

NORTHWESTERN STATE UNIVERSITY  
Purchasing Office  
St. Denis Hall  
200 Sam Sibley Drive  
Natchitoches, Louisiana 71497  
Email: [purchasing@nsula.edu](mailto:purchasing@nsula.edu)  
(318) 357-5716



ISSUE DATE: July 26, 2024  
NSU BID NO. RQ25-0001

# REQUEST FOR QUOTATION

**REQUEST FOR QUOTATION:** This Quotation, subject to the conditions herein stated and attached hereto, will be received at this office until:

**TUESDAY, AUGUST 13TH, 2024 @ 2:00 P.M. (CST)**

And then opened for furnishing the items and/or services as described for Northwestern State University.

**THIS IS NOT A SEALED BID. VENDORS MAY RETURN QUOTE BY EMAIL [purchasing@nsula.edu](mailto:purchasing@nsula.edu)**

## DESCRIPTION

**Automated Vending**  
**NSU Cenla Campus**  
**1410 Neel Kearby Blvd. & 7228 England Dr.**  
**Alexandria, LA 71303**

## INSTRUCTIONS:

1. Your bid should be made on this form and returned by mail, email, or in person.
2. The University cannot accept bids or addenda by phone.
3. Any quotation received after deadline will be returned.
4. All prices are to be quoted complete and FOB Natchitoches (freight prepaid)
5. All prices must be firm.
6. DO NOT include Federal Excise Tax.
7. Unless otherwise specified, all bids shall be binding for 30 calendar days from date of bid opening.

**BIDDERS PLEASE FILL IN ALL BLANK SPACES AND SIGN BELOW**

Terms will be \_\_\_\_\_ and shipment will be received within \_\_\_\_\_ days after receipt of order. Delivery may be a consideration in the award.

\_\_\_\_\_  
VENDOR NAME  
\_\_\_\_\_  
ADDRESS  
\_\_\_\_\_  
CITY, STATE, ZIP  
\_\_\_\_\_  
TELEPHONE NUMBER  
\_\_\_\_\_  
EMAIL:

\_\_\_\_\_  
SIGNATURE AUTHORITY( Re: L.R.S. 39:1594(Act 121)  
\_\_\_\_\_  
PRINTED NAME TITLE  
\_\_\_\_\_  
FEDERAL TAX IDENTIFICATION NUMBER (FIN)  
\_\_\_\_\_  
FAX NUMBER  
\_\_\_\_\_  
DATE

ACCEPTANCE by NORTHWESTERN STATE UNIVERSITY

Date \_\_\_\_\_

Recommendation: \_\_\_\_\_

Approved: \_\_\_\_\_  
Ashlee Grayson, NSU Purchasing Officer

## INSTRUCTIONS TO BIDDERS

**1. Bid Forms:** All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed. Bids submitted in the following manner will not be accepted:

1. Bid contains no signature indicating intent to be bound;
2. Bid filled out in pencil; and
3. Bid not submitted on NSU's standard forms.

Bids must be received at the address specified in the Request for Quotation prior to bid opening time in order to be considered. Any bid received after bid opening time will be returned to sender unopened. Telegraphic and fax alterations to bids received before bid opening time will be considered provided formal bid and written alteration have been received and time-stamped before bid opening time.

**2. Special Envelope (Sealed Bids):** Ensure consideration, all Sealed Bids (Invitation to Bid) should be submitted in the special bid envelope if furnished for that purpose. In the event bid contains bulky subject material, the special bid envelope should be firmly affixed to the mailing envelope.

**3. Prices:** The bidder must state the prices (written in ink, in figures) for which he proposes to furnish each item and shall show the total extended amount for each based on the quantities shown. In case, however, of conflict between the unit price and the extended amount, the unit price shall govern. Unit prices should be inclusive of any freight charges.

**4. F.O.B:** Bid should be FOB Destination/Agency, title passing upon acceptance of merchandise. Failure to comply with this requirement may disqualify your bid.

