



Nicholls State University

INVITATION TO BID

SUBMIT BID TO: Nicholls State University
Purchasing Department
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: SB01901 **DATE: 04/10/2025**
TITLE: Copier Management Program

Purchasing Department Contacts:
Terry Dupre (985-448-4031)
terry.dupre@nicholls.edu, OR

BID SCHEDULE: DUE DATE/TIME (email only): 05/06/2025 3:00PM

BID OPENING <https://nicholls-edu.zoom.us/j/87578321185?pwd=8Clarpz2CsgoWbfTkYRBQeibMulaFi.1>

MEETING ID: 875 7832 1185 **PASSWORD: 362707**

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 X No
 PERFORMANCE BOND REQUIRED: _____ YES X NO
 PURCHASE WILL BE EXECUTED WITH: X Purchase Order Only
 _____ Purchase Order and Formal Two Party Contract
 _____ Formal Two Party Contract Only

ADVERTISEMENT

April 10, 2025

PUBLIC NOTICE INVITATION TO BID

Sealed bids will be received electronically by the Purchasing Department, NICHOLLS STATE UNIVERSITY, Thibodaux, La. on, 05/06/2025 at 3:00 P.M. for: **"Bid Number SB01901–Copier Management Program"**

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 .

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).

Evidence of General Liability Insurance, Auto Liability Insurance, and Workers Compensation Insurance shall be required.

An Equal Opportunity Employer.

NICHOLLS STATE UNIVERSITY
THIBODAUX, LOUISIANA

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

TO APPEAR: 04/16/2025

BID DUE: 05/06/2025

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 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:** Unless otherwise specified, 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.
- 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. **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, Martin Luther King Day, Mardi Gras Day, Good Friday, Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving 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 (based on the fiscal year period), unless renewal terms are specified in the solicitation documents. All terms of the solicitation shall be firm for the duration of Contract. NOTE: The initial contract period for some solicitations may be a thirty-six (36) month term depending on the service required. **At no time shall the contract exceed sixty (60) months.**

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: Terry Dupre, Director of Purchasing, 985-448-4031, terry.dupre@nicholls.edu, 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 entrepreneurship 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) *Please not email questions about the bid to this email address.*

bids@nicholls.edu **Please 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-EMAIL 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 US Mail –	Nicholls State University Purchasing Department PO Box 2052 Thibodaux, LA 70310
By Courier Service:	Nicholls State University Purchasing Department 906 East First Street 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

**SPECIFICATIONS
NICHOLLS STATE UNIVERSITY
COPIER MANAGEMENT PROGRAM
PAGE 1 OF 6**

I. SCOPE: The University is requesting sealed bids to enter into a contract with a qualified vendor to supply copy machines to various departments, on the campus of Nicholls State University. The prices quoted shall be all-inclusive. The copy machines installed under this contract shall be a bundled rental, including all parts, hard drives, printer drivers, fax drivers, service, toner, installation, training and expendable supplies except for paper. This bid is solicited in order for the University to obtain office equipment at the most economical price possible.

The University will provide network access, phone system access, and will provide all and install all cabling to allow those features to be used.

The bidder has the option to submit a bid on new, rebuilt, reconditioned, or remanufactured equipment.

The bidder has the option to bid on a cost per copy basis only, or a minimum monthly rental allowance + overages.

All Equipment should have a manufacture date of 2019 or after for rebuilt, reconditioned, or remanufactured equipment.

All machines quoted shall be digital equipment with scan once print many technology and have the capability to be a multi-function machine to allow printing, and scanning. Faxing may also be included. Each copier shall meet the recommended monthly copy volume as required for the level to which it is being specified.

NOTE: Departments will not be required to use the print, scan or fax capabilities, although they are encouraged to do so. Departments will be notified that these options exist on the equipment and that they may choose to activate those options. It will be required that the machine be placed next to an existing network drop to prohibit additional expenses to the University for running a network line.

II. CONTRACT TERMS: The initial contract shall begin July 01, 2025 and end June 30, 2028. At the option of the University and acceptance by the vendor, this contract may be renewed for two (2) additional twelve (12) month periods (July through June) at the same prices and conditions. This contract shall not exceed 60 months.

The University reserves the right to the following:

A) Add or delete copy machines by issuance of a written notice throughout the contract period in the event an additional copier is needed, or machines that are placed are no longer needed. Copiers that are added after the initial installation shall meet the original specifications for that level machine and be invoiced at the same rate of the bid response.

B) To have any copy machine replaced that has continuous service problems and/or has unsatisfactory down time.

SPECIFICATIONS
NICHOLLS STATE UNIVERSITY
COPIER MANAGEMENT PROGRAM
PAGE 2 OF 6

All copiers under this contract should be placed no later than August 01, 2025. Copy machines may be placed prior to that date and may be utilized immediately. Existing machines will remain in place until replacement machines are provided in the event a new contractor is awarded this contract. The vendor shall coordinate installation of equipment with the University Purchasing Department.

III. BID TERMS: It is the intent of the University to award the contract to one vendor who supplies the lowest total bid for all machine categories for copiers and printers. Multiple awards shall not be made. Minimum or maximum number of units or copies are not guaranteed during the contract period. Contractor shall be paid at the cost per copy stated on the bid form on actual usage per month. If minimum copy volumes are bid, then the contractor shall be paid the monthly minimum rate per month plus additional copies made during that month, if any.

IV. SPECIFICATIONS: The specifications of the equipment requested in this invitation to bid with estimated quantities for each segment is listed below. Initially the equipment will be assigned to departments based on the average monthly volume. Annually, actual volumes will be reviewed and if an assigned copier's average volume does not fall within the specified range, at the discretion of the University Purchasing Department, the copier may be switched to the copier for the appropriate level. Quantities are estimated and equipment may be added or removed based on the University's needs.

