



Nicholls State University

## INVITATION TO BID

SUBMIT BID TO: Nicholls State University  
Purchasing Department  
[bids@nicholls.edu](mailto:bids@nicholls.edu)

To maintain the integrity of the bid process,  
please **do not cc** any other University email  
address when submitting your bid.

**Bid Number: SB01899**

**DATE: 03/28/2025**

**TITLE: Procurement of Art Department Equipment and Supplies**

**Purchasing Department Contacts:**

**Terry Dupre (985-448-4031)**

[terry.dupre@nicholls.edu](mailto:terry.dupre@nicholls.edu), OR

### BID SCHEDULE:

**1. DUE DATE/TIME (email only): 04/15/2025 3:00PM**

**2. BID OPENING (Zoom): <https://nicholls-edu.zoom.us/j/89666169208?pwd=XLcahdVequSJwQbPGAv6R2hMFWMda0.1>**

**MEETING ID: 896 6616 9208**

**PASSWORD: 347230**

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### General Instructions to Bidders

1. Hard copies of sealed bids will no longer be accepted. All bids must be received electronically by the due date and time to be considered.
2. Sealed bids for furnishing the items and/or services specified are hereby solicited, and will be received by the issuing Nicholls State University Campus/Department at the "Submit Bid To" address stated above, until the specified due date and time. Bidder is solely responsible for the timely delivery of bid. The Purchasing Office is not responsible for any delays.
3. Bid submissions must be signed by a person authorized to bind the vendor. In accordance with Louisiana R.S. 39:1594, the person signing the bid must be:
  - (1) any corporate officer listed on the most current annual report on file with the secretary of state, or the signature on the bid is that of any member of a partnership or partnership in commendam listed in the most current partnership records on file with the secretary of state; or
  - (2) an authorized representative of the corporation, partnership, or other legal entity and the Bidder submits or provides upon request a corporate resolution, certification as to the corporate principal, or other documents indicating authority which are acceptable to the public entity, including registration on an electronic Internet database maintained by the public entity; or
  - (3) entity has filed in the appropriate records of the secretary of state in which the public entity is located, an affidavit, resolution, or other acknowledged or authentic document indicating the names of all parties authorized to submit bids for public contracts.
4. When bid is submitted by email, **the subject line must show the Solicitation/File No.** and submission must be received by bid deadline.
5. Read the entire solicitation, including all terms, conditions and specifications.
6. All bid information and prices must be typed or written in ink. Any corrections, erasures or other forms of alteration to unit prices are to be initialed by the Bidder.
7. Bid prices shall include all delivery charges paid by the vendor, F.O.B. Nicholls State University Destination, unless otherwise provided in the solicitation. Any invoiced delivery charges not quoted and itemized on the Nicholls State University purchase order are subject to rejection and non-payment.
8. Payment terms: Net 30 after receipt of properly executed invoice or delivery and acceptance, whichever is later.
9. By signing this solicitation, the Bidder certifies compliance with all general instructions to Bidders, terms, conditions and specifications; and further certifies that this bid is made without collusion or fraud.
10. **MANDATORY** bid requirements are detailed immediately following the Standard Terms & Conditions section.

11. Quantities listed in these specifications are approximate and are not guaranteed by the University. The University reserves the right to **increase or reduce** quantity as needed if in the best interest of the University.
12. Bid Bonds: If a bid bond is required, a bid bond must be submitted for each separate bid response. The bid bond shall be in an amount equal to 5% of the bid price submitted and alternates, if any. The bid security shall be in a form of a bid bond or certified check, or cashiers check.

**(PLEASE NOTE THAT A BID BOND MUST BE SIGNED BY THE AGENT OR ATTORNEY-IN-FACT OF THE SURETY.)**

(\*) The surety or insurance company furnishing the bid bond shall be currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies or by an insurance company that is either domiciled in Louisiana or owned by Louisiana residents and is licensed to write surety bonds.

FOR THIS BID SOLICITATION:    BID BOND REQUIRED:    ☐ Yes    ☒ No

   PERFORMANCE BOND REQUIRED:    ☐ YES ☒ NO

   PURCHASE WILL BE EXECUTED WITH:    ☒ Purchase Order Only

☐ Purchase Order and Formal Two Party Contract

☐ Formal Two Party Contract Only

ADVERTISEMENT

March 28, 2025

**PUBLIC NOTICE INVITATION TO BID**

Sealed bids will be received electronically by the Purchasing Department, NICHOLLS STATE UNIVERSITY, Thibodaux, La. on, **04/15/2025** at **3:00 P.M.** for: **“Bid Number SB01899–Procurement of Art Department Procurement and Supplies”**

At which time and place the bids will be publicly opened and read aloud. Any bid received after closing time will be returned unopened.

Copies of the specifications may be obtained in electronic format by visiting the State of Louisiana, Office of State Purchasing, LaPAC Web Site, <http://wwwprd1.doa.louisiana.gov/OSP/LaPAC/pubMain.cfm>. Copies of specifications are on file in the Office of the Director of Purchasing, NICHOLLS STATE UNIVERSITY, Thibodaux, LA. To obtain a copy of the specifications from Nicholls State University, call (985) 448-4031 or e-mail [terry.dupre@nicholls.edu](mailto:terry.dupre@nicholls.edu).

Bids must be returned to the Purchasing Office at bids.nicholls.edu by the due date and time referenced. Bids must be submitted on the forms enclosed with the bid specification, and in strict conformity with the intent of same without modifications. Bids must be signed in ink, dated, and title of person signing the bid should be shown on the bid.

No bid may be withdrawn after the scheduled closing time for receipt of bids for at least thirty (30) days.

The University reserves the right to reject any or all bids, and to waive any informalities.

Evidence of authority to submit the bid shall be required in accordance with R.S. 38:2212(B)(5) and/or R.S. 39:1594(C)(4).

An Equal Opportunity Employer.

NICHOLLS STATE UNIVERSITY  
THIBODAUX, LOUISIANA

Terry G. Dupre, Sr.  
Director of Purchasing, Property Control  
and Support Services Administration

**TO APPEAR: 04/03/2025**

**BID DUE: 04/15/2025**

## STANDARD TERMS & CONDITIONS INVITATION TO BID

These standard terms and conditions shall apply to all Nicholls State University solicitations, unless otherwise specifically amended and provided for in the special terms and conditions, specifications, or other solicitation documents. In the event of conflict between the General Instructions to Bidders or Standard Terms & Conditions and the Special Terms & Conditions, the Special Terms & Conditions shall govern.

Bids submitted are subject to provisions of the laws of the State of Louisiana, including but not limited to: the Louisiana Procurement Code (R.S. 39:1551-1736); Purchasing Rules and Regulations (Title 34 of the Louisiana Administrative Code); Executive Orders; and the terms, conditions, and specifications stated in this solicitation.

1. **Bid Delivery and Receipt:** To be considered, Bidders may submit bids electronically to [bids@nicholls.edu](mailto:bids@nicholls.edu) When bid is submitted by email, the subject line must show the Solicitation/File No. and must be received by bid deadline.

Bidders are advised that the U.S. Postal Service does not make deliveries to the Purchasing Office. Bids will no longer be accepted by mail or in person. Bidder is solely responsible for the timely delivery of its bid, and failure to meet the bid due date and time shall result in rejection of the bid.

2. **Bid Forms:** Bids are to be submitted on and in accordance with the Nicholls State University solicitation forms provided, and must be signed by an authorized agent of the vendor. Bids submitted on other forms or in other price formats may be considered informal and may be rejected in part or in its entirety. Bids submitted in pencil and/or bids containing no original signature indicating the Bidder's intent to be bound will not be accepted.
3. **Interpretation of Solicitation/Bidder Inquiries:** If Bidder is in doubt as to the meaning of any part or requirement of this solicitation, Bidder may submit a written request for interpretation to the Nicholls State University Purchasing Contact at the email address on page 1 of this solicitation. Written inquiries must be received in the Nicholls State University Purchasing Department no later than five (5) calendar days prior to the opening of bids, and shall be clearly cross-referenced to the relevant solicitation/specification in question.

