

May 12, 2025

**ST. TAMMANY PARISH SCHOOL BOARD
COVINGTON, LOUISIANA**

**ADDENDUM 1
COPYING EQUIPMENT/SERVICE
FOR GRAPHIC ARTS DEPARTMENT
June 2, 2025**

1. Please add the attached "Sample Agreement" to the above referenced Request for Proposal specifications. This Sample Agreement was inadvertently not included in the original Request for Proposal packet.

Your proposal should state "I have received and I am aware of the contents of Addendum 1. Alternatively, you may sign the acknowledgement of receipt below.

ACKNOWLEDGE OF RECEIPT OF ADDENDUM 1

SIGNATURE

SIGNATORY NAME

AGREEMENT
BETWEEN
ST. TAMMANY PARISH SCHOOL BOARD
AND
“AWARDED COMPANY”
TO PROVIDE COPYING EQUIPMENT/SERVICES
FOR GRAPHIC ARTS

It is agreed by the parties of this contract that copying equipment/services shall be furnished by “Awarded Company” to the St. Tammany Parish School Board Graphic Arts Department. The term of this contract is to be July 1, 2025 through June 30, 2028 (thirty-six months), with an option to extend the contract for twelve (12) additional months if both parties agree to do so. (Or July 1, 2025 through June 30, 2029 if the 4-year option is awarded.)

It is further agreed that the St. Tammany Parish School Board will guarantee a monthly minimum of 1,200,000 copies/month total for all machines at a cost of \$.XXXX/copy (\$X,XXX.XX/month) for the life of this agreement. This cost/copy includes all costs of maintenance (parts and labor), and all supplies including, but not limited to, toner, developer, fuser oil/lube, staples, copy cartridges, and binding tape. Paper and transparencies are not included in the provided supplies. The cost per copy also includes all freight, transfer, removal, set up and installation charges as well as relocation costs.

It is further agreed that the equipment supplied under the terms of this contract will be “new” as per proposal specifications. Ownership of the proposed devices will remain with “Awarded Company” and any payments, lease payments or software use payments for the machines will be the responsibility of “Awarded Company”. The St. Tammany Parish School Board does not accept responsibility for damage due to “Acts of God”.

It is further agreed that credits for copies run by technical representatives or unusable copies caused by machine malfunction will be given at the same cost per copy as charged by the agreement provided that the Graphic Arts Department returns or makes available the defective copies (as meters are read, during service calls, etc.) in order to obtain credit.

It is further agreed that billing shall be on a monthly basis in arrears. Overages will be identified on a monthly basis but will be billed once per year (period ending June 30, 2026; June 30, 2027; June 30, 2028, whichever is applicable) based on total copies, not by individual machine. Overages will be billed at .XXXX per copy. Overages will be calculated using the total copies guaranteed for the year and taking the difference between the yearly guaranteed copies and the actual copies run at the end of the year. The difference will be either the billable overages or a non-billable amount less than the yearly guaranteed number of copies.

Billing will be in arrears. “Awarded Company” will take a meter reading on the last day or two of the month. A single invoice listing each copier(s), current meter reading, and cumulative total for the current year will be part of the monthly invoice.

It is further agreed that “Awarded Company” must provide a single point of contact and help desk for ongoing maintenance and troubleshooting of all components of this service. “Awarded Company” must provide on-site training for the proposed equipment.

It is further agreed that “Awarded Company” and their representatives shall follow all applicable school district regulations while on School Board property, including no smoking, no weapons, and drug free policies. “Awarded Company” **and their representatives must check in with office personnel prior to any on-site work.** All vendor personnel shall be easily **identified by the use of identification badges and uniforms or shirts with the vendor’s logo clearly visible.** “Awarded Company” **personnel shall submit to a background check.**

It is further agreed that “Awarded Company” will be available to open trouble tickets during normal working hours of operation with a four (4) hour response time per incident.

It is further agreed that if “Awarded Company” fails to perform in accordance with the terms of the agreement (i.e., poor copy quality, excessive down time, and/or response time in excess of 4 hours) the

School Board reserves the right to give thirty (30) days written notice to the “Awarded Company” to render satisfactory service. At the expiration of thirty (30) days, if the unsatisfactory conditions have not been corrected, the St. Tammany Parish School Board reserves the right to cancel the contract at no cost to the School Board and to secure services from another source.

It is further agreed that “Awarded Company” will provide a Certificate of Insurance with the following limits: Comprehensive General Liability - \$1,000,000.00 combined single limit. Coverage to include premises, operations, contractor’s protective liability, products and completed operation, contractual liability. Comprehensive General Automobile Liability Insurance with minimum limits of Bodily Injury – Each Person \$1,000,000.00, Bodily Injury – Each Occurrence \$1,000,000.00, Property Damage – Each Occurrence \$1,000,000.00. Coverage shall be written to include all owned, non-owned and hired vehicles. (if vendor is on STPSB premises). Workers’ Compensation - State of Louisiana, Employer’s Liability, Statutory requirements \$1,000,000.00. Provide waiver of subrogation in favor of the STPSB.

It is further agreed that the equipment and any supplies furnished by “Awarded Company” under this agreement are the sole property of “Awarded Company”. The School Board will use only supplies (less paper and transparencies) furnished by “Awarded Company” and upon termination or expiration of this agreement will relinquish the unused supplies to “Awarded Company”.

It is further agreed that the St. Tammany Parish School Board will permit “Awarded Company” to remove the equipment upon termination of this agreement and will permit only “Awarded Company” to move/relocate the equipment as required. “Awarded Company” will be required to overwrite/reformat/erase data from all copiers that are returned after the contract has been completed.

It is further agreed that the St. Tammany Parish School Board will provide suitable electric service for the operation of the equipment as recommended by “Awarded Company”. “Awarded Company” will have access to the premises (during normal working hours) where the equipment is kept in order to provide service, inspect equipment, deliver supplies and obtain meter readings.

The School Board further agrees not to assign this agreement, and that none of the equipment may be sublet, transferred, or assigned without “Awarded Company’s” prior written consent.

This contract and any purchase orders resulting from the Request for Proposals will be subject to the laws of the State of Louisiana and all other applicable statutes.

It is further agreed that if the Graphic Arts Department is not allotted funds for the next fiscal period to continue the use of the equipment and has no funds for the purchase, lease or renting of equipment performing functions similar to those performed by the equipment and it has no funds from other sources, the St. Tammany Parish School Board may terminate this agreement at the end of the then current fiscal term, and shall not, in this sole event, be obligated to make payments beyond the end of the then fiscal period, except it shall be the obligation of the St. Tammany Parish School Board to allow the equipment to be retrieved by “Awarded Company”. Upon the occurrence of this event, “Awarded Company” may request from the St. Tammany Parish School Board, an opinion of its counsel to this effect together with appropriate documentation, providing sufficient proof of same.

“AWARDED COMPANY”
“CITY, STATE OF AWARDED COMPANY”

By: _____
Title: _____
DATE

ST. TAMMANY PARISH SCHOOL BOARD
COVINGTON, LOUISIANA

By: _____
FRANK J. JABBIA
Superintendent
DATE

By: _____
MATTHEW E. GREENE
Board President
DATE