COPIERS REQUIRED UNDER THIS CONTRACT

<u>Segment</u>	<u>Quantity</u>	<u>Minimum CPM Required</u>
DI	26	45+
DII	12	30+
DIII	13	30+
DIV	23	50+
DV (color)	6	40+
P1	4	40+

EQUIPMENT MINIMUM SPECIFICATIONS

Segment DI: (26) Required Annual Volume all machines 125,219: 40+ PPM, Desktop Laser MFP and Cabinet, 2-250 sheet paper trays, copy-print-scan-fax, document feeder, 50-100 page auto-reverse duplex document feeder, reduction, enlargement, by-pass. Similar to Lexmark Xm1145. Network Capable

Segment DII: (12) Required Annual Volume all machines 48,522: 30+PPM, Digital Laser MFP, letter, legal, 11X17, 2-500 sheet paper trays plus by-pass, multi position stapler, finisher, stand, copy-print-scan, 50-100 page auto-reverse duplex document feeder, offset sorter/stapler finisher. Staples included in price. Similar to Ricoh Mp3351, Network Capable.

**SPECIFICATIONS
NICHOLLS STATE UNIVERSITY
COPIER MANAGEMENT PROGRAM
PAGE 3 OF 6**

Segment DIII: (13) Required Annual Volume all machines 253,835: 30+PPM, Digital Laser MFP, letter, legal, 11X17, 2-500 sheet paper trays plus by-pass, multi position stapler finisher, stand, copy-print-scan, 50-100 page auto-reverse duplex document feeder, offset sorter/stapler finisher. Staples to be included in price. Similar to Ricoh Mp3352, Network Capable.

Segment DIV: (23) Required Annual Volume all machines 1,287,636: 55+PPM, Digital Laser MFP, letter, legal, 11X17, at least 2-paper trays, 100 sheet capacity, multi position stapler finisher, copy-print-scan, 50-100 page auto-reverse duplex document feeder, offset sorter/stapler finisher. Staples included in price. Similar to Ricoh Mp3352, Network Capable .

Segment DV: (6) Required Annual Volume all machines Bk-30, 804 Color 36,019 40+PPM Digital Laser MVP, Color & Black, letter, legal, 11X17, 100 page single pass duplex document feeder, 4-paper trays, 2000 sheet capacity, multi-position offset sort/stapler finisher stapler finisher with hole punch, postscript, copy-print-scan-fax. Staples to be included in price. Similar to Ricoh MpC5502.

Color may only be placed in Category DV. All other categories are black and white output devices only.
Segment PI: (4) Required Estimated Annual Volume all machines 65,980

40+ PPM, Desktop and cabinet, 1-500 sheet paper tray with lock, copy-print, document feeder, full duplex, reduction, enlargement, by-pass. Similar to Lexmark XM3150. Network Capable

PLEASE STATE THE MANUFACTURER AND MODEL NUMBER BIDDER PROPOSES ON THE BID FORM DOCUMENT

V. EQUIPMENT ORDERS, INSTALLATION, TRAINING AND REMOVAL: All installations and removals of copiers shall be authorized by the Nicholls State University Purchasing Department only. Orders to install or remove copiers shall be completed within 30 calendar days. Installations shall include complete user training and conclude with properly functioning equipment. The cost of these services shall be included in the cost per copy or per print. All installation cost shall be included even when stairs, additional equipment, etc. is required. The successful bidder shall receive the department names and room numbers where the copiers and printers are to be placed once bid is awarded.

VI. SERVICE: Included in the bid price is the cost for service determined to be necessary by the University including preventative maintenance, emergency calls, parts, labor and all other charges required to keep the copiers and printers fully operational and maintained in good working order.

Expected response time is six (6) hours. The response time only includes working hours. It is expected that the response time and completion time shall be the same except when parts are not on hand and this shall be documented.

Expected service completion time is eight (8) hours. Service completion is defined as the time from the point the call is placed until the particular problem is resolved.

**SPECIFICATIONS
NICHOLLS STATE UNIVERSITY
COPIER MANAGEMENT PROGRAM
PAGE 4 OF 6**

Re-occurring problems (3 or more times) with a particular machine may result in a detailed review of the problem. Once a solution is determined and implemented, if the problem reoccurs the copier shall be replaced if requested by the University Purchasing Department within 30 days.

IT Services shall be included in the bidders pricing and shall require the contractor to install or if required, reinstall or add all multifunction devices on Nicholls network at no additional cost to the University throughout the bid term.

VII. SUPPLIES AND PARTS: All supplies and parts, except for paper, including replacement parts, i.e. toner, developer, fuser oil, binder tape, drums, blades, organic photo conductors, safety retrofits, rollers, belts, corona wires, copy board glass, sensors, lenses, lubricants, PM kits, software, programming, emergency calls including staples and staple wire if applicable, hard drives, and fax board are to be supplied by the vendor and included in the bid price submitted by the vendor. (NOTE: Not every machine has the capability to scan or fax. Departments are encouraged to utilize the machine as a multi-function device but are not required to do so. Some departments utilize the scan, print, and fax options and bidders should be prepared to provide those options to those department currently utilizing them, and for those departments who may request these functions in the future. High levels of parts and supplies shall be in inventory at all times. The bidder is responsible for the performance and compatibility of the supplies to the equipment. Unopened supplies shall be returned to the bidder at the end of the contract.

Supplies are to be delivered directly to the department using the equipment.

VII. TRAINING: The vendor shall supply training to all departments when machine is installed. All cost for training shall be included in the cost per copy.

VIII. ADMINISTRATIVE REQUIREMENTS:

- a) One monthly invoice detailing the monthly copy count and monthly copy cost for the actual number of copies used for each departmental copier under this contract. Service copies shall be deducted.
- b) Invoice shall be sent to the University Purchasing Department no later than 30 days after receiving the meter readings.
- c) Example of billings shall be provided and approved by the University Purchasing Department.

