------------	----------------------

**IMPORTANT:** If you responded “No” to **SECTION 2, Items c and d** of the completed HSP form, you must submit a completed “HSP Good Faith Effort - Method B (Attachment B)” for **each** of the subcontracting opportunities you listed in **SECTION 2, Item b** of the completed HSP form. You may photo-copy this page or download the form at <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-sbcont-plan-gfe-achm-b.pdf>.

## SECTION B-1: SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

Item Number: \_\_\_\_\_ Description: \_\_\_\_\_

## SECTION B-2: MENTOR PROTÉGÉ PROGRAM

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting its Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the subcontracting opportunity listed in **SECTION B-1**, constitutes a good faith effort to subcontract with a Texas certified HUB towards that specific portion of work.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you listed in SECTION B-1 to your Protégé.

- Yes (If *Yes*, continue to SECTION B-4.)
- No / Not Applicable (If *No* or *Not Applicable*, continue to SECTION B-3 and SECTION B-4.)

## SECTION B-3: NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you **MUST** comply with items **a, b, c and d**, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and trade organizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/HUBSubcontractingOpportunityNotificationForm.pdf>.

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and trade organizations or development centers. Also, be mindful that a working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be “day zero” and does not count as one of the seven (7) working days.

- a.** Provide written notification of the subcontracting opportunity you listed in SECTION B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs at least seven (7) working days to respond to the notice prior to you submitting your bid response to the contracting agency. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas’ Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <http://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>. HUB status code “A” signifies that the company is a Texas certified HUB.
- b.** List the **three (3) Texas certified HUBs** you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company’s Texas Vendor Identification (VID) Number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

Company Name	Texas VID <small>(Do not enter Social Security Numbers.)</small>	Date Notice Sent <small>(mm/dd/yyyy)</small>	Did the HUB Respond?
			- Yes      - No
			- Yes      - No
			- Yes      - No

- c.** Provide written notification of the subcontracting opportunity you listed in SECTION B-1 to **two (2)** or more trade organizations or development centers in Texas to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. Unless the contracting agency specified a different time period, you must provide your subcontracting opportunity notice to trade organizations or development centers at least seven (7) working days prior to submitting your bid response to the contracting agency. A list of trade organizations and development centers that have expressed an interest in receiving notices of subcontracting opportunities is available on the Statewide HUB Program’s webpage at <https://www.comptroller.texas.gov/purchasing/vendor/hub/resources.php>.

- d.** List **two (2) trade organizations or development centers** you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the date when you sent notice to it and indicate if it accepted or rejected your notice.

Trade Organizations or Development Centers	Date Notice Sent <small>(mm/dd/yyyy)</small>	Was the Notice Accepted?
		- Yes      - No
		- Yes      - No

# HSP Good Faith Effort - Method B (Attachment B) Cont.

Rev. 2/17

Enter your company's name here: \_\_\_\_\_ Requisition #: \_\_\_\_\_

**SECTION B-4: SUBCONTRACTOR SELECTION**

Enter the item number and description of the subcontracting opportunity you listed in **SECTION 2, Item b**, of the completed HSP form for which you are completing the attachment.

- a. Enter the item number and description of the subcontracting opportunity for which you are completing this Attachment B continuation page.

Item Number: \_\_\_\_\_ Description: \_\_\_\_\_

- b. List the subcontractor(s) you selected to perform the subcontracting opportunity you listed in **SECTION B-1**. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <http://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>. HUB status code "A" signifies that the company is a Texas certified HUB.

Company Name	Texas certified HUB	Texas VID or federal EIN <small>Do not enter Social Security Numbers. If you do not know their VID / EIN, leave their VID / EIN field blank.</small>	Approximate Dollar Amount	Expected Percentage of Contract
	- Yes    - No		\$	%
	- Yes    - No		\$	%
	- Yes    - No		\$	%
	- Yes    - No		\$	%
	- Yes    - No		\$	%
	- Yes    - No		\$	%
	- Yes    - No		\$	%
	- Yes    - No		\$	%
	- Yes    - No		\$	%
	- Yes    - No		\$	%

- c. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in **SECTION B-1** is **not** a Texas certified HUB, provide written justification for your selection process (attach additional page if necessary):

**REMINDER:** As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to **all** the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity it (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.