No decisions or actions shall be executed by any Bidder as a result of oral discussions with any Nicholls State University employee or consultant. Any interpretation of the documents will be made by formal addendum only, issued by the Nicholls State University Purchasing Department. It is the responsibility of the bidder, prior to submitting their bid, to periodically visit the State of Louisiana Purchasing Department LaPAC website, or contact the Nicholls State University Purchasing Department, to identify if any addendums were issued. Nicholls State University shall not be responsible for any other interpretations or assumptions made by Bidder.

4. **Bid Opening:** In-person bid openings have been suspended for the foreseeable future. Bidders may attend the public bid opening of sealed bids and proposals conducted on Zoom. No information or opinions concerning the ultimate contract award will be given at bid opening or during the evaluation process. Written bid tabulations will not be furnished. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by submitting a written request to the Nicholls State University Purchasing Contact at the email address shown in header.
5. **Special Accommodations:** Any "qualified individual with a disability" as defined by the Americans with Disabilities Act, who has submitted a bid and desires to attend the public bid opening, must notify the Nicholls State University Purchasing Department in writing not later than seven days prior to the bid opening date of their need for special accommodations. If the request cannot be reasonably provided, the individual will be informed prior to the bid opening.
6. **Standards of Quality:** Any product or service bid shall conform to all applicable federal, state and local laws and regulations, and the specifications contained in the solicitation. Any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired; and is not intended to limit or restrict competition. 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 product specified in the solicitation.
7. **New Products/Warranty/Patents:** All products bid for purchase must be new, never previously used, of the manufacturer's current model and/or packaging, and of best quality as measured by acceptable trade standards. No remanufactured, demonstrator, used or irregular products will be considered for purchase unless otherwise specified.

The manufacturer's standard published warranty and provisions shall apply, unless more stringent warranties are otherwise required by Nicholls State University and specified in the solicitation. In such cases, the Bidder and/or manufacturer shall honor the specified warranty requirements, and bid prices shall include any premium costs of such coverage.

Bidder guarantees that the products proposed and furnished will not infringe upon any valid patent or trademark; and shall, at its own expense, defend any and all actions or suits charging such infringement, and shall save Nicholls State University harmless.

- 8. Descriptive Information:** Bidders proposing an equivalent brand or model should submit descriptive information (such as literature, technical data, illustrations, etc.) sufficient for Nicholls State University to evaluate quality, suitability, and compliance with the specifications with the bid submission. Failure to submit descriptive information may cause bid to be rejected. Any changes made by Bidder to a manufacturer's published specifications shall be verifiable by the manufacturer. If items bid do not fully comply with specifications, Bidder should state in what respect items deviate. Bidder's failure to note exceptions in its bid will not relieve the Bidder from supplying the actual products requested.
- 9. Bids/Prices/F.O.B. Point**
- The bid price for each item is to be quoted on a "net" basis and F.O.B. Nicholls State University Destination, i.e. title passing upon receipt and inclusive of all delivery charges, any item discounts, etc.
  - Bids other than F.O.B. Nicholls State University Destination may be rejected.
  - Bids indicating estimated freight charges may be rejected.
  - Bids requiring deposits, payment in advance, or C.O.D. terms may be rejected.
  - Bidders who do not quote "net" item prices and who separately quote an overall "lump sum" freight cost or discount for all items shall be considered as submitting an "all-or-none" bid for evaluation and award purposes; and risk rejection if award is made on an item basis.
  - Prices shall be firm for acceptance for a minimum of 30 days, unless otherwise specified. Bids conditioned with shorter acceptance periods may be rejected.
  - Prices are to be quoted in the unit/packaging specified (e.g. each, 12/box, etc), or may be rejected.
  - In the event of extension errors, the unit price bid shall prevail.
- 13. Taxes:** Vendor is responsible for including all applicable taxes in the bid price. Nicholls State University is exempt from all Louisiana state and local sales and use taxes. By accepting an award, resident and non-resident firms acknowledge their responsibility for the payment of all taxes duly assessed by the State of Louisiana and its political subdivisions for which they are liable, including but not limited to: franchise taxes, privilege taxes, sales taxes, use taxes, ad valorem taxes, etc.
- 11. Terms and Conditions:** This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, vendor agrees that contrary terms and conditions which may be included in its bid are nullified; and agrees that this contract shall be construed in accordance with this solicitation and governed by the laws of the State of Louisiana.
- 12. Vendor Forms/ Nicholls State University Signature Authority:** The terms and conditions of the Nicholls State University solicitation, purchase order and contract shall solely govern the purchase agreement, and shall not be amended by any vendor contract, form, etc.
- The University's Director of Purchasing or Assistant Director of Purchasing are delegated sole authority to execute/sign any vendor contracts, forms, etc., on behalf of Nicholls State University as a result of any award of the solicitation. Departments are expressly prohibited from signing any vendor forms.
- Any such vendor contracts/forms bearing unauthorized signatures shall be null and void, shall have no legal force, and shall not be recognized by Nicholls State University in any dispute arising therefrom. Vendors who present any such forms to department users for signature without regard to this strict Nicholls State University policy may face contract cancellation, suspension, and/or debarment.
- 13. Awards:** The intent to award this bid on an all-or-none basis to the lowest responsible and responsive Bidder will be stated on the bid form. For bids with several items, Nicholls State University reserves the right: (1) to award items separately, grouped, or on an all-or-none basis, as deemed in its best interest; (2) to reject any or all bids and/or items; and (3) to waive any informalities.
- All solicitation specifications, terms and conditions shall be made part of any subsequent award as if fully reproduced and included therein, unless specifically amended in the formal contract.
- 14. Acceptance of Bid:** Only the issuance of an official Nicholls State University purchase order, contract, Notification of Award letter, or a Notification of Intent to Award letter shall constitute the University's acceptance of a bid. Nicholls State University shall not be responsible in any way to a vendor for goods delivered or services rendered without an official purchase order and/or contract.
- 15. Applicable Law:** All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.
- 16. Awarded Products/Unauthorized Substitutions:** Only those awarded brands and numbers stated in the Nicholls State University contract are approved for delivery, acceptance, and payment purposes. Any substitutions must be reviewed and approved by the Nicholls State University Purchasing Department prior to awarding the contract. Unauthorized product substitutions are subject to rejection at time of delivery, post-return at vendor's expense, and non-payment.