IX. ATTACHMENTS TO BID: (Should be submitted with bid)

- a) Literature for each model of copier/printer equipment included in the bid that documents features available and that the copier meets specifications in section IV as well as electrical and space requirements, stating the manufacture date for the machines being quoted.
- b) Manufacturer Certificate stating that service and supply dealer is an authorized dealer for the equipment included in the bid.

SPECIFICATIONS
NICHOLLS STATE UNIVERSITY
COPIER MANAGEMENT PROGRAM
PAGE 5 OF 6

X. COPY VOLUME HISTORY: Invoices may be viewed by visiting the University Purchasing Department on the campus of Nicholls State University, Room 104 Elkins Hall.

XI. SITE VISIT: A site visit may be scheduled by contacting Terry Dupre, Director of Purchasing, (985) 448- 4031. terry.dupre@nicholls.edu

XII. INSURANCE REQUIREMENTS: The successful vendor shall provide the University Purchasing Department with a certificate of insurance per the attached "Standardized Insurance Requirements for State of Louisiana Contracts" prior to installation of equipment. The certificate shall name Nicholls State University as an additional insured and grant a waiver of subrogation.

XIII. Bid Form Instructions: Bidder has the opportunity to bid cost per copy only for all equipment segments, OR monthly minimum for all equipment segments plus overages, or a combination of both, cost per copy on some segments and monthly minimum plus overages on the other equipment segments.

XIV. Bid Calculations

Cost per copy. $A \times B = C$ Estimated Total Annual Cost. When bidding on a cost per copy, then insert your price in the cost per copy section A and multiply that cost by the estimated annual volume in section B to calculate the estimated total annual cost of that segment in section C

Bid Calculations - When bidding a monthly minimum, the bidder shall:

- A) Insert the price per copy in section A
- B) Insert the monthly minimum number of copies allowed in section B
- C) Multiply the cost per copy by the monthly minimum amount by to calculate an annual cost per machine
 $C = A \times B$
- D) This section provides the number of the machines in the segment inserted by the University
- E) This section provides the total monthly minimum cost for all machines by multiplying Section C (Minimum cost per machine per month) X Section D (Number of Machines Required. $E = C \times D$
- F) This section provides the total annual minimum cost for all machines by multiplying E (Total Monthly Minimum Cost All Machines) X 12 months $F = E \times 12$

OVERAGES CALCULATIONS – DO NOT COMPLETE THIS SECTION IF THE ANNUAL TOTAL NUMBER OF COPY ALLOWANCE EXCEEDS THE ANNUAL ESTIMATED TOTAL OF COPIES IN SECTION H

G) Calculate the Total Annual Number of Minimum copies allows by multiplying section B X the number of Machines X 12 Months. $F = B \times \# \text{ of machines} \times 12$

H) This section provides the estimated annual of copies for the segment inserted by the University

SPECIFICATIONS
NICHOLLS STATE UNIVERSITY
COPIER MANAGEMENT PROGRAM
PAGE 6 OF 6

I) This section calculates the estimated overages for the segment. To calculate this figure Subtract Section G from Section H. $I = H - G$

J) This section calculates the total estimated annual cost for overages by multiplying Section A (Cost per copy) X I Estimated Annual Overages for Copies Made for this segment. $J = A \times I$

K) This section calculates the total annual estimated cost for the monthly minimums, plus the total estimated overages, to calculate the bid price. This is done by adding Section F (Total Annual Minimum Cost for All Machines) + Section J (Total Estimated Annual Cost for overages) $K=F+J$

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 05/06/2025 at 3:00PM CST** – must be received electronically **at bids@nicholls.edu**. There are no exceptions to this deadline.

BID OPENING:

The public bid opening will take place **on 05/06/2025 at 3:00PM CST** on Zoom, which is available for viewing by registering **<https://nicholls-edu.zoom.us/j/87578321185?pwd=8CJarpz2CsgoWbfTkYRBQeibMulaFi.1>**

ZOOM MEETING ID: 875 7832 1185 **PASSWORD:** 362707

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)

This Page to be included with bid response

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: _____

LOUISIANA STATE FIRE MARSHAL LICENSE NUMBER _____

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
This Page to be submitted with Bid Response

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.)
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: _____

BID FORM SB01901
NICHOLLS STATE UNIVERSITY

COPIER MANAGEMENT PROGRAM

PAGE 1 OF 4

Bid Item 1: SEGMENT DI - 26 required - Estimated Annual Total Copies 125,219

Cost per copy bid				
A - Cost Per Copy Price		B - Estimated Annual Total of Copies		
\$		X	125,219	=
		C - Estimated Total Annual Cost A X B		
\$				

OR Monthly Minimum Bid

Monthly Minimum Calculation OR Monthly Minimum Rental with NO Monthly Minimum Copies Included										Overages Calculation (IF ANY) Based on estimated annual total number of copies for this segment DO NOT COMPLETE THIS SECTION FOR OVERAGES IF SECTION G IS GREATER THAN SECTION H COMPLETE THIS SECTION IF YOU ARE BIDDING A MONTHLY MINIMUM RENTAL WITH NO MINIMUM COPIES PER MONTH AND COST PER COPY				
A		B		C		D		E	F	G	H	I	J	K
Cost Per Copy Price		Number of copies allowed per month (Monthly Minimum Number of Copies allowed) DO NOT COMPLETE IF BIDDING A MONTHLY MINIMUM RENTAL		Minimum Cost per machine per month = A X B OR Minimum Monthly Rental ONLY with NO Monthly Minimum Copies		Number of Machines Required		Total Monthly Minimum Cost All Machines C X D	Total Annual Minimum Cost All Machines = E X 12 Months E X F	Total Annual Number of Monthly Minimum Copies Allowed = B X 2 Machines X 12 Months DO NOT COMPLETE THIS SECTION IF BIDDING BASE RENTAL WITH NO MONTHLY MINIMUM	Estimated Annual Copies to be made for this segment	Estimated Annual Overages for copies made for this Segment = H - G	Total Estimated Annual Cost for Overages = A X I OR TOTAL ESTIMATED ANNUAL COST FOR COPIES IF BIDDING Monthly Minimum Rental with no minimum number of copies A X H	Total Annual Estimated Cost for Monthly Minimums + Total Estimated Cost for Overages = F + J
\$	X		=	\$	X	26	=	\$	X 12 Months =		125,219	=	\$	\$

