



To: \_\_\_\_\_

Vendor Name Vendor Fax Number

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From: \_\_\_\_\_

Department Name Department Contact Name

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Dept Phone Number Dept Fax Number

**Specified Equipment [ OEM / Equipment Types / Brands / Series / Models / Serial #'s ]:**

1. Louisiana procurement law permits the non-competitive purchase of equipment repairs and/or associated repair parts directly from first a Louisiana Original Equipment Manufacturer (OEM) Authorized Dealer, when available, or an Original Equipment Manufacturer or any OEM-Authorized Dealer.  
(LA R.S. 39:1655; Executive Order No. BJ 10-16.5.A.1 & 2)
2. 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 OEM-Authorized Dealer to perform repairs and/or to sell OEM-parts for the equipment specified above. By signature, your company fully acknowledges and agrees to the Terms and Conditions stated below.

**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** of this Manufacturer's equipment types, brands, models, series, etc. (unless specifically excluded by my attachmetn hereto).

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

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

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

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

3. 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:**

- \* The Univerisy, at its sold discretion and at any time, reserves the right to require verification from the equipment manufacturer of your current status as a duly OEM-Authorized Dealer.
- \* 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.
- \* By conducting business with the University, the Authorized Dealer agrees to an internal audit by Tech auditors of invoices for billing compliance with pricing/discount structures in effect at the time of purchase.
- \* 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.
- \* The University, at its sole discretion and occasion, reserves the right to solicit competitive bids from multiple OEM-Authorized Dealers.