# EASY HUB LOOKUP on the CMBL

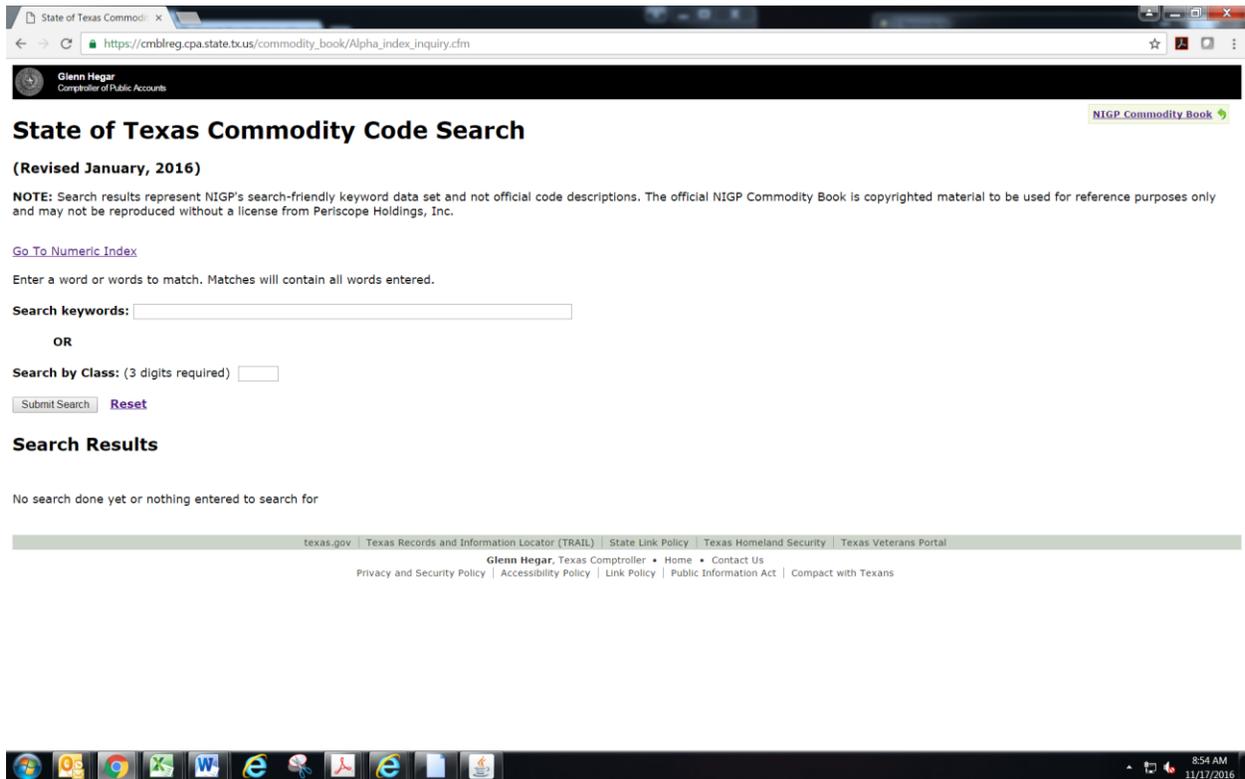
In accordance with Texas Administrative Code 20.14, the following HUB lookup procedures have been developed utilizing the Comptroller of Public Accounts website to identify possible HUB Vendors for subcontracting opportunities.

To that end the following easy step by step instructions to identify NIGP codes and search for potential HUB subcontractors is provided by Stephen F. Austin State University. In addition, the University may have already completed searches that may be beneficial and include a list of potential HUB subcontractors that may be used by the Respondent. If you have a hard time reading the webpages cited, increase the page view to 200% or better.