Bid Item 2: SEGMENT DII - 12 required - Estimated Annual Total Copies 48,522

Cost per copy bid				
A - Cost Per Copy Price		B - Estimated Annual Total of Copies		
\$		X	48,522	=
		C - Estimated Total Annual Cost A X B		
\$				

OR Monthly Minimum Bid

Monthly Minimum Calculation OR Monthly Minimum Rental with NO Monthly Minimum Copies Included										Overages Calculation (IF ANY) Based on estimated annual total number of copies for this segment DO NOT COMPLETE THIS SECTION FOR OVERAGES IF SECTION G IS GREATER THAN SECTION H COMPLETE THIS SECTION IF YOU ARE BIDDING A MONTHLY MINIMUM RENTAL WITH NO MINIMUM COPIES PER MONTH AND COST PER COPY				
A		B		C		D		E	F	G	H	I	J	K
Cost Per Copy Price		Number of copies allowed per month (Monthly Minimum Number of Copies allowed) DO NOT COMPLETE IF BIDDING A MONTHLY MINIMUM RENTAL		Minimum Cost per machine per month = A X B OR Minimum Monthly Rental ONLY with NO Monthly Minimum Copies		Number of Machines Required		Total Monthly Minimum Cost All Machines C X D	Total Annual Minimum Cost All Machines = E X 12 Months E X F	Total Annual Number of Monthly Minimum Copies Allowed = B X 29 Machines X 12 Months DO NOT COMPLETE THIS SECTION IF BIDDING BASE RENTAL WITH NO MONTHLY MINIMUM	Estimated Annual Copies to be made for this segment	Estimated Annual Overages for copies made for this Segment = H - G	Total Estimated Annual Cost for Overages = A X I OR TOTAL ESTIMATED ANNUAL COST FOR COPIES IF BIDDING Monthly Minimum Rental with no minimum number of copies A X H	Total Annual Estimated Cost for Monthly Minimums + Total Estimated Cost for Overages = F + J
	X		=		X	12	=		X 12 Months =		48,522	=		

BID FORM SB01901
NICHOLLS STATE UNIVERSITY

COPIER MANAGEMENT PROGRAM

PAGE 2 OF 4

Bid Item 3: SEGMENT DIII - 13 required - Estimated Annual Total Copies 86,604

Cost per copy bid

A - Cost Per Copy Price		B - Estimated Annual Total of Copies		C - Estimated Total Annual Cost A X B
\$	X	253,835	=	\$

OR Monthly Minimum Bid

Monthly Minimum Calculation OR Monthly Minimum Rental with NO Monthly Minimum Copies Included										Overages Calculation (IF ANY) Based on estimated annual total number of copies for this segment DO NOT COMPLETE THIS SECTION FOR OVERAGES IF SECTION G IS GREATER THAN SECTION H COMPLETE THIS SECTION IF YOU ARE BIDDING A MONTHLY MINIMUM RENTAL WITH NO MINIMUM COPIES PER MONTH AND COST PER COPY							
A		B		C		D		E		F		G	H		I	J	K
Cost Per Copy Price		Number of copies allowed per month (Monthly Minimum Number of Copies allowed) DO NOT COMPLETE IF BIDDING A MONTHLY MINIMUM RENTAL		Minimum Cost per machine per month = A X B OR Minimum Monthly Rental ONLY with NO Monthly Minimum Copies		Number of Machines Required		Total Monthly Minimum Cost All Machines C X D		Total Annual Minimum Cost All Machines = E X 12 Months E X F		Total Annual Number of Monthly Minimum Copies Allowed = B X 12 Machines X 12 Months DO NOT COMPLETE THIS SECTION IF BIDDING BASE RENTAL WITH NO MONTHLY MINIMUM	Estimated Annual Copies to be made for this segment		Estimated Annual Overages for copies made for this Segment = H - G	Total Estimated Annual Cost for Overages = A X I OR TOTAL ESTIMATED ANNUAL COST FOR COPIES IF BIDDING Monthly Minimum Rental with no minimum number of copies A X H	Total Annual Estimated Cost for Monthly Minimums + Total Estimated Cost for Overages = F + J
\$	X		=	\$	X	13	=	\$	X 12 Months =	\$			253,835	=		\$	\$

Bid Item 4: SEGMENT DIV - 23 required - Estimated Annual Total Copies 1,287,636

Cost per copy bid

A - Cost Per Copy Price		B - Estimated Annual Total of Copies		C - Estimated Total Annual Cost A X B
\$	X	1,287,636	=	\$