**5. Standard of Quality:** Any product or service bid shall conform to all applicable Federal and State laws and regulations and the specifications contained in the IFB. Unless otherwise specified in the IFB, any manufacturer's name, trade name, brand, name, or catalog number used in the specifications is for the purpose of describing the quality level and characteristic required. Bidder must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the IFB.

**6. Descriptive Information:** Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, technical data) sufficient for NSU Purchasing to evaluate quality, suitability, and compliance with the specifications in the IFB. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specifications submitted for a product shall be verifiable by the manufacturer. If item(s) bid do not fully comply with specifications (including brand and/or product number), bidder must state in what respect the item(s) deviate. Failure to note exceptions on the bid form will not relieve the successful bidder(s) from supplying the actual products requested.

**MANUFACTURER'S NUMBERS AND TRADE NAMES:** Where manufacturer's product is named or specified, it is understood that "or equal" shall apply, whether stated or not. Such name and number is meant to establish the standard, type, quality, style, etc. Northwestern State University shall be the sole judge as to whether or not the equipment offered is equal to that specified.

**7. Bid Opening:** Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined 72 hours after request is made. Information pertaining to completed files may be secured by visiting Northwestern State University Purchasing during normal working hours. Written bid tabulations will not be furnished.

**8. Award:** Award will be made to the lowest responsible bidder, taking into consideration the quality of the products to be supplied, their conformity with specifications, the purposes for which they are required, and the time for delivery. Northwestern State University Purchasing reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.

**9. Purchase Order:** If any bid or bids are accepted, an initial purchase order or orders for the entire number of units or part thereof, will be issued not later than thirty (30) days after receipt of bids by the Owner to the lowest

bidder offering products which, in the opinion of the University, meet the requirements of these specifications.

**10. Conditions of Purchase Orders:** We will not in any manner be responsible for goods delivered or work done for our account without a written order. No allowance for boxing or crating. **If you cannot fill order as directed, return for advice.** Quantities in excess of the order may be returned or held subject to shipper's order, expense and risk. By accepting the order you hereby warrant that the merchandise to be furnished hereunder will be in full conformity with the specifications, drawing or sample and agree that this warrant shall survive acceptance of the merchandise and that you will bear the cost of inspecting merchandise rejected.

**11. Inspection and Acceptance:** Upon delivery of each item to the Agency, inspection of the item will be made by Northwestern State University, or their representative, at the point of delivery, or in special cases, at point of origin. Acceptance of the item will be made after inspection determines that all requirements of the specifications and the proposal have been met.

**12. Reject:** All rejected goods will be at seller's risk and expense, subject to seller's prompt advice as to disposition. Unless otherwise arranged all rejected goods will be returned and charged back including all transportation and handling costs. All packages must reflect the NSU purchase order number or it will be refused and returned at vendor's expense.

**13. Payment Terms:** Cash discounts for less than 30 days or less than 1% or greater than 5% will be accepted, but will not be considered in determining awards. On indefinite quantity terms contracts, cash discounts will be accepted and taken but will not be considered in determining awards. Bids containing "payment in advance" or "COD" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later. Invoices shall be submitted to: Northwestern State University, Business Affairs, Accounts Payable Section, St. Denis Hall, Natchitoches, LA 71497. We must pay from ORIGINAL, ITEMIZED invoices as required by the State Legislative Auditor.

**14. U.S. Taxpayer Identification Number:** Enter your taxpayer identification number in the appropriate space on the Specifications and Bid Form Page. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. PAYMENT CANNOT BE PROCESSED WITHOUT YOUR TAX I.D. NUMBER.

**15. Taxes:** The State is exempt from sales/use tax. Vendor is responsible for including all applicable taxes in the bid price.

**16. New Products:** Unless specifically called for in the IFB, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the IFB. The manufacturer's standard warranty will apply unless otherwise specified in the IFB.

**17. Contract Renewals:** Upon Agreement of Northwestern State University Purchasing and the contractor, an open-ended requirements contract may be extended for 2 additional 12-month periods at the same prices, terms and conditions. In such cases, the total contract term cannot exceed 36 months.

