

**Purchasing Department  
AUTHORIZED DEALER CERTIFICATION**



Louisiana procurement law permits the non-competitive purchase of repair parts for equipment obtained from a Louisiana authorized dealer; equipment repairs from a Louisiana authorized dealer if available. LA R.S. 39:1655; Executive Order BJ 2010-16, 5-A.1 & 2. This provision does not apply to the stocking of parts.

To ensure University compliance for such purchases, the signatures of a duly authorized agent of your company will be required to certify your company's current status as an Original Equipment Manufacturer (OEM) Authorized Dealer to perform repairs and/or to sell OEM- parts for the equipment specified below. By signature, your company fully acknowledges and agrees to the Terms and Conditions stated below.

(Requesting department to complete this section before sending to vendor)

To: \_\_\_\_\_ Vendor Name \_\_\_\_\_ Vendor Fax Number \_\_\_\_\_

From: \_\_\_\_\_ Budget Unit Head \_\_\_\_\_ Budget Unit Contact Name \_\_\_\_\_

\_\_\_\_\_ Budget Unit Head Phone Number \_\_\_\_\_ Budget Unit Head Fax Number \_\_\_\_\_

Specified Equipment (OEM/Equipment Types/Brands/Series/Models/Serial Nos.):
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**I hereby certify that my Company is a duly OEM-Authorized Dealer for the above listed equipment:**

To perform repairs only on the specifically reference equipment listed above.

To perform repairs on any and all of this Manufacturer's equipment types, brands, models, series, etc. (unless specifically excluded by my attachment hereto).

To sell/distribute OEM-repair parts only for the specifically referenced equipment listed above.

To sell/distribute OEM-repair parts for any and all this Manufacturer's equipment types, brands, models, series, etc. (unless specifically excluded by my attachment hereto).

Company Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Provide/attach logo letterhead, current advertisement or other supporting information that visibly supports that you are an OEM-Authorized Dealer. Otherwise you must also provide/attach supporting documentation from the Manufacturer affirming your current authorized status.

**OEM/Authorized Dealer Terms and Conditions:**

1.	The University, at its sole discretion and at any time, reserves the right to require verification from the equipment manufacturer of your current status as a duly OEM-Authorized.
2.	The University requires, and the Authorized Dealer agrees, that equipment repairs and/or the purchase of OEM-repair parts shall be invoiced in accordance with (or less than) the OEM/Authorized Dealer's "then-current" price list and contractual discounts for labor rates and parts offered to similarly situated public or private entities.
3.	By conducting business with the University, the Authorized Dealer agrees to an internal audit by NSU auditors of invoices for billing compliance with pricing/discount structures in effect at the time of purchase.
4.	The University may reproduce, accept and use this executed 'Authorized Dealer Certification' form as supporting file documentation in future, relative procurements, unless a single use and application is expressly designated by the Authorized Dealer's Signatory. However, the University reserves the right to request an 'Authorized Dealer Certification' form for any and all related purchases.
5.	The University, at its sole discretion and occasion, reserves the right to solicit competitive bids from multiple OEM-Authorized Dealers.