OR Monthly Minimum Bid

Monthly Minimum Calculation OR Monthly Minimum Rental with NO Monthly Minimum Copies Included										Overages Calculation (IF ANY) Based on estimated annual total number of copies for this segment DO NOT COMPLETE THIS SECTION FOR OVERAGES IF SECTION G IS GREATER THAN SECTION H COMPLETE THIS SECTION IF YOU ARE BIDDING A MONTHLY MINIMUM RENTAL WITH NO MINIMUM COPIES PER MONTH AND COST PER COPY							
A		B		C		D		E		F		G	H		I	J	K
Cost Per Copy Price		Number of copies allowed per month (Monthly Minimum Number of Copies allowed) DO NOT COMPLETE IF BIDDING A MONTHLY MINIMUM RENTAL		Minimum Cost per machine per month = A X B OR Minimum Monthly Rental ONLY with NO Monthly Minimum Copies		Number of Machines Required		Total Monthly Minimum Cost All Machines C X D		Total Annual Minimum Cost All Machines = E X 12 Months E X F		Total Annual Number of Monthly Minimum Copies Allowed = B X 19 Machines X 12 Months DO NOT COMPLETE THIS SECTION IF BIDDING BASE RENTAL WITH NO MONTHLY MINIMUM	Estimated Annual Copies to be made for this segment		Estimated Annual Overages for copies made for this Segment = H - G	Total Estimated Annual Cost for Overages = A X I OR TOTAL ESTIMATED ANNUAL COST FOR COPIES IF BIDDING Monthly Minimum Rental with no minimum number of copies A X H	Total Annual Estimated Cost for Monthly Minimums + Total Estimated Cost for Overages = F + J
\$	X		=	\$	X	23	=	\$	X 12 Months =	\$			1,287,636	=		\$	\$

BID FORM SB01901
NICHOLLS STATE UNIVERSITY

COPIER MANAGEMENT PROGRAM

PAGE 3 OF 4

Bid Item 5: SEGMENT DV - 6 required - Estimated Annual Total Copies Black 30,804 Color 36,019

Cost per copy bid

A - Cost Per Copy Price-BK		B - Estimated Annual Total of Copies		C - Black Estimated Total Annual Cost A X B
\$	X	30,804	=	\$
A - Cost Per Copy Price-Color		B - Estimated Annual Total of Copies		C - Color Estimated Total Annual Cost A X B

Estimated Total Annual Cost = (C- Black Estimated Total Annual Cost) + (C - Color Estimated Total Annual Cost)	\$
--	----

OR Monthly Minimum Bid - Black Copies

Monthly Minimum Calculation OR Monthly Minimum Rental with NO Monthly Minimum Copies Included										Overages Calculation (IF ANY) Based on estimated annual total number of copies for this segment DO NOT COMPLETE THIS SECTION FOR OVERAGES IF SECTION G IS GREATER THAN SECTION H COMPLETE THIS SECTION IF YOU ARE BIDDING A MONTHLY MINIMUM RENTAL WITH NO MINIMUM COPIES PER MONTH AND COST PER COPY							
A		B		C		D		E		F		G	H		I	J	K
Cost Per Copy Price		Number of copies allowed per month (Monthly Minimum Number of Copies allowed) DO NOT COMPLETE IF BIDDING		Minimum Cost per machine per month = A X B OR Minimum Monthly Rental ONLY with NO Monthly Minimum Copies		Number of Machines Required		Total Monthly Minimum Cost All Machines C X D		Total Annual Minimum Cost All Machines = E X 12 Months E X F		Total Annual Number of Monthly Minimum Copies Allowed = B X 3 Machines X 12 Months DO NOT COMPLETE THIS SECTION IF BIDDING BASE RENTAL WITH	Estimated Annual Copies to be made for this segment		Estimated Annual Overages for copies made for this Segment = H - G	Total Estimated Annual Cost for Overages = A X I OR TOTAL ESTIMATED ANNUAL COST FOR COPIES IF BIDDING Monthly Minimum Rental with no minimum number of	Total Annual Estimated Cost for Monthly Minimums + Total Estimated Cost for Overages = F + J
\$	X		=	\$	X	6	=	\$	X 12 Months =	\$			30,804	=		\$	\$

Monthly Minimum
Color Copies

Monthly Minimum Calculation OR Monthly Minimum Rental with NO Monthly Minimum Copies Included										Overages Calculation (IF ANY) Based on estimated annual total number of copies for this segment DO NOT COMPLETE THIS SECTION FOR OVERAGES IF SECTION G IS GREATER THAN SECTION H COMPLETE THIS SECTION IF YOU ARE BIDDING A MONTHLY MINIMUM RENTAL WITH NO MINIMUM COPIES PER MONTH AND COST PER COPY							
A		B		C		D		E		F		G	H		I	J	K
Cost Per Copy Price		Number of copies allowed per month (Monthly Minimum Number of Copies allowed) DO NOT COMPLETE IF BIDDING A MONTHLY MINIMUM RENTAL		Minimum Cost per machine per month = A X B OR Minimum Monthly Rental ONLY with NO Monthly Minimum Copies		Number of Machines Required		Total Monthly Minimum Cost All Machines C X D		Total Annual Minimum Cost All Machines = E X 12 Months E X F		Total Annual Number of Monthly Minimum Copies Allowed = B X 3 Machines X 12 Months DO NOT COMPLETE THIS SECTION IF BIDDING BASE RENTAL WITH NO MONTHLY MINIMUM	Estimated Annual Copies to be made for this segment		Estimated Annual Overages for copies made for this Segment = H - G	Total Estimated Annual Cost for Overages = A X I OR TOTAL ESTIMATED ANNUAL COST FOR COPIES IF BIDDING Monthly Minimum Rental with no minimum number of copies A X H	Total Annual Estimated Cost for Monthly Minimums + Total Estimated Cost for Overages = F + J
\$	X		=	\$	X	6	=	\$	X 12 Months =	\$			36019	=		\$	\$

Estimated Total Annual Cost = (K - Black Estimated Total Annual Cost) + (K- Estimated Total Annual Cost)	\$
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BID FORM SB01901
NICHOLLS STATE UNIVERSITY