- 17. Testing/Rejected Goods:** Vendor warrants that the products furnished will be in full conformity with the specification, drawing or sample, and agrees that this warranty shall survive delivery, acceptance, and use. Any defect in any product may cause its rejection. Nicholls State University reserves the right to test products for conformance to specifications both prior to and after any award. Vendor shall bear the cost of testing if product is found to be non-compliant. All rejected goods will be held at vendor's risk and expense, and subject to vendor's prompt disposition. Unless otherwise arranged, rejected goods will be returned to the vendor freight collect.
- 18. Delivery:** Vendor is responsible for making timely delivery in accordance with its quoted delivery terms. Vendor shall promptly notify the Nicholls State University Purchasing Department of any unforeseen delays beyond its control. In such cases, Nicholls State University reserves the right to cancel the order and to make alternative arrangements to meet its needs.
- 19. Default of Vendor:** Failure to deliver within the time specified in the bid/award will constitute a default and may be cause for contract cancellation. Where the University has determined the vendor to be in default, Nicholls State University reserves the right to purchase any or all goods or services covered by the contract on the open market and to surcharge the vendor with costs in excess of the contract price. Until such assessed surcharges have been paid, no subsequent bids from the defaulting vendor will be considered for award.
- 20. Vendor Invoices:** Invoices shall reference the Nicholls State University purchase order number, vendor's packing list/delivery ticket number, shipping/delivery date, etc. Invoices are to be itemized and billed in accordance with the order, show the amount of any prompt payment discount, and submitted on the vendor's own invoice form. Invoices submitted by the vendor's supplier are not acceptable.
- 21. Delinquent Payment Penalties:** Delinquent payment penalties are mandated and governed by Louisiana R.S. 39:1695. Vendor penalties to the contrary shall be null and void, shall have no legal force, and shall not be recognized by Nicholls State University in any dispute arising therefrom.
- 22. Assignment of Contract/Contract Proceeds:** Vendor shall not assign, sublet or transfer its contractual responsibilities, or payment proceeds thereof, to another party without the prior written consent and approval of the Nicholls State University Purchasing Department. Unauthorized assignments of contract or assignments of contract proceeds shall be null and void, shall have no legal force, and shall not be recognized by Nicholls State University in any dispute arising therefrom.
- 23. Contract Cancellation/Termination:** Nicholls State University has the right to cancel any contract for cause, in accordance with purchasing rules and regulations, including but not limited to: (1) failure to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; (3) misrepresentation by the vendor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the University; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract.
- Nicholls State University has the right to cancel any contract for convenience at any time by giving thirty (30) days written notice to the vendor. In such cases, the vendor shall be entitled to payment for compliant deliverables in progress.
- 24. Prohibited Contractual Arrangements:** Per Louisiana R.S. 42:1113.A, no public servant, or member of such a public servant's immediate family, or legal entity in which he has a controlling interest shall bid on or enter into any contract, subcontract, or other transaction that is under the supervision or jurisdiction of the agency of such public servant. See statute for complete law, exclusions, and provisions.
- 25. Equal Employment Opportunity Compliance:** By submitting and signing this bid, vendor 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; 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 1975; the Americans with Disabilities Act of 1990. Vendor agrees not to discriminate in its employment practices and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, sex, age, national origin, veteran status, political affiliation, handicap, disability, or other non-merit factor. Any act of discrimination committed by vendor, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.
- 26. Mutual Indemnification:** Each party hereto agrees to indemnify, defend, and hold the other, the State of Louisiana, any governing board, each party's officers, directors, agents and employees harmless from and against any and all losses, liabilities, and claims, including reasonable attorney's fees arising out of or resulting from the willful act, fault, omission, or negligence of the indemnifying party or of its employees, contractors, or agents in performing its obligations under this agreement, provided however, that neither party hereto shall be liable to the other for any consequential damages arising out of its willful act, fault, omission, or negligence.

- 27. Certification of No Suspension or Debarment:** By signing and submitting this bid, Bidder certifies that its company, any subcontractors, or principals thereof, are not suspended or debarred under federal or state laws or regulations. A list of parties who have been suspended or debarred by federal agencies is maintained by the General Services Administration and can be viewed on the internet at [www.epls.gov](http://www.epls.gov).
- 28. Substitution of Personnel :** If applicable, the University intends to include in any contract resulting from this ITB the following condition: Substitution of Personnel: If, during the term of the contract, the Contractor or subcontractor cannot provide the personnel as proposed and requests a substitution, that substitution shall meet or exceed the requirements stated herein. A detailed resume of qualifications and justification is to be submitted to the University for approval prior to any personnel substitution. It shall be acknowledged by the Contractor that every reasonable attempt shall be made to assign the personnel listed in the Contractor's bid.
- 29. Insurance Requirements:** Please note insurance requirements section included in these bid specifications. **NOT REQUIRED FOR THIS PROCUREMENT TRANSACTION** to the services procured in this solicitation, the successful Bidder will be required to furnish a certificate of insurance evidencing required coverages and naming the Nicholls State University as an additional insured, and grant a waiver of subrogation on all liability policies.
- 30. Nonperformance:** Successful Bidder is required to perform in strict accordance with all contract specifications, terms, and conditions. Successful Bidder will be advised in writing of nonperformance issues and shall be required to promptly implement corrective actions to ensure contract compliance and to prevent recurrences. In the event the successful Bidder is issued three or more complaints of nonperformance, Nicholls State University reserves the right at its sole discretion to cancel the contract with a ten (10) day written notice. Contract cancellations due to nonperformance may be cause to deem vendor non-responsible in future solicitations.
- 31. Official University Recognized Holidays:** The following is a list of officially recognized University Holidays:
- |                        |                      |
|------------------------|----------------------|
| New Year's Day         | Juneteenth           |
| Martin Luther King Day | July 4 <sup>th</sup> |
| Mardi Gras Day         | Labor Day            |
| Good Friday            | Thanksgiving Day     |
| Memorial Day           | Christmas Day        |
- NOTE: The University has a fall break and a Spring Break. Each Break is approximately 4 Days Each.**
- 32. No Smoking Campus:** The Successful Bidder shall be responsible for compliance with all University policies, security measures and vehicle regulations. Specifically, the University is a NO SMOKING campus and all prospective Bidders are cautioned that smoking will not be permitted inside or outside on ANY part of this facility at any time. Any employee who is found to be in violation of this policy will be subject to immediate dismissal.
- 33. Non-Exclusivity:** This agreement is non-exclusive and shall not in any way preclude Nicholls State University from entering into similar agreements and/or arrangements with other Vendors or from acquiring similar, equal, or like goods and/or services from other entities or sources.
- 34. Contract Amendments:** Requests for contract changes must be made in writing by an authorized agent/signatory of the Vendor and submitted to the Nicholls State University Purchasing Department for prior approval. Requests shall include detailed justification and supporting documentation for the proposed amendment.
- Contract revisions shall be effective only upon approval by Nicholls State University Purchasing Department and issuance of a formal Nicholls State University Contract Amendment. The Vendor shall honor purchase orders issued prior to the approval of any contract amendment as applicable.
- 35. Term of Contract :** The duration of this Contract commences from the date specified herein or date of award notification and continues until University accepts final delivery of all deliverables. Total initial contract period not to exceed Twelve (12) months, unless renewal terms are specified in the solicitation documents.
- All terms of the solicitation shall be firm for the duration of Contract.
- 36. Notification of Fund Appropriation:** The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Legislature. If the Legislature fails to appropriate sufficient monies to provide for the continuation of the contract or if such appropriation is reduced by the veto of the Governor or by any means provided in the Appropriations Act to prevent the total appropriations for the year from exceeding revenues for that year or for any lawful purpose and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

All Bidders should be aware that our Legislative process is such that it is often impossible to give prior notice of the non-appropriation of funds.

- 37. Number of Bid Response Copies:** Each Bidder must submit one (1) signed original bid to the Office of Purchasing at the mailing address specified in this solicitation document. The original must CONTAIN ORIGINAL SIGNATURES of those company officials or agents duly authorized to sign on behalf of the organization. Bidders may be required to mail in the original documents upon award.
- 38. PROHIBITION OF DISCRIMINATORY BOYCOTTS OF ISRAEL:** In accordance with LA R.S. 39:1602:1, for any contract for \$100,000 or more and for any contractor with five or more employees, Contractor, or any Subcontractor, shall certify it is not engaging in a boycott of Israel, and shall, for the duration of this contract, refrain from a boycott of Israel.
- The State reserves the right to terminate this contract if the Contractor, or any Subcontractor, engages in a boycott of Israel during the term of the contract.
- 39. PRE-BID MEETING:** N/A to this Solicitation
- 40. SITE VISIT/CONTACT INFORMATION:** N/A, It is the responsibility of the prospective bidder to visit and examine the jobsite, take measurements to his/her own satisfaction and determine conditions under which work is to be done. Owner will not accept responsibility for conditions which careful examination of premises would have shown existed.
- To visit jobsite and for further information, prospective bidder is to contact the Nicholls State University Purchasing Departments at the contacts listed on page 1. It is preferred to have a written record of the correspondence for each site visit request. Please do not contact us by phone to schedule a visit unless you do not receive a response to your email request after 48 hours.
- 41. PIGGY BACK CLAUSE:** Nicholls State University is asking all responding vendors to indicate their willingness to extend the terms of resulting contracts, inclusive of price, to other Louisiana state agencies and/or universities. While this clause in no way commits any state agency and/or university to purchase from the awarded vendor, nor does it guarantee any additional orders will result, it does allow state agencies and/or universities, at their discretion, to make use of the Nicholls State University's competitive process (provided said process satisfies their own procurement guidelines) and purchase directly from the awarded contractor. All purchases made by other state agencies and/or universities shall be understood to be transactions between that state agency and/or university and the awarded vendor. Nicholls State University shall not be responsible for any such purchases.
- 42. STATE OF LOUISIANA CONTRACTOR'S LICENSE REQUIREMENTS:** If a Louisiana Contractor's License Number is Required for the items, work, or services to be performed under this solicitation, then it shall be stated in the bid advertisement that will appear in the Baton Rouge Advocate and the Lafourche Comet of Thibodaux, and it will be stated in the specifications provided with these bid documents.