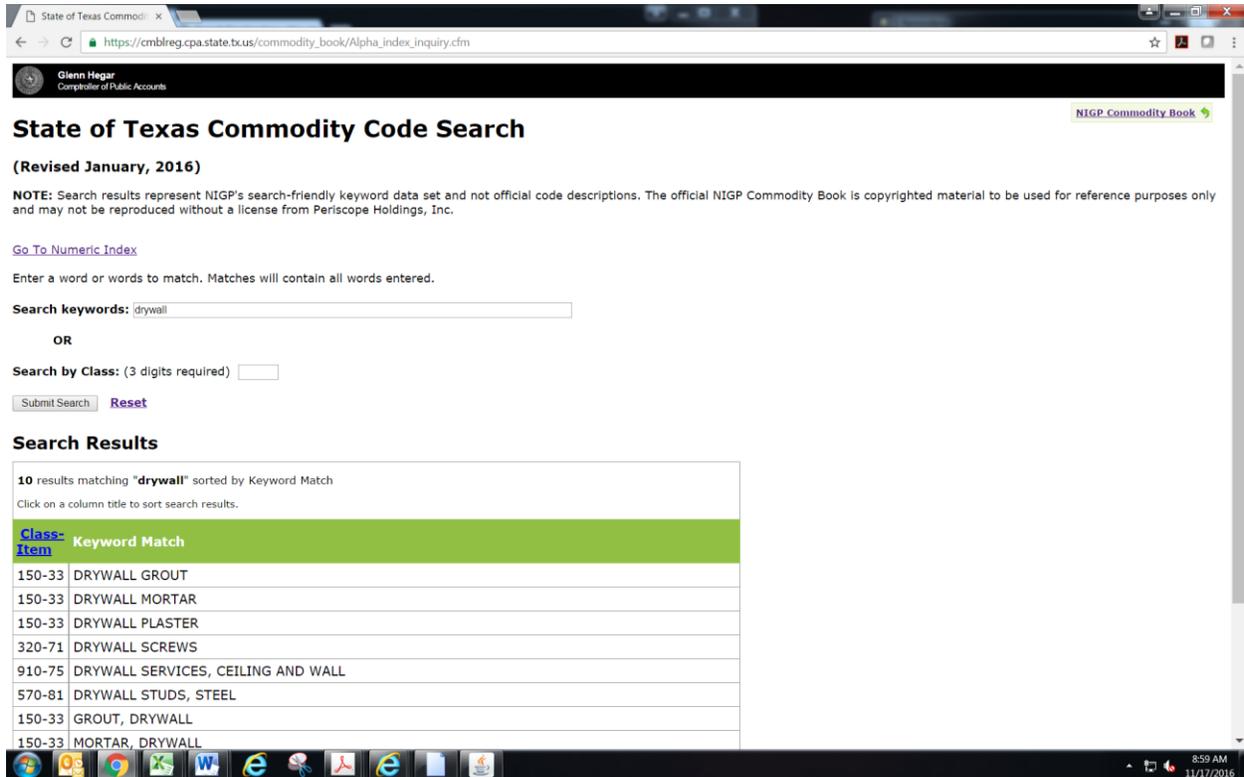
For assistance with this instruction or further assistance in identifying potential HUB subcontractors, please contact Manny Guerrero, Vendor Relations Manager at 936-468-4529.

**STEP 1:** After identifying what areas that are going to be subcontracted for the project go to the following web address at Comptroller of Public Accounts:

[https://cmlreg.cpa.state.tx.us/commodity\\_book/Alpha\\_index\\_inquiry.cfm](https://cmlreg.cpa.state.tx.us/commodity_book/Alpha_index_inquiry.cfm)



At this point type in the item you are looking for in Search keywords: (for this example we are looking for drywall services). Press Submit Search and the results will appear. See example below:



The page will list Keyword Match for drywall. In this example the Class-Item for Drywall Services, Ceiling and Wall is 910-75. Remember to write down the Class and Item numbers. You will do the same for other items that you will be subcontracting on the project. Once you have completed collecting all Class and Item numbers for sub-contracting opportunities you can proceed to Step 2

**STEP 2:** With the Class and Item numbers you can search for HUB Vendors on the Centralized Master Bidders List – HUB Directory Search. Go to the following web address at Texas Comptroller of Public Accounts:

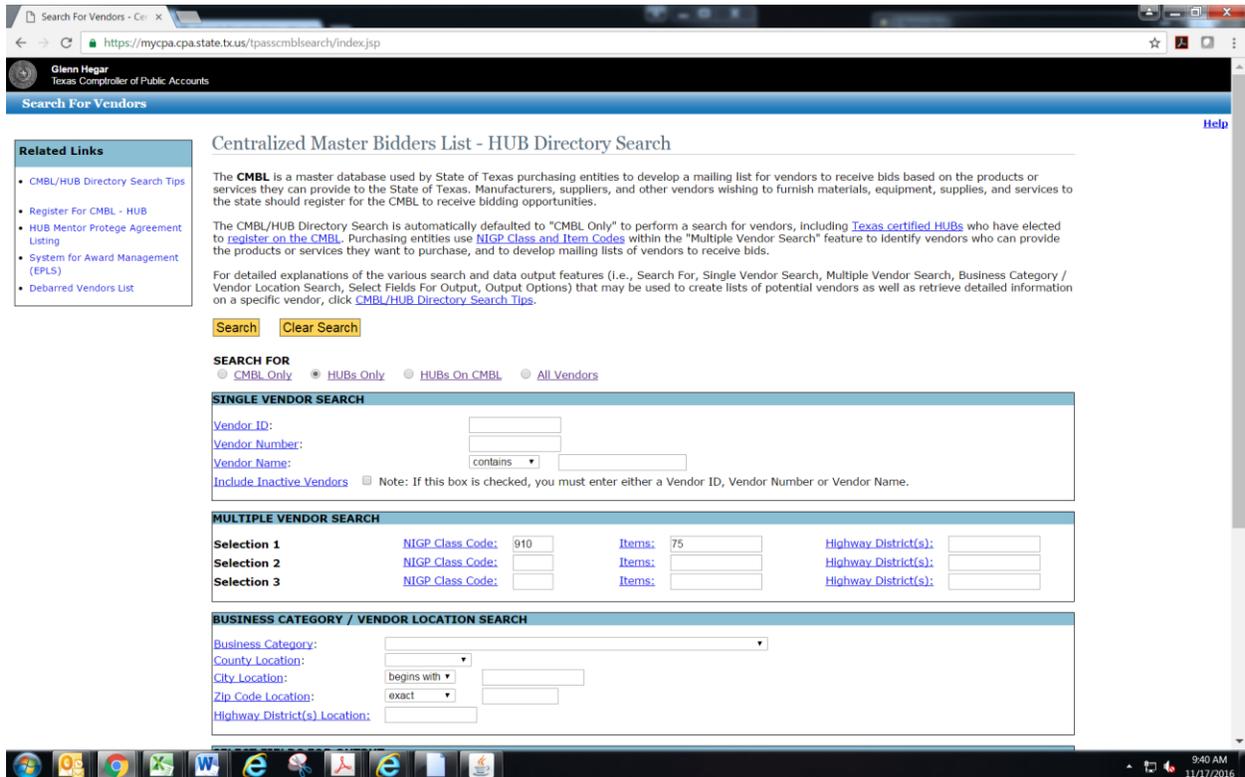
<https://mycpa.cpa.state.tx.us/tpasscmlsearch/index.jsp>

Under **SEARCH FOR** mark HUBs Only (you are looking for HUB vendors)

The EXAMPLE below is how the form should be filled out. Search for HUBs on CMBL; Selection 1: Class-Item; Select Fields For Output (Vendor ID, Company Name, Contact Person, City, Email, Phone, Business Description, HUB Eligibility, HUB Gender)

In the example below we are searching for NIGP Class Code 910, Items 75 (Drywall Services).

Once all the information needed has been marked. Click : **SEARCH**.



Once the search is completed, a page like the one below will appear listing all the HUB companies that are Class 910 and Item 75.

The search found 222 vendors where are HUB's.

At this point you should look at the Business Description to confirm that the company does indeed provide drywall services. Note that the first company listed 1DZ ENTERPRISE, L.L.C. does not list drywall services, instead the company business description list Janitorial Service – if at all possible you should not use this company in your Good Faith Efforts as there are other companies that list dry wall in their business description.

3 B'S CONTSTRUCTION does list drywall and is a good candidate for sending a request to bid the project.

**YOU ARE REQUIRED TO SELECT THREE (3) HUB VENDORS TO CONTACT.**

When looking for HUB Vendors to support you at SFA look for these vendors that are close to Nacogdoches and East Texas. If none can be found in our area, expand your search to the Dallas/Fort Worth area, Austin and Houston market areas.