COPIER MANAGEMENT PROGRAM

PAGE 4 OF 4

Bid Item 6: SEGMENT PI - 4 required - Estimated Annual Total Copies 65980

Cost per copy bid

A - Cost Per Copy Price		B - Estimated Annual Total of Copies		C - Estimated Total Annual Cost A X B
\$	X	65,980	=	\$

OR Monthly Minimum Bid

Monthly Minimum Calculation OR Monthly Minimum Rental with NO Monthly Minimum Copies Included										Overages Calculation (IF ANY) Based on estimated annual total number of copies for this segment DO NOT COMPLETE THIS SECTION FOR OVERAGES IF SECTION G IS GREATER THAN SECTION H COMPLETE THIS SECTION IF YOU ARE BIDDING A MONTHLY MINIMUM RENTAL WITH NO MINIMUM COPIES PER MONTH AND COST PER COPY							
A		B		C		D		E		F		G	H		I	J	K
Cost Per Copy Price		Number of copies allowed per month (Monthly Minimum Number of Copies allowed) DO NOT COMPLETE IF BIDDING A MONTHLY MINIMUM RENTAL		Minimum Cost per machine per month = A X B OR Minimum Monthly Rental ONLY with NO Monthly Minimum Copies		Number of Machines Required		Total Monthly Minimum Cost All Machines C X D		Total Annual Minimum Cost All Machines = E X 12 Months E X F		Total Annual Number of Monthly Minimum Copies Allowed = B X 4 Machines X 12 Months DO NOT COMPLETE THIS SECTION IF BIDDING BASE RENTAL WITH NO MONTHLY MINIMUM	Estimated Annual Copies to be made for this segment		Estimated Annual Overages for copies made for this Segment = H - G	Total Estimated Annual Cost for Overages = A X I OR TOTAL ESTIMATED ANNUAL COST FOR COPIES IF BIDDING Monthly Minimum Rental with no minimum number of copies A X H	Total Annual Estimated Cost for Monthly Minimums + Total Estimated Cost for Overages = F + J
\$	X		=	\$	X	4	=	\$	X 12 Months =	\$			65,980	=		\$	\$

BID SUBMITTED BY: _____
NAME OF FIRM: _____
TELEPHONE: _____
EMAIL: _____

MANUFACTURER AND MODEL NUMBER OF EQUIPMENT QUOTED AT THE ABOVE STATED PRICES
(Specification sheets should be included with the bid response)

Segment DI	Manufacturer	_____	Model	_____
Segment DII	Manufacturer	_____	Model	_____
Segment DIII	Manufacturer	_____	Model	_____
Segment DIV	Manufacturer	_____	Model	_____
Segment P1	Manufacturer	_____	Model	_____

INSURANCE AND INDEMNIFICATION

Before commencing work, the Other Party shall obtain at its own cost and expense the following insurance placed with insurance companies authorized to do business in the State of Louisiana with A.M. Best ratings of **A-:VI or higher**. The Other Party shall provide evidence of such insurance as required by the Agency. The Certificates of insurance shall confirm that a thirty-day policy cancellation notice has been provided to the Agency for all of the following stated insurance policies. All cancellation notices shall name the Other Party and identify the agreement or contract number.

A. **Workers Compensation**

Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Other Party's headquarters. Employers Liability is included with a minimum limit of \$500,000 per accident/per person/per disease. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included and the Employers Liability limit increased to a minimum of \$1,000,000. If A.M. Best's insurance company rating requirement may be waived for workers compensation coverage only.

B. **Commercial General Liability**

Commercial General Liability insurance, including Personal and Advertising Injury Liability, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general aggregate of \$2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

C. **Automobile Liability**

Automobile Liability Insurance shall have a minimum combined single limit per occurrence of \$500,000.00. The ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for the following automobile coverage classes:

1. Owned automobiles
2. Hired automobiles
3. Non-owned automobiles

Location of operations shall be "All Locations".

Note: If the vendor/contractor does not own an automobile and an automobile is utilized in the execution of the contract, then only hired and non-owned coverage is acceptable. If an automobile is not utilized in the execution of the contract, then automobile coverage is not required.

D. **Professional Liability**

Professional Liability shall have minimum limit of \$1,000,000. Claims-made coverage is acceptable. This coverage may be listed in the "Special Conditions" of the bid/contract.

- E. If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Other Party shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance as required in the contract. Upon failure of the Other Party to furnish, deliver and maintain such insurance as above provided, this contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Other Party to purchase and/or maintain any required insurance shall not relieve the Other Party from any liability or indemnification under the contract.

F. All Certificates of Insurance of the Other Party shall reflect the following:

- 1) The Other Party's insurer will have no right of recovery or subrogation against the Agency. It is the intention of the parties that the Other Party's insurance policies shall protect both parties and shall be the primary coverage for any and all losses that occur under the contract.
- 2) The Agency shall be named as an additional insured as regards negligence by the contractor. The ISO Form CG 20 10 (current form approved for use in Louisiana), or equivalent, is to be used when applicable.
- 3) The insurance companies issuing the policy or policies shall have no recourse against the Agency for payment of any premiums or for assessments under any form of the policy or policies.

- G. The following Indemnification Agreement shall be a provision of the contract:

The Other Party agrees to save and hold harmless, protect, defend, and indemnify the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, employees and volunteers, from and against any and all claims, demands, expenses and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of the Other Party, its agents, servants and employees, or any and all costs, expenses and/or attorney fees incurred by the Other Party as a result of any claim, demands, and/or causes of action, except those claims, demands, and/or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its agents, representatives, employees and volunteers. The Other Party agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands or suits at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claim, demand or suit is groundless, false or fraudulent.

