



Nicholls State University

**Purchasing Office**

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

**ADDENDUM NO 1  
FOR  
NICHOLLS STATE UNIVERSITY  
THIBODAUX, LOUISIANA  
04/12/2024  
PAGE 1 OF 1**

**Bid SB01885 Pay to Print Student Printing Management Services**

**Bids are Due at 3:00 PM on 04/24/2024**

**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 Form**

**Purpose of Addendum:**

1. Provide certification statement page. The Certification Statement page was not included in the bid document. This addendum provide that document that must be included with a bid response.
2. Provide revised Bid Submission Check List Page. Please discard page 16 of 16 and replace with the revised page 16 of 16

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

# BID SUBMISSION CHECKLIST

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

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

## **BID SUBMISSION DEADLINE:**

Bid submissions for this solicitation are **due on 04/24/2024 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 **04/24/2024 at 3:00PM CST** on Zoom, which is available for viewing by registering at <https://nicholls-edu.zoom.us/j/86046523859?pwd=Z0VNaUNISStOM05WaTI4aUISL2VNUT09>

**ZOOM MEETING ID:** 860 4652 3859      **PASSWORD:** 500464

*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: \_\_\_\_\_

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

LOUISIANA CONTRACTOR'S LICENSE NUMBER: Not  
Applicable      ``

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.

**CERTIFICATION STATEMENT**

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Invitation to Bid (ITB), including any attachments.

**OFFICIAL CONTACT.** The University requests that the Bidder designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date \_\_\_\_\_ Official Contact Name: \_\_\_\_\_

A. E-mail Address \_\_\_\_\_

B. Telephone Number with area code: (\_\_\_\_) \_\_\_\_\_

C. Facsimile Number with area code: (\_\_\_\_) \_\_\_\_\_

Bidder certifies that the above information is true and grants permission to the University to contact the above-named person or otherwise verify the information provided. By its submission of this Proposal and authorized signature below, Bidder certifies that:

1. The information contained in its response to this ITB is accurate;
2. Bidder complies with each of the mandatory requirements listed in the ITB and will meet or exceed the requirements specified therein;  
Bidder agrees to provide all tasks, services, and deliverables listed in Scope of Services for the total cost stated on Bid Form;
3. Bidder accepts the procedures, evaluation criteria, mandatory contract terms, and all other administrative requirements set forth in this ITB.
4. Bidder confirms that its bid will be considered valid until award is made.
5. In making this bid, each Bidder represents that: They have read and understand the bid documents and the bid is made in accordance herewith, and the bid is based upon the specifications described in the bid documents without exception.
6. Bidder certifies, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at [www.epls.gov](http://www.epls.gov).)
7. **FEDERAL CLAUSES, IF APPLICABLE:** Should Federal Funds be utilized in this procurement transaction, the following clauses apply:  
ANTI-KICKBACK CLAUSE- The contractor hereby agrees to adhere to the mandate dictated by the Copeland "Anti-Kickback" Act which provides that each contractor or subgrantee shall be prohibited from inducing, by any means, any person employed in the completion of work, to give up any part of the compensation to which he is otherwise entitled.  
CLEAN AIR ACT- The contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act which prohibits the use under non-exempt Federal Contracts, Grants or Loans of Facilities included on the EPA list of Violating Facilities.  
ENERGY POLICY AND CONSERVATION ACT- The contractor hereby recognizes the mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).  
CLEAN WATER ACT- The contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 508 of the Clean Water Act which prohibits the use under non-exempt Federal Contracts, Grants or Loans of Facilities included on the EPA list of Violating Facilities.  
ANTI-LOBBYING AND DEBARMENT ACT- The contractor will be expected to comply with Federal Statues required in the Anti- Lobbying Act and the Debarment Act.

Professional Job Title: \_\_\_\_\_

Official Company Name: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**SIGNATURE of Bidder's Authorized Representative:** \_\_\_\_\_  
(Signature MUST be HAND SIGNED and should be in Blue ink)

**Date:** \_\_\_\_\_