

**NORTHWESTERN STATE UNIVERSITY**

Purchasing Office  
St. Denis Hall  
Natchitoches, Louisiana 71497  
Email: [purchasing@nsula.edu](mailto:purchasing@nsula.edu)  
(318) 357-4496



**ISSUE DATE:** \_\_\_\_\_  
**NSU RFQ NO:** **RQ26-0001**

# REQUEST FOR QUOTATION

**REQUEST FOR QUOTATION:** This Quotation, subject to the conditions herein stated and attached hereto, will be received at this office until:

**Tuesday, July 28, 2026, 2:00PM (CST)**

And then opened for furnishing the items and/or services as described for Northwestern State University.

**VENDORS MAY RETURN REQUEST FOR QUOTATION BY EMAIL.**

**DESCRIPTION**

**Hay Cutting and Baling Services  
Northwestern State University**

**INSTRUCTIONS:**

1. Your Request for Quotation should be made on this form and returned by mail, email, or in person.
2. The University cannot accept quotations or addenda by phone.
3. Any quotation received after deadline will be considered non-responsive.
4. All prices are to be quoted complete and FOB Natchitoches (freight prepaid)
5. All prices must be firm.
6. DO NOT include Federal Excise Tax.
7. Unless otherwise specified, all quotes shall be binding for 30 calendar days from date of RFQ opening

**QUOTING VENDORS, PLEASE FILL IN ALL BLANK SPACES AND SIGN BELOW**

Terms will be \_\_\_\_\_ and shipment will be received within \_\_\_\_\_ days after receipt of order.  
Delivery may be a consideration in the award.

\_\_\_\_\_  
VENDOR NAME

\_\_\_\_\_  
SIGNATURE AUTHORITY (Re: L.R.S. 39:1594(Act 121))

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
FEDERAL TAX IDENTIFICATION NUMBER (FIN)

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ACCEPTANCE by NORTHWESTERN STATE UNIVERSITY

Date \_\_\_\_\_

Recommendation: \_\_\_\_\_

Approved: \_\_\_\_\_  
Ashlee Grayson, Director of Purchasing

## INSTRUCTIONS TO QUOTING VENDOR

**1. RFQ Forms:** All written quotes, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed. Quotes submitted in the following manner will not be accepted:

1. Quote contains no signature indicating intent to be bound;
2. Quote filled out in pencil; and
3. Quote not submitted on NSU's standard forms.

Quote must be received at the address specified in the Request for Quotation prior to the RFQ opening time in order to be considered. Any quote received after the opening time will not be considered. Telegraphic and fax alterations to quotes received before the RFQ opening time **will be** considered provided formal quotation and written alteration have been received and time-stamped before RFQ opening time.

**2. Quote Submission:** Firms/individuals who are interested in providing services requested under this Request for Quote must submit quotation containing the information specified in this solicitation. The quotation must be received by the Purchasing Office on or before (**2:00 P.M.**) Central Daylight Time on the date specified. Quoters mailing their submittals shall allow sufficient mail delivery time to ensure receipt of their submittal by the time specified. The submitted quote must be delivered at the Quoter's expense to:

Attn: Ashlee Grayson  
 Director of Purchasing  
 Business Affairs/St. Denis Hall  
 200 Sam Sibley Drive  
 Northwestern State University  
 Natchitoches, LA 71497

**3. Prices:** The quoter must state the prices (written in ink, in figures) for which he proposes to furnish each item and shall show the total extended amount for each based on the quantities shown. In case, however, of conflict between the unit price and the extended amount, the unit price shall govern. Unit prices should be inclusive of any freight charges.

**4. Standard of Quality:** Any product or service shall conform to all applicable Federal and State laws and regulations and the specifications contained in the RFQ. Unless otherwise specified in the RFQ, any manufacturer's name, trade name, brand, name, or catalog number used in the specifications is for the purpose of describing the quality level and characteristic required. Quoter must specify the brand and model number of the product offered in his quote. Quotes not specifying brand and model number shall be considered as offering the exact products specified in the RFQ.

**5. RFQ Opening:** Quoters may attend the RFQ opening, but no information or opinions concerning the ultimate contract award will be given at the RFQ opening or during the evaluation process. Quotes may be examined 72 hours after request is made. Information pertaining to completed files may be secured by visiting Northwestern State University Purchasing during normal working hours. Written tabulations will not be furnished.