- H. Any deductibles or self-insured retentions must be declared to and accepted by the Agency. Any and all deductibles shall be assumed in their entirety by the Other Party.
- I. All property losses caused by the actions of the Other Party shall be adjusted with and made payable to the Agency.
- J. Neither the acceptance of the completed work nor payment shall release the Other Party from the insurance requirements and indemnification agreement obligations.
- K. Additional insurance may be required on an individual basis for hazardous activities and specific service agreements. If such additional insurance is required for a specific contract, that requirement should be added to the list of required coverages found in the appropriate Exhibit.
- L. If the Other Party does not continue to comply with all of the insurance requirements at any time during the contract or at contract renewal, the Agency has the following options:
1. Payments to the Other Party may be withheld until the requirements have been met;
 2. The Agency may pay any renewal policy premiums and withhold such payments from any monies due the Other Party;
 3. The Agency may suspend, discontinue or terminate the contract.

EXHIBIT D

INSURANCE REQUIREMENTS FOR NEW CONSTRUCTION, ADDITIONS AND LARGE RENOVATIONS

The Contractor shall purchase and maintain without interruption for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors, or anyone employed directly or indirectly by any of them. The duration of the contract shall be from the inception of the contract until the date of final payment.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE

1. Workers Compensation

Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of Louisiana. Employers Liability is included with a minimum limit of \$500,000 per accident/per disease/per employee. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included and the Employers Liability limit increased to a minimum of \$1,000,000. A.M. Best's insurance company rating requirement may be waived for workers compensation coverage only.

2. Commercial General Liability

Commercial General Liability insurance, including Personal and Advertising Injury Liability and Products and Completed Operations Liability, shall have a minimum limit per occurrence based on the project value. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

The aggregate loss limit must apply to each project. ISO form CG 25 03 (current form approved for use in Louisiana), or equivalent, shall also be submitted. The State project number, including part number, and project name shall be included on this endorsement.

COMBINED SINGLE LIMIT (CSL) PER OCCURRENCE

Type of <u>Construction</u>	Projects <u>up to \$1,000,000</u>	Projects over \$1,000,000 up to <u>\$10,000,000</u>	Projects over <u>\$10,000,000</u>
New Buildings:			
Each Occurrence			
Minimum Limit	\$1,000,000	\$2,000,000	\$4,000,000
Per Project Aggregate	\$2,000,000	\$4,000,000	\$8,000,000
Renovations:			
	The building(s) value for the Project is \$_____.		
Each Occurrence			
Minimum Limit	\$1,000,000**	\$2,000,000**	\$4,000,000**
Per Project Aggregate	2 times per occur limit**	2 times per occur limit**	2 times per occur limit**

** While the minimum Combined Single Limit of \$1,000,000 is required for any renovation, the limit is calculated by taking 10% of the building value and rounding it to the nearest \$1,000,000 to get the insurance limit. Example: Renovation on a \$33,000,000 building would have a calculated \$3,000,000 combined single limit of coverage (33,000,000 times .10 = 3,300,000 and then rounding down to \$3,000,000). If the calculated limit is less than the minimum limit listed in the above chart, then the amount needed is the minimum listed in the chart. Maximum per occurrence limit required is \$10,000,000 regardless of building value. The per project aggregate limit is then calculated as twice the per occurrence limit.

3. Automobile Liability

Automobile Liability Insurance shall have a minimum combined single limit per occurrence of \$500,000.00. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned automobiles.

4. Excess Umbrella

Excess Umbrella insurance may be used to meet the minimum requirements for General Liability and Automobile Liability only.

5. **Builder's Risk (Not applicable for this project)**

Builder's Risk Insurance shall be in an amount equal to the greater of the fully-completed project value or the amount of the construction contract including any amendments and shall be upon the entire work included in the contract. The policy shall provide coverage equivalent to the ISO form number CP 10 20, Broad Form Causes of Loss (extended, if necessary, to include the perils of wind, earthquake, collapse, vandalism/malicious mischief, and theft, including theft of materials whether or not attached to any structure). The policy must include architects' and engineers' fees necessary to provide plans, specifications and supervision of work for the repair and/or replacement of property damage caused by a covered peril, not to exceed 10% of the cost of the repair and/or replacement.

Flood coverage shall be provided by the Contractor on the first floor and below for projects North of the Interstate Corridor beginning at the Texas - Louisiana border at Interstate 10 East to the Baton Rouge junction of Interstate 12, East to Slidell junction with Interstate 10 to the Louisiana - Mississippi border. If flood is included in the builder's risk insurance policy, then the sub-limit shall not be less than ten percent (10%) of the total contract cost per occurrence. If flood is purchased as a separate policy, the limit shall be ten percent (10%) of the total contract cost per occurrence (with a max of \$500,000 if NFIP). Coverage for roofing projects shall **not** require flood coverage.

On projects South of this corridor, flood coverage shall be provided by the State of Louisiana as the owner. The Contractor will be liable for the \$5,000 policy deductible from the Notice to Proceed date through the date of final payment of the project in the event of a flood loss.

A Specialty Contractor may provide an installation floater in lieu of a Builders Risk policy, with the similar coverage as the Builder's Risk policy, upon the system to be installed in an amount equal to the greater of the fully-completed project value or the amount of the contract including any amendments. Flood coverage is not required.

The policy must include coverage for the Owner, Contractor and any subcontractors as their interests may appear.

6. **Pollution Liability (required when asbestos or other hazardous material abatement is included in the contract)**

Pollution Liability insurance, including gradual release as well as sudden and accidental, shall have a minimum limit of not less than \$1,000,000 per claim. A claims-made form will be acceptable. A policy period inception date of no later than the first day of anticipated work under this contract and an expiration date of no earlier than 30 days after anticipated completion of all work under the contract shall be provided. There shall be an extended reporting period of at least 24 months, with full reinstatement of limits, from the expiration date of the policy. The policy shall not be cancelled for any reason, except non-payment of premium.

B. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and accepted by the Agency. The Contractor shall be responsible for all deductibles and self-insured retentions.

C. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. Workers Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the Agency, its officers, agents, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

2. General Liability Coverage

- a. The Agency, its officers, agents, employees and volunteers are to be added as additional insureds as respects liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor, premises owned, occupied or used by the Contractor. ISO Form CG 20 10 (current form approved for use in Louisiana), or equivalent, is to be used.
- b. The Contractor's insurance shall be primary as respects the Agency, its officers, agents, employees and volunteers. The coverage shall contain no special limitations on the scope of protection afforded to the Agency, its officers, officials, employees or volunteers. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.
- c. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the policy limits.

3. Builder's Risk – Required if Project Cost is \$50,000 or more.

The policy must include an endorsement providing the following:

In the event of a disagreement regarding a loss covered by this policy which may also be covered by a State of Louisiana self-insurance or commercial property policy through the Office of Risk Management (ORM), Contractor and its insurer agree to follow the following procedure to establish coverage and/or the amount of loss:

Any party to a loss may make written demand for an appraisal of the matter in disagreement. Within 20 days of receipt of written demand, the Contractor's insurer and either ORM or its commercial insurance company shall each select a competent and impartial appraiser and notify the other of the appraiser selected. The two appraisers will select a competent and impartial umpire. The appraisers will then identify the policy or policies under which the loss is insured and, if necessary, state separately the value of the property and the amount of the loss that must be borne by each policy. If the two appraisers fail to agree, they shall submit their differences to the umpire. A written decision by any two shall determine the policy or policies and the amount of the loss. Each insurance company agree that the decision of the appraisers and the umpire if involved will be binding and final and that neither party will resort to litigation. Each of the two parties shall pay its chosen appraiser and bear the cost of the umpire equally.

4. All Coverages

- a. Coverage shall not be canceled, suspended, or voided by either party (the Contractor or the insurer) or reduced in coverage or in limits except after 30 days written notice has been given to the Agency. Ten-day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Contractor's policy.
- b. Neither the acceptance of the completed work nor the payment thereof shall release the Contractor from the obligations of the insurance requirements or indemnification agreement.
- c. The insurance companies issuing the policies shall have no recourse against the Agency for payment of premiums or for assessments under any form of the policies.
- d. Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.

D. ACCEPTABILITY OF INSURERS

All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located. Insurance shall be placed with insurers with a A.M. Best's rating of **A-:VI or higher**. This rating requirement may be waived for workers compensation coverage only.

If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Contractor shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance as required in the contract.

E. VERIFICATION OF COVERAGE

Contractor shall furnish the Agency with Certificates of Insurance reflecting proof of required coverage. The Certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates are to be received and approved by the Agency before work commences and upon any contract renewal thereafter. The Certificate Holder must be listed as follows:

State of Louisiana
Name of Agency
Agency Address
City, State Zip
Attn: Project # _____

In addition to the Certificates, Contractor shall submit the declarations page and the cancellation provision endorsement for each insurance policy. The Agency reserves the right to request complete certified copies of all required insurance policies at any time.

Upon failure of the Contractor to furnish, deliver and maintain such insurance as above provided, this contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Contractor to purchase and/or maintain any required insurance shall not relieve the Contractor from any liability or indemnification under the contract.

If the Contractor does not meet the insurance requirements at policy renewal, at the option of the Agency, payment to the Contractor may be withheld until the requirements have been met, OR the Agency may pay the renewal premium and withhold such payment from any monies due the Contractor, OR the contract may be suspended or terminated for cause.

F. SUBCONTRACTORS

Contractor shall include all subcontractors as insureds under its policies OR shall be responsible for verifying and maintaining the Certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. The Agency reserves the right to request copies of subcontractor's Certificates at any time.

If Contractor does not verify subcontractors' insurance as described above, Agency has the right to withhold payments to the Contractor until the requirements have been met.

G. WORKERS COMPENSATION INDEMNITY

In the event Contractor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that Contractor, its owners, agents and employees will have no cause of action against, and will not assert a claim against, the State of Louisiana, its departments, agencies, agents and employees as an employer, whether pursuant to the Louisiana Workers Compensation Act or otherwise, under any circumstance. The parties also hereby agree that the State of Louisiana, its departments, agencies, agents and employees shall in no circumstance be, or considered as, the employer or statutory employer of Contractor, its owners, agents and employees. The parties further agree that Contractor is a wholly independent Contractor and is exclusively responsible for its employees, owners, and agents. Contractor hereby agrees to protect, defend, indemnify and hold the State of Louisiana, its departments, agencies, agents and employees harmless from any such assertion or claim that may arise from the performance of this contract.

H. INDEMNIFICATION/HOLD HARMLESS AGREEMENT

Contractor agrees to protect, defend, indemnify, save, and hold harmless, the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants, employees, and volunteers, from and against any and all claims, damages, expenses, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of, any act or omission of Contractor, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by Contractor as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its officers, agents, servants, employees and volunteers.

Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent.

EXHIBIT E
INDEMNIFICATION AGREEMENT

The _____{Contractor/Lessee} agrees to protect, defend, indemnify, save, and hold harmless, Nicholls State University, the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants, employees, and volunteers, from and against any and all claims, damages, expenses, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of, any act or omission of _____{Contractor/Lessee}, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by _____{Contractor/Lessee} as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of Nicholls State University, the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its officers, agents, servants, employees and volunteers.

_____ {Contractor/Lessee} agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent.

Accepted by _____

Company Name

Signature

Title

Date Accepted _____

Is Certificate of Insurance Attached? _____ Yes _____ No

Contract No. _____ for

Nicholls State University
State Agency Name

PURPOSE OF CONTRACT: _____