#### NOTICE TO VENDORS

#### **LOUISIANA'S HUDSON (SMALL ENTREPRENEURSHIP) AND VETERAN INITIATIVE**

The Louisiana Initiative for Small Entrepreneurships (the Hudson Initiative) and the Veteran Initiative (Veteran Small Entrepreneurship) are race and gender neutral goal-oriented programs which encourage State agencies to contract with and encourage contractors who receive contracts from the State to use good faith efforts to utilize certified small entrepreneurships and certified veteran or service-connected disabled veteran owned small entrepreneurships as subcontractors in the performance of the contract. The primary intent of the programs are to provide additional opportunities for Louisiana-based small entrepreneurships that are certified by the Louisiana Department of Economic Development (LED) to participate in contracting and procurement with the State.

Small entrepreneurships that are not currently certified and are interested in participating in procurement and contracting opportunities with the State are encouraged to visit <https://www.opportunitylouisiana.gov/small-business/special-programs-for-small-business/hudson-initiative> or <https://www.opportunitylouisiana.gov/small-business/special-programs-for-small-business/veteran-initiative> for qualification requirements and on-line certification. After certification, businesses are encouraged to register in the [LaGov Supplier Portal](#).

**END OF SECTION**



## MANDATORY BID REQUIREMENTS

**Failure to meet all of the listed mandatory requirements will result in rejection of bid without further consideration.**

1. **CERTIFICATION STATEMENT:** The Bidder **must** sign and include the Certification Statement as set forth in solicitation document. The signature of Bidder's Authorized Representative **must be an ORIGINAL signature** - not a typed/electronic signature. Documents signed in the DocuSign™ program are the only exceptions to this policy.
2. **BID SHEET/FORM:** The Bidder must submit bid on the form herein provided. The proposal must be signed in ink, and blank space(s) should be filled in for every applicable blank in the UNIT PRICE and EXTENDED TOTAL column. Items left blank will not be awarded to that bidder. It is not necessary to bid on all items. However, if you are not bidding on a particular item, or find a blank that is not applicable to your submission, write "NO BID" or "N/A" in the provided space(s). The Bidder must state the UNIT price (written in ink or typewritten) for each item and shall show the total amount for each item based on the quantities listed.
3. **CONTRACTOR QUALIFICATIONS: REFERENCE LETTERS** – The University reserves the right to verify contractor's qualifications regarding the bid response received, and to request references for verification purposes.
4. **CERTIFICATE OF INSURANCE:** If Insurance is required under this solicitation, it will be stated in the advertisement of the solicitation to appear in the Baton Rouge Advocate and the Daily Comet of Thibodaux, and in the specification provided with these bid documents. Bidder shall submit a certificate of insurance with bid submission or by provide the following information: Policy number, names and addresses of carriers and Agents, amounts of coverage, types of coverage, and effective dates on the bid form enclosed.
5. **ILLUSTRATIVE MATERIALS:** Vendor bidding anything other than exact goods/services specified in these specifications should submit descriptive and illustrative literature with the bid for consideration of award. Failure to do so may be cause for rejection of bid.

### **CONTACT INFORMATION**

**ELECTRONIC BID SUBMISSIONS (ONLY)** *Do not email questions about the bid to this email address.*

[bids@nicholls.edu](mailto:bids@nicholls.edu)

*Be sure to include the solicitation number in the subject line.*

***Please do not*** send your submission to any other University email address.

### **QUESTIONS/CONCERNS ABOUT SPECIFICATIONS**

[terry.dupre@nicholls.edu](mailto:terry.dupre@nicholls.edu)

***Please do not*** email bid submissions this address.

To contact Purchasing by phone: 985-448-4031

### **CAMPUS DELIVERIES**

Please send samples or other associated documents when a hard copy is requested or deemed necessary. By

Mail – Nicholls State University

Purchasing Department

PO Box 2052

Thibodaux, LA 70310

By Courier Service: Nicholls State University

Purchasing Department

104 Elkins Hall

Thibodaux, LA 70301

## **DEFINITIONS**

Agent - The University's representative in Purchasing Department who is referred to throughout these documents as singular in number.

Contractor - The person/company who contracts with Nicholls State University to provide the items, services, or to perform the work as called for on these documents who is referred to as singular in number.

Owner –Nicholls State University.

## **IMPORTANT NOTES:**

- 1. VENDOR BIDDING ANYTHING OTHER THAN EXACT GOODS/SERVICES SPECIFIED IN THESE SPECIFICATIONS SHOULD SUBMIT DESCRIPTIVE AND ILLUSTRATIVE LITERATURE WITH BID FOR CONSIDERATION OF AWARD. FAILURE TO DO SO MAY BE CAUSE FOR REJECTION OF BID.**
- 2. ALL PRICES QUOTED ARE TO REMAIN FIRM UNTIL ALL DELIVERABLE GOODS OR SERVICES ARE RENDERED TO AND ACCEPTED BY NICHOLLS STATE UNIVERSITY.**
- 3. IN THE EVENT OF EXTENSION ERRORS, THE UNIT PRICE ON THE BID FORM SHALL PREVAIL.**
- 4. NICHOLLS STATE UNIVERSITY ADHERES TO NET 30 PAYMENT TERMS. ALL OTHER PAYMENT TERMS MUST BE DISCLOSED WITH BID. BE ADVISED THAT STRICTER PAYMENT TERMS MAY BE CAUSE FOR REJECTION OF BID.**
- 5. QUANTITIES ARE APPROXIMATE AND ARE NOT GUARANTEED BY THE UNIVERSITY. THE UNIVERSITY RESERVES THE RIGHT TO INCREASE OR REDUCE QUANTITY AS NEEDED IF IN THE BEST INTEREST OF THE UNIVERSITY.**
- 6. THE UNIVERSITY RESERVES THE RIGHT TO AWARD PROPOSAL ON AN INDIVIDUAL ITEM BASIS, A COMBINATION OF ITEMS BASIS, OR AS A TOTAL PACKAGE TO ONE VENDOR, WHICHEVER IS IN THE BEST INTEREST OF THE UNIVERSITY.**
- 7. BID SUBMISSIONS MUST DISCLOSE ALL FEES INCLUDING SHIPPING, HANDLING, FREIGHT, FUEL SURCHARGES, ETC.. NO ADDITIONAL FEES WILL BE ACCEPTED AFTER AWARD.**
- 8. FAILURE TO COMPLY WITH ANY MANDATORY REQUIREMENTS SHALL BE CAUSE FOR REJECTION OF BID.**
- 9. TAX EXEMPTION: *Nicholls State University is exempt from all Louisiana state and local sales and use taxes and will not pay taxes delineated on invoices for this or any other project. Nicholls State University is a tax-exempt State Agency. However, that tax-exempt status does not transfer to its contractors, subcontractors, suppliers or vendors for their use in purchasing project-related materials.***

END OF SECTION

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**SPECIFICATION AND BID FORM**  
**Nicholls State University**  
**Art Department Equipment**  
**PAGE 1 OF 9**