**6. Award:** Award will be made to the lowest responsible quoting vendor, taking into consideration the quality of the services to be supplied, their conformity with specifications, the purposes for which they are required, and the time for delivery. Northwestern State University Purchasing reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all quotes and waive any informalities. Only the issuance of a Purchase Order constitutes acceptance on the part of the University.

Initials: \_\_\_\_\_

**7. Reject:** The University reserves the right to reject any and all quotes, and to waive any informalities. The right is reserved to award contracts separately, grouped, or an all-or-none basis. Missing quote information, including Signature Authority and Performance Bond information, and/or exceptions to terms and conditions may cause the quote to be rejected. All rejected goods will be at seller's risk and expense, subject to seller's prompt advice as to disposition.

**8. U.S. Taxpayer Identification Number:** Enter your taxpayer identification number in the appropriate space on the Specifications and RFQ Form Page. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. PAYMENT CANNOT BE PROCESSED WITHOUT YOUR TAX I.D. NUMBER.

**9. Taxes:** The State is exempt from sales/use tax. Vendor is responsible for including all applicable taxes in the quote price.

**10. Contract Renewals:** Upon Agreement of Northwestern State University Purchasing and the contractor, an open-ended requirements contract may be extended for 2 additional 12-month periods at the same prices, terms and conditions. In such cases, the total contract term cannot exceed 36 months.

**11. Contract Cancellation:** Northwestern State University reserves the right to cancel this contract with thirty (30) days written notice.

**12. Termination:** Either party may terminate this Agreement upon ten (10) days written notice, without further liability to any other party, in the event Force Majeure causes the continued performance under this Agreement to be impossible or impracticable.

**13. Force Majeure:** Neither party shall be responsible for any failure to perform or delay in performing any of its obligations under this Agreement to the extent that such failure or delay, results from causes beyond the control of the party. Such causes shall include but not be limited to, Acts of God, acts of the government in its sovereign or contractual capacity, fires, floods, earthquakes, epidemics, pandemic quarantine restrictions, freight embargoes, riots, strikes, civil or military authority, acts of public enemy or war.

**14. Default of Contractor:** Failure to deliver within the time specified in the RFQ will constitute a default and may cause cancellation of the contract. Where the Northwestern State University Purchasing has determined the contractor to be in default, NSU Purchasing reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent quote from the defaulting contractor will be considered.

**15. Indemnity:** Contractor agrees, upon receipt of written notice of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the state, its officers, its agents and its employees from and against all claims and actions for bodily injury, death or property damages caused by the fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees. However, the contractor shall have no obligation as set forth above with respect to any claim of action from bodily injury, death or property damages arising out of the fault of the state, its officers, its agents or its employees.

**16. Davis Bacon Act:** The Davis-Bacon Act, United States Code, Title 40, Chapter 3, Section 276(a) requires all laborers and mechanics employed by contractors and subcontractors who work on construction projects financed by federal assistance to be paid wages not less than those established by the Secretary of Labor for the locality of the project when required by federal grant program legislation.

**17. Order of Priority:** In the event there is a conflict between the Instructions to Quoting Vendors or General Conditions and the Special Conditions, the Special Conditions shall govern.

**18. Applicable Law:** All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

Initials: \_\_\_\_\_

**19. Discrimination and EEOC COMPLIANCE:** The contractor agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1972, and contractor agrees to abide by the requirements of the Americans With Disabilities Act of 1990: Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, disabilities, or in accordance with KBB 2004-54 because of an individual's sexual orientation. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

**20. Scope of Contract:** Furthermore, submittal of any terms and conditions contrary to those of the State of Louisiana may cause your quote to be rejected. By signing this form terms and conditions which may be included in your quote are nullified, and contractor agrees that this contract shall be construed in accordance with and governed by the laws of the State of Louisiana.

\_\_\_\_\_  
(Members of firm or person authorized to sign quotes for corporation)

**QUOTING VENDOR MUST SIGN IN INK**

Initials: \_\_\_\_\_

**I M P O R T A N T**

**Signature Authority: In Accordance with L.R.S.39:1594 (Act 121), the person signing the quote 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 quote 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; or
- (2) an authorized representative of the corporation, partnership, or other legal entity and the quoting vendor 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 quotes for public contracts.

