



Nicholls State University

Purchasing Office

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**ADDENDUM NO 4
FOR
BID SB01901 – COPIER MANAGEMENT PROGRAM
NICHOLLS STATE UNIVERSITY
THIBODAUX, LOUISIANA
04/25/2025**

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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: Answer Questions Received

1. Will electronic signatures generated via Adobe Sign be acceptable, provided that the signed documents include the Final Audit Report Certificate as verification?

Answer: No Per the instructions on the Bid Submission Check List - page 19 of 31 and the Certification statement – page 20 of 21. The forms must be hand signed and should be in blue ink.

2. May offerors provide their contracts/agreement, or will there be an opportunity to negotiate the contract upon award?

Answer- No Per the bid document Standard Terms and Conditions, page 5 of 31, and continued on page 6 of 31, items 11 and 12 provide the following:

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.

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3. Under segment P1, the bid states "Desktop and Cabinet". How many are desktop? How many need cabinet?

Answer: Two (2) machines in segment P1 have cabinets. Two (2) machines in segment P1 are desktop.

4. The same question applies to Segment D1. How many cabinets and how many desktops?

Answer: Twenty-Five (25) machines in segment DI have cabinets. One (1) machine in segment DI does not have a cabinet and is desktop.

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