**Bid Item 1: Hewlett Packard CP5225dn Printer, or equal**

**(of new manufacture-no refurbished accepted)**

- Print Speed – Black and color (normal) - up to 20 ppm
- Resolution black and color up to 600 x 6020 dpi
- Monthly duty cycle up to 75,000 pages minimum
- Laser Print Technology
- 2-Line LCD Text Display
- 540 MHz minimum processor speed
- Number of print cartridges 4-(1 Black, 1-Cyna – 1 Magenta 1 – Yellow)
- Print Language HP PCL 6, HP PCL 5, HP Postscript level 3 emulation
- No automatic paper sensor
- 2 Standard Paper Trays
- 3 Maximum paper trays
- Mobile printing not supported
- 1 Hi-Speed USB 2.0; 1 Fast Ethernet 10/100 Base-T connectivity
- Built in ready Ethernet network ready
- Standard Memory 192MB
- Capable memory maximum 448MB
- No-Memory Card capability
- To include: HP Color LaserJet Professional CP5225n Printer; Power cord; Getting Started Guide; CD with software and documentation; Pre-installed black (~7000 pages) and cyan, magenta, and yellow (~7300 pages) HP Color LaserJet print cartridges with HP ColorSphere toner; 100-sheet multipurpose tray; 250-sheet input tray; Built-in Fast Ethernet 10/100 Base-T networking

**1 Each @ \$ \_\_\_\_\_**

**Bid Item 2: HP 307 A Yellow toner, or equal CE742A – for bid item 1**

**2 Each @ \$ \_\_\_\_\_/each = Total \$ \_\_\_\_\_**

**Bid Item 3: HP 307 A Cyan toner, or equal, CE741A – for bid item 1**

**2 Each @ \$ \_\_\_\_\_/each = Total \$ \_\_\_\_\_**

**Bid Item 4: HP 307 A Magenta toner, or equal, CE743A – for bid item 1**

**2 Each @ \$ \_\_\_\_\_/each = Total \$ \_\_\_\_\_**

**Bid Item 5: HP 307 A Black toner, or equal, CE740A – for bid item 1**

**2 Each @ \$ \_\_\_\_\_/each = Total \$ \_\_\_\_\_**

**Total Net Lump Sum Items 1 through 5 = \$ \_\_\_\_\_**

**Items 1 – 5 to be awarded all or none due to compatibility purposes**

**All Pricing must include shipping for delivery to Nicholls State University**

**SPECIFICATION AND BID FORM**  
**Nicholls State University**  
**Art Department Equipment**  
**PAGE 2 OF 9**

**Bid Item 6: Hewlett Packard Laser Jet Pro 4001dn, or equal, black and white printer**

- Print Speed Up to 42 ppm - Letter A Size (8.5 in x 11 in) | Up to 40 ppm - A4 (8.25 in x 11.7 in) | Up to 63 ppm - black landscape - A5 (5.83 in x 8.25 in) | Up to 14 ppm - black portrait - A5 (5.83 in x 8.25 in) | Up to 36 ipm - duplex - Letter A Size (8.5 in x 11 in) | Up to 34 ipm - duplex - A4 (8.25 in x 11.7 in)
- Built-in Devices - 2 line monochrome LCD display
- Connectivity Technology - Wired
- Interface - USB 2.0, LAN
- AirPrint Enabled - Yes
- Max Resolution (B&W) - 4800 x 600 dpi
- Image Enhancement Technology - HP ProRes 1200 / HP FastRes 1200
- Automatic Duplexing - Yes
- First Print Out Time B/W - 6.1 sec
- Language Simulation - PCL 5E, PCL 6, PDF, PostScript 3, PWG, URF
- Fonts Included - 84 x TrueType
- Printer Features - Instant-on Technology, JetIntelligence Cartridge Technology, Mopria certified, print from mobile device
- Media Handling - 100-sheet multipurpose tray, 250-sheet input tray
- Processor - 1.2 GHz
- RAM Installed (Max) - 256 MB / 256 GB (max)
- Media Type - Plain paper, envelopes, bond paper, colored paper, labels, letterheaded paper, light-weight paper, preprinted paper, recycled paper
- Media Size Class - A4/Letter
- Max Media Size - A4 (8.27 in x 11.69 in)/ANSI A (Letter) (8.5 in x 10.98 in)
- Media Sizes Letter A Size (8.5 in x 11 in), A4 (8.25 in x 11.7 in), A5 (5.83 in x 8.25 in), A6 (4.13 in x 5.83 in), 3.95 in x 5.9 in, 7.24 in x 10.24 in, 7.68 in x 10.63 in, 7.75 in x 10.75 in, B5 (6.93 in x 9.83 in), B6 (4.92 in x 6.93 in), JIS B5 (7.17 in x 10.12 in), JIS B6 (5.04 x 7.17 in), Oficio (8.5 in x 13.5 in)
- Envelope Sizes - International DL (4.33 in x 8.66 in), International C5 (6.38 in x 9 in), International B5 (6.93 in x 9.83 in)
- Media Weight - 60 g/m<sup>2</sup> - 200 g/m<sup>2</sup>
- Total Media Capacity - 350 sheets
- Media Feeders - Multi-purpose tray: 1 - 100 sheets - Letter A Size (8.5 in x 11 in) Input tray: 1 - 250 sheets - Letter A Size (8.5 in x 11 in) Output tray: 1 - 150 sheets
- Max Media Capacity - 900 sheets
- Duty Cycle - Monthly Duty Cycle (max) - 80000 pages
- Recommended Monthly Volume 750 - 4000 pages
- Networking - Print server
- Remote Management Protocol - HTTP, HTTPS, SNMP 1, SNMP 2, SNMP 3
- Security Protocols & Features Apple Bonjour, IPv6 support, SSL
- Expansion / Connectivity Connections 1 x USB 2.0 | 1 x USB host | 1 x Gigabit LAN
- Consumables Included 1 x toner cartridge (black) - up to 2900 pages - HP 148A
- Compliant Standards - CISPR 32 Class B, EN 55032:2012 Class B, CISPR 35: 2016, EN 55035 Class B, IEC 61000-3-2:2019, EN 61000-3-2:2019, EN 61000-3-3:2013+A1:2019, EN 61000-4-12, FCC CFR47 Part 15 B Class B, ICES-003 issue 7, IEC 60950-1:2005 + A1:2009 + A2:2013, IEC 62368-1: 2014, EN 62368-1:2014, IEC 60825-1:2014, EN 60825-1:2014, IEC 62479:2010, EN 62479:2010, Mercury-free, IEEE 802.3az

**1 Each @ \$\_\_\_\_\_**

**SPECIFICATION AND BID FORM**  
**Nicholls State University**  
**Art Department Equipment**  
**PAGE 3 OF 9**

**Bid Item 7: HP 148X Black Toner, or equal – For bid item 6**

**2 Each @ \$ \_\_\_\_\_/each = Total \$ \_\_\_\_\_**

**Total Net Lump Sum Item 6 and 7 = \$ \_\_\_\_\_**

**Items 6 and 7 to be awarded all or none due to compatibility purposes**

**All Pricing must include shipping for delivery to Nicholls State University**

**Bid Item 8: Epson V600 Scanner, or equal**

- Scanner Type - Flatbed color image scannerOptical
- Resolution:6400 dpi
- Hardware Resolution:6400 x 9600 dpi
- Maximum Resolution:12,800 x 12,800 dpi
- Color Bit Depth:48-bits per pixel internal / external
- Grayscale Bit Depth:16-bits per pixel internal / external
- Effective Pixels:54,400 x 74,880 (6400 dpi)
- Maximum Scan Area - 8.5" x 11.7" TPU: 2.7" x 9.5"
- Light Source: ReadyScan® LED technology
- Scanning Speed - High-speed mode: 6400 dpi - Color: 21.00 msec / line – Monochrome: 21.00 msec / line
- Optical Density: 3.4 Dmax
- Built in lid transparency adapter
- Supports film size 35 mm mounted slides (4 frames, 35 mm film strips (12 frames), Medium format strips 6x22 cm (2 frames)
- Dust/Scratch removal – Digital ICE for film
- Transparency Size – 2.7" X 9.5 "

