**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

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, 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 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		C - Estimated Total Annual Cost A X B
	X	125,219	=	

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 = F	Total Annual Number of Monthly Minimum Copies Allowed = B X 26 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 10,000 =		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		C - Estimated Total Annual Cost A X B
	X	48,522	=	

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 = 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 12 =		X 12 Months =			48,522	=		

Bid Item 3:   **SEGMENT DIII - 13 required - Estimated Annual Total Copies 253,835**

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

						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				
		Monthly Minimum Calculation OR Monthly Minimum Rental with NO Monthly Minimum Copies Included								
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 = F	Total Annual Number of Monthly Minimum Copies Allowed = B X 13 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

						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				
		Monthly Minimum Calculation OR Monthly Minimum Rental with NO Monthly Minimum Copies Included								
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 = F	Total Annual Number of Monthly Minimum Copies Allowed = B X 23 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 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	
	X	36,019	=		

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 = F	Total Annual Number of Monthly Minimum Copies Allowed = B X 6 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 = F	Total Annual Number of Monthly Minimum Copies Allowed = B X 6 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 =		36,019	=		

Estimated Total Annual Cost = (K - Black Estimated Total Annual Cost) + (K- Estimated Total Annual Cost)

Bid Item 6:   SEGMENT PI - 4 required - Estimated Annual Total Copies 65,980

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	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	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 =		=			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	toa	Model	-