



Nicholls State University

**Purchasing Office**

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

**ADDENDUM NO 1**

**FOR**

**BID SB01907 – Kitchen Fire Hood Suppression Inspection and Maintenance Contract  
NICHOLLS STATE UNIVERSITY  
THIBODAUX, LOUISIANA  
05/21/2025**

**PAGE 1 OF 1**

**Bid Responses are Due at 3:00 PM on 06/10/2025**

**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 page 1 of 24 – Incorrect date corrected.
2. Provide revised page 13 of 24 - Incorrect date corrected
3. Provide revised Advertisement page 3 of 24 – incorrect date corrected

Please discard original pages received and replace with the pages attached to this addendum.

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



Nicholls State University  
**INVITATION TO BID**

**SUBMIT BID TO: Nicholls State University**  
**Purchasing Department**  
[bids@nicholls.edu](mailto:bids@nicholls.edu)

To maintain the integrity of the bid process,  
please **do not cc** any other University email  
address when submitting your bid.

**Purchasing Department Contacts:**

**Terry Dupre (985-448-4031)**

[terry.dupre@nicholls.edu](mailto:terry.dupre@nicholls.edu), OR

**Bid Number: SB01907** **DATE: 05/20/2025**  
**TITLE: KITCHEN FIRE HOOD SUPPRESSION SYSTEM INSPECTION**  
**AND MAINTENANCE CONTRACT**

**BID SCHEDULE:**

**1. DUE DATE/TIME** (email only): **06/10/2025 3:00PM**

**2. BID OPENING** <https://nicholls-edu.zoom.us/j/89409800948?pwd=kmXpdcJZLZVyN43VM1NWMVrwjSINXo.1>

**MEETING ID:** **894 0980 0948**

**PASSWORD:** **943382**

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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.
  - (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.A copy of the annual report, partnership record, corporate resolution, or other supporting documentation should be submitted with the bid response. A copy of the applicable document must be submitted to the Nicholls State University Purchasing Department prior to contract award.
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.

**BID SUBMISSION CHECKLIST**

\_\_\_\_\_ Certification statement w/original signature  
\_\_\_\_\_ Certificate of Insurance\*

\_\_\_\_\_ Bid prices provided on the bid sheet(s) provided  
\_\_\_\_\_ Illustrative literature for items offered as equivalent

**BID SUBMISSION DEADLINE: SB01907 – Kitchen Hood Suppression System Inspection and Maintenance Contract.**

Bid submissions for this solicitation are **due on 06/10/2025 at 3:00PM CST** – must be received electronically at [bids@nicholls.edu](mailto:bids@nicholls.edu). There are no exceptions to this deadline.

**BID OPENING:**

The public bid opening will take place **on 06/10/2025 at 3:00PM CST** on Zoom, which is available for viewing by registering <https://nicholls-edu.zoom.us/j/89409800948?pwd=kmXpdcJZLZVyN43VM1NWMVrwjSINXo.1>

**ZOOM MEETING ID:** 894 0980 0948 **PASSWORD:** 943382

*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)**

**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: \_\_\_\_\_ ADDENDUM NO. \_\_\_\_\_ DATED: \_\_\_\_\_

FIRM NAME \_\_\_\_\_

LOUISIANA CONTRACTOR'S LICENSE NUMBER: \_\_\_\_\_

FIRE MARSHAL LICENSE No.: \_\_\_\_\_

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.

## PUBLIC NOTICE INVITATION TO BID

Sealed bids will be received electronically by the Purchasing Department, NICHOLLS STATE UNIVERSITY, Thibodaux, La. on, **06/10/2025 at 3:00 P.M. for: "Bid Number SBO1907– KITCHEN FIRE HOOD SUPPRESSION SYSTEM INSPECTION AND MAINTENANCE CONTRACT**

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](mailto:terry.dupre@nicholls.edu).

Bids must be returned to the Purchasing Office at [bids@nicholls.edu](mailto: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: 05/27/2025**  
**BID DUE:06/10/2025**