**18 Each @ \$ \_\_\_\_\_/each = Total \$ \_\_\_\_\_**

**All Pricing must include shipping for delivery to Nicholls State University**

**Bid Item 9: Canon Prograf Pro-1100 Inkjet printer, or equal**

- Printer Type - Professional 17" Wireless Inkjet Photo Printer with a 11 Pigment-based Ink System plus Chroma Optimizer
- Used For: Professional Photography, Fine Art Printing, Gallery Photo Printing up to 17" x 22", Black & White Printing, Grayscale Photo Printing, Studio Photo Printing, Graphic Artists
- Print Features - Advanced Pattern Print, Air Feeding System, AirPrint®3, Mopria® Print Service5, Anti-Clogging Technology, Auto Photo Fix, Black & White (Monochrome) Photo Printing, Borderless Printing4, Calibration Link, Canon PRINT App2, Canon Print Studio Pro Plug-in, Chroma Optimizer, Color Density Sensor, Contrast Reproduction, Fine Art Paper Support, Grayscale Photo Printing, Index Print, Non-Firing and Compensation Function, Paper Feed Skew Correction, Photo Printing, Real Time Control of Ink Ejection, Wireless Printing2
- Printing Capability - Single Sided (Simplex) Printing, Borderless Photo Printing (4" x 6" - 17" x 22")
- Print Speed (ESAT) - 17" x 22" Bordered Photo (Color): Approx. 4 Minutes, 13" x 19" Bordered Photo (Color): Approx. 2 Minutes, 25 Seconds
- Print Head - FINE (Full-photolithography Inkjet Nozzle Engineering) Print Head, User Replaceable: Yes
- Number of Nozzles - 1,536 Nozzles x 12 Inks, Total: 18,432
- Head Configuration - 12 Ink Integrated Type (4 Ink Chips x 3)
- Nozzle Pitch - 600 dpi x 2
- Droplet Size - Minimum 4 Picoliters Per Ink

**SPECIFICATION AND BID FORM**  
**Nicholls State University**  
**Art Department Equipment**  
**PAGE 4 OF 9**

**Bid Item 9: Canon Prograf Pro-1100 Inkjet printer, or equal SPECIFICATION CONTINUED**

- Print Resolution - Up to 2400 x 1200 dpi<sup>7</sup>
- Media Handling - Rear Tray and Manual Feed Slot
- Supported Media Sizes - A5, A4, A3 (13" x 19"), A2, B5, B4, B3, Letter (8.5" x 11"), Legal (8.5" x 14"), Ledger (11" x 17"), Hagaki/Return Hagaki/A3+/L/2L/4" x 6", 5" x 7", 9" x 13", 11" x 14", 13" x 19" Super B/US Photo 16" x 20", 17" x 22", 17" x 25", 7" x 10", 8" x 10", 10" x 12", 12" x 12", 14" x 17", 17" x 22"
- Media Compatibility - Plain: Plain Paper; Super High Gloss: Photo Paper Pro Platinum; Glossy: Photo Paper Plus Glossy II, Photo Paper Pro Crystal Grade; Semi-Gloss: Photo Paper Plus Semi-Gloss, Photo Paper Pro Luster; Matte: Matte Photo Paper, Photo Paper Premium Matte; Other: Premium Fine Art Smooth, Premium Fine Art Rough, Fine Art "Museum Etching", Greeting Cards, Magnetic Photo Paper, Photo Stickers, Restickable Photo Paper, Recycled paper and chlorine-free paper can be used
- Paper Capacity - Top Tray: Plain Paper: 150 Sheets (Letter Size), Photo Paper: 4" x 6": 20 Sheets, 8.5" x 11" (Letter) / 8" x 10": 10 Sheets, 13" x 19"(A+) / 17" x 22": 1 Sheet, Manual Feed Slot: Photo Paper: All Sizes: 1 Sheet
- Printable Paper Length - Maximum: 129"
- Supported Media Thickness/Weight, Top Tray: Maximum: 0.3 mm, Manual Feed Slot: 0.1 mm - 0.7 mm
- Ink System, 11 Individual Pigment-Based Ink System plus Chroma Optimizer, LUCIA PRO II Pigment Ink System
- Ink Tanks - PFI-4100 MBK (Matte Black), PFI-4100 PBK (Photo Black), PFI-4100 GY (Gray) PFI-4100 PGY (Photo Gray), PFI-4100 B (Blue), PFI-4100 C (Cyan), PFI-4100 PC (Photo Cyan) PFI-4100 M (Magenta), PFI-4100 PM (Photo Magenta), PFI-4100 Y (Yellow), PFI-4100 R (Red) PFI-4100 CO (Chroma Optimizer)
- Ink Fill Volume - PFI-4100 Inks: 80.0 ml (each), PFI-4100 CO: 80.0 ml (each)
- Connectivity - Hi-Speed USB, Wi-Fi® / Wireless2, Ethernet 10 / 1000
- Wireless Information - Wireless Standard: IEEE 802.11 b/g/n/a/ac2, Wireless Security: WPA-PSK, WPA2-PSK, WPA3-SAE2, Wireless LAN Frequency Band: 2.4 GHz / 5 GHz2
- Access Point Mode Capable: Yes
- Wireless Direct Connection Capable: Yes
- Display - 3.0" LCD
- OS Compatibility - Windows: Windows 11, Windows 10, Windows 8.1, Windows 7 SP1, Windows Server 2022, 2019, 2016, 2012 R2, 2008 R2 SP110
- Warranty- 1-Year Limited Warranty with InstantExchange Program<sup>14</sup>

**1 Each @ \$ \_\_\_\_\_**

**Bid Item 10: Canon PFI-1000 Ink Tanks – Full Set for bid item 9**

- Includes all twelve of the 80mL tanks required for the Canon Prograf Pro-1100 Inkjet printer, including the Chroma Optimizer, Matte Black, Photo Black, Cyan, Magenta, Yellow, Photo Cyan, Photo Magenta, Gray, Photo Gray, Red, and Blue inks.

**2 Each @ \$ \_\_\_\_\_/each = Total \$ \_\_\_\_\_**

**Total Net Lump Sum Item 9 and 10 = \$ \_\_\_\_\_**

**Items 9 and 10 to be awarded all or none due to compatibility purposes**

**All Pricing must include shipping for delivery to Nicholls State University**

**SPECIFICATION AND BID FORM**  
**Nicholls State University**  
**Art Department Equipment**  
**PAGE 5 OF 9**

**Bid Item 11: Canon Image Prograf Pro-2600, or equal, 24" Large Format Printer**

- Print Head - PF-10
- Number of Nozzles - 1,536 nozzles × 12 colors: 18,432 nozzles
- Droplet Size - 4 Pictoliters per Color
- Ink Type - Pigment: PBK, MBK, C, M, Y, PC, PM, GY, PGY, R, B, +CO
- Ink Tank - Shipped with printer: 160 ML of each color, Replacement: 160 ml PFI-3100 (PBK, C, M, Y, PC, PM, GY, PGY, R, B, CO), 160 ml PFI-2100 (MBK), 330 ml PFI-3300 (PBK, C, M, Y, PC, PM, GY, PGY, R, B, CO), 330 ml PFI-2300 (MBK), 700 ml PFI-3700 (PBK, C, M, Y, PC, PM, GY, PGY, R, B, CO), 700 ml PFI-2700 (MBK)
- Printer RAM - Standard Memory: 3 GB, Hard Disk: 500 GB –
- Media Feed, Front-Loading Roll Feed: One Roll, Front Output, Front-Loading Manual Feed: Front Loading, Front Output
- Media Width-Roll Feed: 6" - 24" (152.4 - 610 mm), Cut Sheet: 6" - 24" (152.4 - 610 mm)
- Media Cutter - Automatic horizontal cutting (Rotary cutter): standard
- Media Thickness - 0.002" - 0.03" ( 0.07 mm - 0.8 mm)
- Media Core Sizes - 2" Core Standard. 2"/3" Core Roll Holder Set (RH2-29)
- Maximum Roll Outer Diameter - 6.7" or less (170 mm or less)
- Media Output - Catch Basket
- Printing Software Utilities - Accounting Manager, Device Management Console, Direct Print Plus, Free Layout
- Plus, imagePROGRAF Printer Driver for Windows®/Mac®, Media Configuration Tool, PosterArtist, Canon Print Service, Professional Print & Layout, Quick Utility Toolbox
- Operating System - Windows 7 (32/64-bit), Windows 8.1 (32/64-bit), Windows 10 (32/64-bit), Windows 11 (64-bit), Windows Server 2008R2, 2012, 2012R2, 2016, 2019, 2022 (64-bit), MacOS v10.15.7- MacOS 13
- Print Language - Printer: SGRaster (Swift Graphic Raster), PDF, JPEG
- Interface - Standard (Built-in): USB 2.0 Hi-Speed, 10/100/1000Base-T/TX, Wireless LAN (IEEE 802.11 b/g/n) ■
- Power Supply - AC 100 – 240V (50 – 60 Hz)
- Certifications - Environmental Certifications, ENERGY STAR® (Worldwide), EPEAT Gold
- Printer supplied with - 160 ml Starter Ink Tanks, 1 Print Head, Maintenance Cartridge (Installed),
- 2" Roll Holder with 3" Adapters, Installation Guide, User Registration Card, One Year, Printer Warranty Statement, Print Head Warranty Statement, Call Center Notice, Media Compatibility Flyer, PosterArtist Web Notice Flyer, Safety and Environmental Information, iWR Service Terms Leaflet, USB port (High Speed), Power Cable and
- Screw, Gigabit Ethernet (Built-in)

