



Nicholls State University

Purchasing Office

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**ADDENDUM NO 6
FOR
BID SB01901 – COPIER MANAGEMENT PROGRAM
NICHOLLS STATE UNIVERSITY
THIBODAUX, LOUISIANA
05/07/2025**

PAGE 1 OF 1

Bid Responses are Due at 3:00 PM on 05/13/2025

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. Provide revised bid tab- correcting rounding in cells for on-line form and adding Segment V to the equipment information section.

The electronic form is available under the Bid Documents Section at
<https://www.nicholls.edu/purchasing/>

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

BID FORM
NICHOLLS STATE UNIVERSITY

COPIER MANAGEMENT PROGRAM

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

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 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
			26				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

OR Monthly Minimum Bid										
Monthly Minimum Calculation OR Monthly Minimum Rental with NO Monthly Minimum Copies Included										
A	B	C	D	E	F	G	H	I	J	K
	Number of copies allowed per month (Monthly Minimum Number of Copies DO NOT 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
Cost Per Copy Price	X	=	12		X 12 Months =		48,522	=		

BID FORM
NICHOLLS STATE UNIVERSITY

COPIER MANAGEMENT PROGRAM

Bid Item 3:

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

OR Monthly Minimum Bid										
Monthly Minimum Calculation OR Monthly Minimum Rental with NO Monthly Minimum Copies Included										
A	B	C	D	E	F	G	H	I	J	K
	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
Cost Per Copy Price			13	=	X 12 Months =		253,835	=		

Bid Item 4:	SFGMENT 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

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
	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 = $A \times B$ OR Minimum Monthly Rental ONLY with NO Monthly Minimum Copies	Number of Machines Required	Total Monthly Minimum Cost All Machines $C \times D$	Total Annual Minimum Cost All Machines = $E \times 12$ Months	Total Annual Number of Monthly Minimum Copies Allowed = $B \times 23$ Machines 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 = $A \times I$ OR TOTAL ESTIMATED ANNUAL COST FOR COPIES IF BIDDING Monthly Minimum Rental with no minimum number of copies $A \times H$	Total Annual Estimated Cost for Monthly Minimums + Total Estimated Cost for Overages = $F + J$
Cost Per Copy Price										
	X	=	X	=	X 12 Months =		1,287,636	=		

BID FORM
NICHOLLS STATE UNIVERSITY
COPIER MANAGEMENT PROGRAM
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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									
A	B	C	D	E	F	G	H	I	J
	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
Cost Per Copy Price	X	=	6	=	X 12 Months =		30,804	=	
									K

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

Total Annual Estimated Cost for Monthly Minimums + Total Estimated Cost for Overages = F + J

Monthly Minimum Color Copies

Monthly Minimum Calculation OR Monthly Minimum Rental with NO Monthly Minimum Copies Included									
A	B	C	D	E	F	G	H	I	J
	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
Cost Per Copy Price	X	=	6	=	X 12 Months =		36,019	=	
									K

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

Total Annual Estimated Cost for Monthly Minimums + Total Estimated Cost for Overages = F + J

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

BID FORM
NICHOLLS STATE UNIVERSITY
COPIER MANAGEMENT PROGRAM
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Bid Item 6: SEGMENT P1 - 4 required - Estimated Annual Total Copies 65,980

Cost per copy bid

A - Cost Per Copy Price	X	B - Estimated Annual Total of Copies	65,980	C - Estimated Total Annual Cost A X B	=
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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										
A	B	C	D	E	F	G	H	I	J	K
	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	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
Cost Per Copy Price	X	=	X	=	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
Segment DII Manufacturer
Segment DIII Manufacturer
Segment DIV Manufacturer
Segment DV Manufacturer
Segment P1 Manufacturer

Model
Model
Model
Model
Model
Model