**18. Contract Cancellation:** Northwestern State University reserves the right to cancel this contract with thirty (30) days written notice.

**19. Default of Contractor:** Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the Northwestern State University Purchasing has determined the contractor to be in default, NSU Purchasing reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.

**20. Davis Bacon Act:** The Davis-Bacon Act, United States Code, Title 40, Chapter 3, Section 276(a) requires all laborers and mechanics employed by contractors and subcontractors who work on construction projects financed by federal assistance to be paid wages not less than those established by the Secretary of Labor for the locality of the project when required by federal grant program legislation.

**21. Order of Priority:** In the event there is a conflict between the Instructions to Bidders or General Conditions and the Special Conditions, the Special Conditions shall govern.

**23. Standard Preference:**

**A.** In accordance with Louisiana Revised Statutes 39:1595, a preference not to exceed 10% may be allowed for paper and paper products manufactured or converted in Louisiana of equal quality. For paper supplied in wrapped reams, each carton and each individual ream shall be clearly labeled with the name of the manufacturer or converter and the location within Louisiana where such paper is manufactured or converted. For paper and paper products supplied in bulk or in other forms, the smallest unit of packaging shall be clearly labeled with the name of the manufacturer or converter and the location within Louisiana where such paper or paper product is manufactured or converted.

Do you claim this preference? Yes \_\_\_\_\_  
Specify Item Number(s) \_\_\_\_\_

Name and location within Louisiana where such paper or paper product is manufactured or converted: \_\_\_\_\_  
\_\_\_\_\_

**B.** A preference not to exceed 10% may be allowed for products manufactured, produced, grown, or assembled in Louisiana of equal quality.

Do you claim this preference? Yes \_\_\_\_\_  
Specify Item Number(s) \_\_\_\_\_

Specify location within Louisiana where this product is manufactured, produced, grown or assembled: \_\_\_\_\_  
\_\_\_\_\_

If so, do you certify that at least fifty percent (50%) of your Louisiana business workforce is comprised of Louisiana residents?  
Yes: \_\_\_\_\_ No: \_\_\_\_\_

[Note: If more space is required, include on separate sheet. Failure to specify above information may cause elimination from preferences. Preferences shall not apply to service contracts.]

**22. Applicable Law:** All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

**24. Discrimination and EEOC COMPLIANCE:** The contractor agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1972, and contractor agrees to abide by the requirements of the Americans With Disabilities Act of 1990: Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, disabilities, or in accordance with KBB 2004-54 because of an individual's sexual orientation. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

**25. Scope of Contract:** Furthermore submittal of any terms and conditions contrary to those of the State of Louisiana may cause your bid to be rejected. By signing this form terms and conditions which may be included in your bid are nullified, and contractor agrees that this contract shall be construed in accordance with and governed by the laws of the State of Louisiana.

\_\_\_\_\_  
(Members of firm or person authorized to sign bids for corporation)  
**BIDDERS MUST SIGN IN INK**

**IMPORTANT**

**Signature Authority: In Accordance with L.R.S.39:1594 (Act 121), the person signing the bid must be:**

1. A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or
2. An individual authorized to bind the vendor as relected by an accompanying corporate resolution, certificate or affidavit; or
3. An individual listed on the State of Louisiana Bidder's Application as authorized to execute bids.

**By signing the bid, the bidder certified compliance with the above.**

*WE ARE AN EQUAL OPPORTUNITY UNIVERSITY*

## SPECIFICATION AND BID FORM

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NORTHWESTERN STATE UNIVERSITY  
NATCHITOCHE, LA 71497  
**RQ25-0001**

Northwestern State University desires to enter into an **Automated Vending Contract** inclusive of beverages, snacks and food items on the **NSU Cenla Campus, 1410 Neel Kearby Blvd. & 7228 England Dr. Alexandria, LA.**

**TERMS OF CONTRACT:** The length of this contract will be for the period September 1, 2024, through June 30, 2025. At the option of the University and acceptance by the Contractor, the contract may be renewed for two additional twelve (12) month periods at the same price, terms and conditions. This multi-year contract will be canceled only if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal period succeeding the first; however, this does not affect either the University's rights or the Contractor's rights under any other termination clause in the contract. The contract may be terminated by either party with thirty (30) days written notice.