**1 Each @ \$\_\_\_\_\_**

**Bid Item 12: Canon PFI-3100 PBK Photo Black Pigment Ink Tank 160 ml, or equal, for bid item 11**

**1 Each @ \$\_\_\_\_\_**

**Bid Item 13: Canon PFI-3100 B Blue Pigment Ink Tank 160 ml, or equal, for bid item 11**

**1 Each @ \$\_\_\_\_\_**

**Bid Item 14: Canon PFI-3100 CO Chroma Optimizer Pigment Ink Tank 160 ml, or equal, for bid item 11**

**1 Each @ \$\_\_\_\_\_**

**Bid Item 15: Canon PFI-3100 C Cyan Pigment Ink Tank 160 ml, or equal, for bid item 11**

**1 Each @ \$\_\_\_\_\_**

**SPECIFICATION AND BID FORM**  
**Nicholls State University**  
**Art Department Equipment**  
**PAGE 6 OF 9**

**Bid Item 16:** Canon PFI-3100 PC Photo Cyan Pigment Ink Tank 160 ml, or equal,  
for bid item 11

**1 Each @ \$**\_\_\_\_\_

**Bid Item 17:** Canon PFI-3100 GY Gray Pigment Ink Tank 160 ml, or equal,  
for bid item 11

**1 Each @ \$**\_\_\_\_\_

**Bid Item 18:** Canon PFI-3100 PGY Photo Gray Pigment Ink Tank 160 ml, or equal,  
for bid item 11

**1 Each @ \$**\_\_\_\_\_

**Bid Item 19:** Canon PFI-3100 M – Magenta Pigment Ink Tank 160 ml, or equal,  
for bid item 11

**1 Each @ \$**\_\_\_\_\_

**Bid Item 20:** Canon PFI-3100 PM Photo Magenta Pigment Ink Tank 160 ml, or equal,  
for bid item 11

**1 Each @ \$**\_\_\_\_\_

**Bid Item 21:** Canon PFI-3100 R Red Pigment Ink Tank 160 ml, or equal,  
for bid item 11

**1 Each @ \$**\_\_\_\_\_

**Bid Item 22:** Canon PFI-3100 Y Yellow Pigment Ink Tank 160 ml, or equal,  
for bid item 11

**1 Each @ \$**\_\_\_\_\_

**Total Net Lump Sum Item 11 through 22 = \$**\_\_\_\_\_

**Items 11 through 22 to be awarded all or none due to compatibility purposes**

**All Pricing must include shipping for delivery to Nicholls State University**



**SPECIFICATION AND BID FORM**  
**Nicholls State University**  
**Art Department Equipment**  
**PAGE 7 OF 9**

**Bid Item 22: PROKIT2024V Negative Supply Pro Kit, or equal, for 35MM, 120 and 4 X 5 Film Scanning (2024 Version)**

**Includes:**

- Negative Supply Pro Riser MK3 Film Scanning Copy Stand
- Negative Supply Pro Film Carrier 35 MK2 fir 35mm Film Scanning Mask (6X4.5cm)Format, Mask (6X6cm) Format, Mask(6X7cm) Format, Mask (6X9cm)Format
- Negative Supply Pro Fil Carrier 120 MK2  
6X4.5 Mask, 6X6 Mask, 6X7 Mask, 6X9 Mask
- Negative Supply Pro Mount MK2 for Profilm Carrier 35/120 MK2 with Antistatic Dust Brush  
Pro Mount Mk2 with Single Stage Adapter Antistatic Dust Removal Brush for 35mm/120 Film, Adapter Plates for Pro Film Carrier 35MK2 and Pro Film Carrier 120 MK2
- Negative Supply 4X5 Light Source Pro (99 CRI)  
Ac Power Adapter, Outlet Adapters
- Negative Supply Basic 35mm Mounting Slide Scanning Kit  
Negative Supply Mounted Slide Holder, MK2, Mounted Slide Holder Stabilizing Mask
- Negative Supply 4X5 Film Holder with Acrylic Glass
- Negative Supply 35mm Full Border Scanning Cassette
- Negative Supply 120 Full-Border Scanning Cassette  
6X4.5" Mask, 6X6" Mask, 6X7" Mask, 6X9" Mask
- Negative Supply 35mm Film Scanning Hood
- Negative Supply 120 Film Scanning Hood MK2  
Press Fit Adapter, First and Second Stage Hood Assembly
- All items have limited 2-year manufacturer warranty

**1 Each @ \$ \_\_\_\_\_**

**All Pricing must include shipping for delivery to Nicholls State University**

**Bid Item 23: Cannon 271954 Sigma 70mm f.2.8 Macro Art Lens -Must be this brand and model to match existing equipment**

**1 Each @ \$ \_\_\_\_\_**

**All Pricing must include shipping for delivery to Nicholls State University**

**Bid Item 24: Huanuo Dual Monitor Stand, or equal**

- Mounting Type – C-Clamp or grommet mount
- Swivel Movement Type
- Manufactured of alloy steel
- Maximum Compatibility size – 32 inches
- Compatible for monitors
- Maximum Tilt – 85 Degrees

**11 Each @ \$ \_\_\_\_\_ Each = Total \$ \_\_\_\_\_**

**All Pricing must include shipping for delivery to Nicholls State University**

**SPECIFICATION AND BID FORM**  
**Nicholls State University**  
**Art Department Equipment**  
**PAGE 8 OF 9**

**Bid Item 25: Mounting Dream MD2380, or equal, Full motion TV Wall Mount for 32"-65" TVs**

- Includes TV mount; all screws in label bag; Allen wrench; bubble level; HDMI cable; cable ties; a piece of wall template; a guide manual in 6 languages.
- Designed with 6 articulating arms
- Unit is constructed of high quality steel.
- Capable of holding a TV up to 99 lbs.
- Allows for turning the TV wherever you want to watch.
- Capable of extending 17.5" from the wall,
- Allows ability to swivel the TV 45° left or right
- Allows for tilting of the screen
- Suitable for 26"-65" flat or curved TVs and loads up to 99 lbs.
- Compatible with VESA holes from 75mm x 75mm to 400mm x 400mm. (75X75mm, 100X100mm, 200X100mm, 200X150mm, 200X200mm, 300X200mm, 300X300mm, 400X200mm, 400X300mm, 400X400mm)
- Ability to hold most TV brands