**By signing the RFQ, the quoting vendor certified compliance with the above.**

***WE ARE AN EQUAL OPPORTUNITY UNIVERSITY***

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# SPECIFICATION AND QUOTE FORM

## Hay Cutting and Baling Service

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**Purpose:** The purpose of this solicitation is to obtain a qualified contractor to cut, rake, bale, and remove hay from university property under a structured agreement that provides value to the University.

**Term of Contract:** This initial contract will begin on July 1, 2026, and end on June 30, 2027. At the option of Northwestern State University and the acceptance by the Contractor, this contract may be extended for two (2) additional twelve (12) month periods at the same terms, prices, and conditions. Contract not to exceed thirty-six (36) months.

**Scope of Services:** The Contractor shall provide all labor, equipment, fuel, and materials necessary to:

- Cut and rake hay in designated pasture areas
- Bale hay (round or square bales—must be specified in proposal)
- Remove hay from site within an agreed timeframe after baling
- Coordinate all activities with NSU Facilities & Plant Operations

**Cutting Schedule:**

- Minimum of two (2) cuttings per year
- Up to multiple cuttings per year depending on weather and growth conditions
- All cutting schedules must be coordinated and approved by NSU Facilities

**Measurement and Verification:**

- All hay production shall be verified by NSU Facilities & Plant Operations staff
- Bale counts will be documented and certified by NSU
- Certified counts will be used for determining revenue share and/or payments owed to NSU

**Site Conditions & Access:**

- Contractor must coordinate all site access with NSU Facilities
- Contractor is responsible for avoiding damage to:
  - Utilities
  - Fencing
  - Drainage structures
- Any damage caused by Contractor shall be repaired at Contractor's expense

**Exclusions:**

- Areas not suitable for hay production will be maintained by NSU grounds staff
- NSU reserves the right to exclude areas from cutting operations at any time

Initials: \_\_\_\_\_

1. It should be understood that the name of the University will not be used in any way in advertising this type of service or to assist the vendor in sales of this type of service to other organizations. The University will not endorse the successful vendor's service in any way.
2. The University reserves the right to request a financial statement be furnished to help determine vendor's ability to carry out this service.
3. The University reserves the right to reject any and all quotes for convenience or any other reason.
4. Failure to cut the field within 15 days' notice can result in nullification of the contract.
5. The University must receive a percentage of gross revenue from the hay cutting and baling services.

**Revenue Model**

- Contractor retains 75% and NSU retains the remaining 25% of hay produced per cutting
- Contractor shall pay NSU \$\_\_\_\_\_ per bale the Contractor retains
- Size and Type of Bale \_\_\_\_\_ (Ex. 4x6ft Round)

Initials:\_\_\_\_\_

## Hay Baling



DISCLAIMER: Every reasonable effort has been made to assure the accuracy of the data presented. The Assessor of Natchitoches Parish makes no warranties, express or implied, regarding the completeness, reliability or suitability of the site data and assumes no liability associated with the use or misuse of said data. The Assessor retains the right to make changes and update data on this site at anytime, without notification. The parcel data on the base map is used to locate, identify and inventory parcels of land in Natchitoches Parish for assessment purposes only and is not to be used or interpreted as a legal survey or legal document. Additional data layers not originating in the Assessors Offices are also presented for informational purposes only. Before proceeding in any legal matter, all data should be verified by contacting the appropriate county or municipal office.

INDEMNIFICATION AGREEMENT

The \_\_\_\_\_ agrees to protect, defend, indemnify, save, and hold harmless the  
*(Contractor/ Subcontractor/ Lessee/ Supplier)*  
State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents,  
servants and employees, including volunteers, from and against any and all claims, demands, expense and  
liability arising out of injury or death to any person or the damage, loss or destruction of any property  
which may occur or in any way grow out of any act or omission of \_\_\_\_\_,  
*(Contractor/ Subcontractor/ Lessee/ Supplier)*  
its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by  
\_\_\_\_\_ as a result of any claim, demands, and/or causes of action  
*(Contractor/ Subcontractor/ Lessee/ Supplier)*  
except those claims, demands and/or causes of action arising out of the negligence of the State of  
Louisiana, all State Departments, Agencies, Boards, Commissions, its agents, representatives, and/or  
employees. \_\_\_\_\_ agrees to investigate, handle, respond to, provide  
*(Contractor/ Subcontractor/ Lessee/ Supplier)*  
defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs  
and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent.