**COMPENSATION TO UNIVERSITY:** Compensation to the university shall be based on an annual guarantee. Applicable federal, state, and municipal taxes and permits shall be paid by the Contractor. Guarantee shall be due prior to the last day of the first month of each renewal.

**VENDING PRICES, MINIMUM PORTIONS AND PRODUCT SPECIFICATIONS:** Vending prices, minimum portions, and product specifications will be comparable to vended items within the market area of the University and must be approved by the University. All items vended are to be limited to those enjoying national and local acceptances.

Beverages vended shall include Coca-Cola™ and a minimum of six (6) other soft drinks and juice selections for each campus.

Snack items shall include candy, nuts, gums, mints, cookies, chips, and pastries for each campus.

Food items shall include a variety of snack items. The bid shall include a comprehensive list of food items with portion size, merchandising schedule, price, and maximum commissary-prepared food items.

Changes in product prices, portions, and specifications must be submitted to the University in writing for approval prior to implementation.

NSU anticipates operation of two (2) beverage and two (2) snack machines for the duration of this contract for each campus. NSU reserves the right to increase or decrease machines at any time during the term of this contract.

**EQUIPMENT:** All vending machines must be approved by the University prior to installation. The University requires all equipment to be in good operating condition, similar design, and sturdy and equipped with electronic coin/bill changer mechanisms. The equipment maybe new and/or updated. New equipment shall be of most recent model and not manufactured prior to 2006 and be equipped with electronic sales totalizers capable of providing digital display of total sales. Updated equipment shall be 2020 models or more recent and shall be rebuilt and reconditioned prior to installation.

Machines shall be equipped with non-reset item sale counters. The University shall designate when machines in service shall be rebuilt, reconditioned, or replaced. The vending machines shall be the same height and be compatible in terms of décor when two or more machines are placed in the same location except as otherwise mutually agreed by University and Contractor.

Equipment must be installed in unified banks with necessary spacers, headings, paneling, and decorations provided at Contractor's expense.

Where necessary, utilities shall be brought to the equipment by the University. The contractor shall be responsible for paying the cost of connecting the equipment to the provided utility source and other installation costs.

The contractor will be required to provide the University with a written plan of preventive maintenance and replacement of worn, damaged, or malfunctioning equipment, which will be instituted and carried out by the contractor during the term of the contract.

The contractor shall provide equipment maintenance and repair 24 hours a day, seven days a week. Equipment that cannot be returned to full service within 72 hours of notifications shall be replaced with comparable equipment of like quality until original equipment is returned to service. A telephone number to call in the event a machine is not in operation or out of products shall be prominently displayed on each machine.

SPECIAL VENDING REQUIREMENTS: The University is continually striving to enhance and/or upgrade the one card system to provide its community with a state-of-the-art card system. The successful bidder may be required to upgrade machines to include one card readers to accommodate the current system or any new system that the University purchases.

The accounting for debit card transactions will be determined and agreed upon by the successful bidder and the University **prior** to installation of the one card acceptors. All money spent in vending machines through the one card program will be refunded to the vendor on a monthly basis.

**\*\*All Machines must be equipped with debit/credit card readers. Debit/credit card readers must accept, at a minimum, Visa, Mastercard, Discover and Apple Pay.**

LOCATION OF MACHINES: The University has the exclusive right to designate where machines are placed and the number of machines in each location. Request to remove or replace unprofitable machines from a location must be submitted in writing for University approval.

The successful Contractor will provide machines for different vending locations on the NSU Cenla campus.