**NOTES:**

- 1) SELECTING HUBS THAT ARE FROM EL PASO, AND FAR WEST TEXAS DOES NOT SHOW GOOD FAITH IN YOUR SELECTION PROCESS.
- 2) IF YOU DO NOT UNDERSTAND THESE DIRECTIONS OR NEED ASSITANCE PLEASE CONTACT THE SFA PROCUREMENT OFFICE FOR HELP.

Search For Vendors - CMB x  
 https://mycpa.cpa.state.tx.us/tpasscmlsearch/CmbHubSearch.do  
 Glenn Hegar  
 Texas Comptroller of Public Accounts  
 Search For Vendors  
 Help

Results For HUBs Only Search

Search found 222 vendors, 222 are HUB's, Includes 0 Inactive Vendors.  
 Search Condition : SearchType=HUB's Only,Section1 Class Code=910,Section1 Item(s)=(75)

[Back](#)

Vendor ID	Company Name	Contact Person	City	Email	Phone	Business Description
1475357271900	1DZ ENTERPRISE, L.L.C	Debra A. Garcia	INGLESIDE	debbiegarc20@gmail.com	361-534-4244	Janitorial Service
1204990047000	3 B'S CONSTRUCTION	Owner/Andrew Rosas	LYTLE	andrewrosas@sbcglobal.net	210-382-0984	New construction, remodeling to include wood frame, metal stud,drywall. Installat suspended ceiling, concrete work and demolition.
1461995281600	360TXC	Tony Lester	AUSTIN	estimator@360txc.com	877-710-7474	We provide general contracting and complete project planning and management s vast project portfolio covers everything from 1,000sqft interiors and renovations to 25,000sqft+ ground-up and core-shell buildouts.
1472181557000	3J CONTRACTING	Jose Mondragon	CORPUS CHRISTI	3jcontracting@gmail.com	361-548-4937	Remodel, repair, Paint, Lawn Services,constructions,electrical, plumbing, fencing a demolition of small building,& hauling land waste.
1743004957100	A-1 TOTAL INTERIOR, INC.	Pres./CEO/Randy Sanchez Sr.	SAN ANTONIO	A1totalinteriors@sbcglobal.net	210-733-3739	Construction finish out new builds; remodels; commercial & residential contractors
1760404341800	A.C.T. SERVICES	President / Deborah Harris	SAN ANTONIO	debble@actsoftx.com	210-902-5785	A.C.T. Services provides quality residential and commercial design and constructio
1752966405800	ACUMEN ENTERPRISES, INC.	Wayne Boyter	DESOTO	wayne@acumen-enterprises.com	972-572-0701	Mechanical HVAC & plumbing contractor, mechanical insulation, & general construc
1760616493100	ADVACS, INC.	Francis Foyeku	HOUSTON	fofeyeku@aol.com	713-266-7200	IT Services/Facilities Maintenance Service/Construction Management of Division 9
1263904481200	AG CONSTRUCTION MANAGEMENT	Anthony Gutierrez	AUSTIN	info@agcm.us	512-579-6498	Service general contractors for the federal, state, public works projects
1741946544200	AIR STREAM GENERAL CONSTRUCTION, INC	Rebecca Flores	SAN ANTONIO	bflores@air-streamservices.com	210-533-3264	Air-Conditioning, HVAC Contracting, Mechanical Services, and Facilities Support Se
1811519383300	ALA SIGNATURE SERVICES, LLC	Linda Alexander	KATY	alasinatureservices@gmail.com	817-993-9955	Facility/Building Maintenance Services; Janitorial/Custodial Services; General Freigh Local; Administrative Services

**POTENTIAL HUB SUBCONTRACTORS PROVIDED WITH**

Invitation To Bid: #MILLER SCIENCE BLDG HVAC-17

Issued by Stephen F. Austin State University

Opening Date/Time: November 15, 2017 3:00pm

A complete list of State certified HUBs can be searched on-line at

<https://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>

The Respondent is responsible for compliance with the Good Faith Effort requirements outlined in the Invitation to Bid and HUB Subcontracting Plan documents.

**NIGP Class Code – vendors in the following commodity class codes are identified on the following pages. The vendor is responsible to identify all commodity classes that may represent subcontracting opportunities.**

910-04 Air Duct Cleaning Services

941-55 HVAC Systems, Power Plant, Maintenance and Repair