**2 Each @ \$\_\_\_\_\_ Each = Total \$\_\_\_\_\_**

**All Pricing must include shipping for delivery to Nicholls State University**

**Bid Item 25: Samsung DU7200, or equal, 65" 4K HDR Smart LED TV**

- Display Size -64.5"
- Panel Type - LCD
- Native Resolution - 3840 x 2160
- HDR Support Yes, HDR10/Hybrid Log Gamma
- Variable Refresh Technology
- Variable Refresh Rate (VRR)
- Inputs - 3x HDMI 2.1
- 1x Coaxial F-Type (RF Antenna)
- HDCP Support - Yes
- Wireless - Wi-Fi 5 (802.11ac) / Bluetooth 5.2
- USB I/O - 1x USB-A (Unspecified Version) (Audio/Charging/Photo/Video)
- Ethernet I/O - 1x RJ45 (Unspecified Ethernet)
- Virtual Assistant - Alexa Built-in, Works with Google Assistant, Samsung Bixby, SmartThings

**2 Each @ \$\_\_\_\_\_ Each = Total \$\_\_\_\_\_**

**All Pricing must include shipping for delivery to Nicholls State University**

**SPECIFICATION AND BID FORM**  
**Nicholls State University**  
**Art Department Equipment**  
**PAGE 9 OF 9**

**Bid Item 26: Wacom Cintiq 16 DTK1660KOA, or equal, Digital Pen Display**

- Included with: Wacom Cintiq 16 Pen display, Wacom Pro Pen 2, Detachable Pen holder with 3 replacement nibs (standard) and nib removal tool, 3-in-1 cable (1.8m) AC adaptor (12V, 3A, 36W), Power cable (1.8m), Quick Start Guide, Regulation sheet
- To provide creative pen technology with 8,192 levels of pressure sensitivity and tilt-recognition.
- To provide EMR (Electro Magnetic Resonance) tech to draw power from the equipment to allow for the ability to never need charge the pen.
- To be designed for comfort, with rubber grip and accessible side buttons.
- Allows the use of the pen's programmable side buttons to allow for shortcuts to software.
- Provides anti-glare film to remove reflections.
- Allows the use to view the cursor to appear where the user would expect with reduced parallax.
- Constructed of durable, scratch resistant materials.
- Equipment should have hand rests.
- Equipment should be supplied with integrated foldable legs to allow user to adjust the position.
- the equipment should have a full HD display to allow work to be viewed in detail.
- Equipment provides 6-months pf Clip Studio Paint EX

**11 Each @ \$\_\_\_\_\_ Each = Total \$\_\_\_\_\_**

**All Pricing must include shipping for delivery to Nicholls State University**

**Bid submitted by: \_\_\_\_\_**  
**(please print or type name)**

**Name of Firm: \_\_\_\_\_**

**Telephone/Fax: \_\_\_\_\_ / \_\_\_\_\_**

**E-Mail: \_\_\_\_\_**

## BID SUBMISSION CHECKLIST

\_\_\_\_\_ Certification statement w/original signature      \_\_\_\_\_ Bid prices provided on the bid sheet(s) provided  
\_\_\_\_\_ Certificate of Insurance\*      \_\_\_\_\_ Illustrative literature for items offered as equivalent

### **BID SUBMISSION DEADLINE:**

Bid submissions for this solicitation are **due on 05/15/2025 at 3:00PM CST** – must be received electronically **at [bids@nicholls.edu](mailto:bids@nicholls.edu)**. There are no exceptions to this deadline.

### **BID OPENING:**

The public bid opening will take place on **04/15/2025 at 3:00PM CST** on Zoom, which is available for viewing by registering at **<https://nicholls-edu.zoom.us/j/89666169208?pwd=XlcahdVeguSJwQbPGAv6R2hMFWMda0.1>**

**ZOOM MEETING ID:** 896 6616 9208      **PASSWORD:** 347230

*Opening of the bid submissions begins at five (5) minutes past the hour.*

For further information about the bid or to view job/delivery site, prospective bidder is to email the Purchasing Staff Members Contact Information provided on page 1

## BID SHEET (continued)

### PAYMENT OF TAXES

*Nicholls State University is exempt from all Louisiana state and local sales and use taxes and will not pay taxes delineated on invoices for items, services, or work under this solicitation or any other project. Nicholls State University is a tax-exempt State Agency. However, that tax-exempt status does not transfer to its contractors, subcontractors, suppliers or vendors for their use in purchasing materials to be procured under this solicitation.*

## ADDENDA ACKNOWLEDGEMENT(S)

### BIDDER ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA (if applicable):

ADDENDUM NO. \_\_\_\_\_ DATED: \_\_\_\_\_

ADDENDUM NO. \_\_\_\_\_ DATED: \_\_\_\_\_

ADDENDUM NO. \_\_\_\_\_ DATED: \_\_\_\_\_

FIRM NAME \_\_\_\_\_

LOUISIANA CONTRACTOR'S LICENSE NUMBER: Not Applicable ``

SIGNED BY (signature) \_\_\_\_\_

SIGNED BY (printed) \_\_\_\_\_

By submitting your bid, you are acknowledging that you understand and agree that your company is capable of supplying the products/services in the timeline you have provided for the price(s) submitted in your bid.

Nicholls State University reserves the right to reject any or all bids submitted.

## CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Invitation to Bid (ITB), including any attachments.

**OFFICIAL CONTACT.** The University requests that the Bidder designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date \_\_\_\_\_ Official Contact Name: \_\_\_\_\_

A. E-mail Address \_\_\_\_\_

B. Telephone Number with area code: (\_\_\_\_) \_\_\_\_\_

C. Facsimile Number with area code: (\_\_\_\_) \_\_\_\_\_

Bidder certifies that the above information is true and grants permission to the University to contact the above-named person or otherwise verify the information provided. By its submission of this Proposal and authorized signature below, Bidder certifies that:

1. The information contained in its response to this ITB is accurate;
2. Bidder complies with each of the mandatory requirements listed in the ITB and will meet or exceed the requirements specified therein;  
Bidder agrees to provide all tasks, services, and deliverables listed in Scope of Services for the total cost stated on Bid Form;
3. Bidder accepts the procedures, evaluation criteria, mandatory contract terms, and all other administrative requirements set forth in this ITB.
4. Bidder confirms that its bid will be considered valid until award is made.
5. In making this bid, each Bidder represents that: They have read and understand the bid documents and the bid is made in accordance herewith, and the bid is based upon the specifications described in the bid documents without exception.
6. Bidder certifies, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at [www.epls.gov](http://www.epls.gov).)
7. **FEDERAL CLAUSES, IF APPLICABLE:** Should Federal Funds be utilized in this procurement transaction, the following clauses apply:  
ANTI-KICKBACK CLAUSE- The contractor hereby agrees to adhere to the mandate dictated by the Copeland "Anti-Kickback" Act which provides that each contractor or subgrantee shall be prohibited from inducing, by any means, any person employed in the completion of work, to give up any part of the compensation to which he is otherwise entitled.  
CLEAN AIR ACT- The contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act which prohibits the use under non-exempt Federal Contracts, Grants or Loans of Facilities included on the EPA list of Violating Facilities.  
ENERGY POLICY AND CONSERVATION ACT- The contractor hereby recognizes the mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).  
CLEAN WATER ACT- The contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 508 of the Clean Water Act which prohibits the use under non-exempt Federal Contracts, Grants or Loans of Facilities included on the EPA list of Violating Facilities.  
ANTI-LOBBYING AND DEBARMENT ACT- The contractor will be expected to comply with Federal Statutes required in the Anti- Lobbying Act and the Debarment Act.

Professional Job Title: \_\_\_\_\_

Official Company Name: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

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

**SIGNATURE of Bidder's Authorized Representative:** \_\_\_\_\_  
(Signature MUST be HAND SIGNED and should be in Blue ink)

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

**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the  
requester. Do not  
send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	<b>2</b> Business name/disregarded entity name, if different from above.	
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>	
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
<b>6</b> City, state, and ZIP code		
<b>7</b> List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
				-					
or									
<b>Employer identification number</b>									
				-					

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	<b>Signature of U.S. person</b>	<b>Date</b>

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they