Initial and subsequent equipment installation shall be identified by equipment serial number, manufacturer, meter reading, and location for the permanent files of the University. Prior to any vending equipment changes or relocations, University approval must be requested in writing.

OPERATIONS AND SERVICE: The machines shall be operated during the entire year.

In addition to the necessary operation instructions, the Contractor shall provide each machine location with information to the user where malfunction reports, products quality comments and refund requests can be made.

The Contractor shall supply products to the equipment a minimum of three days per week Monday, Wednesday, and Friday between the hours of 7:30 a.m. and 5:00 p.m. during the fall and spring semesters. A mutually agreed upon service schedule will be developed during the summer sessions and vacations. If specific locations require more frequent service than three times per week to maintain an adequate product variety, the Contractor will make necessary arrangements to provide satisfactory service, 24 hours per day.

The Contractor must provide factory-trained repairmen and well-qualified, uniformed route men available 24 hours per day, seven days per week for emergencies.

**GENERAL SPECIFICATIONS**

**REFUNDS:** Refunding patrons for money lost in the machines shall be the responsibility of the Contractor.

**SUBCONTRACTING:** The successful bidder shall not subcontract any part of this contract without written approval of the University.

The successful bidder shall:

1. Maintain his facilities and conduct his business in compliance with state and local laws appertaining thereto and in conformance with general University business policies and practices.
2. Agree that he will contract for goods, services, and employment in his firm's name and will not implicate the University directly or by inference in these transactions.
3. Agree that during the terms of this contract he and his employees will conduct themselves in a careful and prudent manner and that he will not permit the University facilities placed at his disposal to be used for purposes other than the operation and service of automated vending machines.
4. Maintain separate and distinct records on each machine. Posts prominently on the inside of each vending machine the standard inventories or items. The University reserves the privilege of accompanying the contractor's employees on service calls and when meter counts and collections are made at a time determined by the University.

Furnish the Director of Auxiliary Services a detailed accounting of each machine by the 20<sup>th</sup> of each month covering the operation of the preceding month.

Records of the Contractor will be subject to inspection by a designated representative of the University.

5. Make annual payment to Business Affairs by the 31st of the first month covering the operation of the contracted year.
6. Be solely responsible for machines placed in the designated locations, and the products within the machines, as well as machine receipts, and the University will in no way be liable for destruction or theft of the property of the Contractor through vandalism or any other cause. The University will cooperate to that extent it deems feasible in guarding against such occurrences.
7. Purchase all licenses necessary for the conduct of these operations and shall pay local, state, and federal taxes applicable to the operation of this contract.
8. Agree that upon the termination of the contract the Contractor shall remove his equipment and surrender the premises in as good condition as when received, ordinary wear and use excepted. (Ordinary wear and use will be determined by the University.)
9. It is agreed that the Legislative Auditor of the State of Louisiana shall have the right to audit all accounts that relate to this contract.

RQ25-0001 BID Form  
Automated Vending Contract  
NSU Cenla Campus  
1410 Neel Kearby Blvd. & 7228 England Dr.  
Alexandria, Louisiana

To: Northwestern State University  
Business Affairs-Purchasing Section  
St. Denis Hall  
Natchitoches, LA 71497

To Whom It May Concern:

The undersigned certifies that he/she has carefully examined the specifications, terms, and conditions hereto attached and hereby proposes to furnish said services at the guarantee stated below according to same.

Minimum annual guarantee is \$1,200.00.

\*\*The University will select the bidder with the highest annual guaranteed rate provided the bid is responsive and the bidder is responsible.

**PLEASE INCLUDE ALL SHIPPING AND HANDLING IN THE PRICE OF ITEMS**

TOTAL  
BID  
AMOUNT \_\_\_\_\_ \$ \_\_\_\_\_  
**(Words)** **(Figures)**

Vendor Name

Federal Tax ID, TIN

Address

Louisiana State Contractor Number

City, State Zip

Vendor, Phone, and email

Signature: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Signature of Bidder (Re: L.R.S. 39:1594 (Act 121))