Accepted by \_\_\_\_\_  
*Company Name*  
\_\_\_\_\_  
*Signature*  
\_\_\_\_\_  
*Title*

Date Accepted \_\_\_\_\_

Is Certificate of Insurance Attached? \_\_\_\_ Yes \_\_\_\_ No

Contract No. \_\_\_\_\_ for \_\_\_\_\_  
*State Agency Number and Name*

PURPOSE OF CONTRACT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Initials: \_\_\_\_\_

## INSURANCE REQUIREMENTS FOR CONTRACTORS

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's Quote.

### **A. MINIMUM SCOPE OF INSURANCE**

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability "occurrence" coverage form CG 00 01 (current form approved for use in Louisiana). **"Claims Made" form is unacceptable.**
2. Insurance Services Office form number CA 00 01 (current form approved for use in Louisiana). The policy shall provide coverage for owned, hired, and non-owned coverage. If an automobile is to be utilized in the execution of this contract, and the vendor/contractor does not own a vehicle, then proof of hired and non-owned coverage is sufficient.
3. Workers' Compensation insurance as required by the Labor Code of the State of Louisiana, including Employers Liability insurance.

### **B. MINIMUM LIMITS OF INSURANCE**

Contractor shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
2. Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage.
3. Workers Compensation and Employers Liability: Workers' Compensation limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage. Exception: Employers' liability limit is to be \$1,000,000 when work is to be overwater and involves maritime exposure.

### **C. DEDUCTIBLES AND SELF-INSURED RETENTIONS**

Any deductibles or self-insured retentions must be declared to and approved by the Agency. At the option of the Agency, either 1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Agency, its officers, officials, employees and volunteers, or 2) the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

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#### **D. OTHER INSURANCE PROVISIONS**

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages
  - a. The Agency, its officers, officials, employees, Boards and Commissions and volunteers are to be added as "additional insureds" as respects liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor, premises owned, occupied or used by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Agency, its officers, officials, employees or volunteers. It is understood that the business auto policy under "Who is an Insured" automatically provides liability coverage in favor of the State of Louisiana.
  - b. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, officials, employees, Boards and Commissions or volunteers.
  - c. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
2. Workers' Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the Agency, its officers, officials, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

#### **3. All Coverages**

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Agency.

#### **E. ACCEPTABILITY OF INSURERS**

Insurance is to be placed with insurers with a Best's rating of **A-:VI or higher**. This rating requirement may be waived for workers' compensation coverage only.

#### **F. VERIFICATION OF COVERAGE**

Contractor shall furnish the Agency with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the Agency before work commences. The Agency reserves the right to require complete, certified copies of all required insurance policies, at any time.

#### **G. SUBCONTRACTORS**

Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.

Initials: \_\_\_\_\_

## NOTIFICATION LETTER

**To: All contractors, subcontractors and short-term workers working or proposing to work on the Campus of Northwestern State University.**

The State of Louisiana has completed an asbestos survey of all state-owned buildings. The results of the survey are compiled in management plans by facility. The management plans were assembled according to the requirements set forth in the Department of Environmental Quality Required Elements Index. These plans are available for review to anyone interested in the results. The plans will be kept in the Office of Environmental Health and Safety Officer.

Designated person to carry out local education agency, Northwestern State University, responsibilities under LAC 33:III.2705:

**Northwestern State University Environmental Health and Safety Officer:**

**Chelsea Eddington  
NSU Facilities Services Complex  
998 South Jefferson Street  
Northwestern State University  
Natchitoches, LA 71497  
(318) 357-4424**

Per LAC 33: III, Chapter 27, Louisiana Asbestos Regulations, this information is available for your review to ensure that all “workers who may come in contract with asbestos in a school or state building are provided information regarding the locations of ACBM and suspected ACBM assumed to be ACM.”

**All contractors’ subcontractors and short-term workers planning to do any work on any Northwestern Campus shall coordinate with the Environmental Health and Safety Officer prior to beginning such work.**

Initials: \_\_\_\_\_