

#### **Purchasing Office**

P. O. Box 2052 – Thibodaux, LA 70310 985.448.4038 – Fax: 985.448.4921

# ADDENDUM NO 2 FOR BID SB01901 – COPIER MANAGEMENT PROGRAM NICHOLLS STATE UNIVERSITY THIBODAUX, LOUISIANA 04/15/2025

PAGE 1 OF 1

Bid Responses are Due at 3:00 PM on 05/06/2025

This addendum is hereby made a part of the Bidding Documents to the extent as though it was originally included therein.

This addendum, should be acknowledged on the Bid Submission Checklist Page

#### Purpose of Addendum:

- 1. Addendum #1 referenced the incorrect bid Number it should have referenced SB01901 instead of Bid No. SB01902 Bid title was correct
- 2. Provide revised specification page Page 3 of 6 of Specification Page 15 of 31 of the bid document. Changes and corrections were made to Segment P1. Please discard original referenced document and replace with the document provided with this addendum.
- 3. Provide revised bid form:

The bid form has been revised to make corrections. The revised bid form is provided with this addendum. A fillable copy (excel) is uploaded to the Nicholls State University Purchasing Department Web Page under Bid Documents. https://www.nicholls.edu/purchasing/

Please discard original bid form and replace with the bid form provided with this addendum.

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

## 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, copyprint-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, copy-print, document feeder, full duplex, reduction, enlargement, by-pass. Similar to Lexmark XM1145 or XM5155. 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.

### BID FORM NICHOLLS STATE UNIVERSITY

COPIER MANAGEMENT PROGRAM
PAGE 1 OF 4

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#### BID FORM NICHOLLS STATE UNIVERSITY

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#### BID FORM

## NICHOLLS STATE UNIVERSITY COPIER MANAGEMENT PROGRAM

PAGE 3 OF 4

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#### BID FORM

#### NICHOLLS STATE UNIVERSITY COPIER MANAGEMENT PROGRAM PAGE 4 OF 4

Bid Item 6:	SEGMENT PI - 4 require	d - E	stimated Annual Total	Copie	es 65,980										
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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	X 12 Months	Total Annual Minimum Cost All Machines = E X 12 Months = 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 65,980	-	Overages for copies	with no minimum number of	Total Annual Estimated Cost for Monthly Minimums + Total Estimated Cost for Overages = F + J
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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	toa	Model	