



Authorized Dealer Certification
~ Equipment Repairs / Maintenance / Parts ~

Louisiana procurement law permits the non-competitive purchase of equipment repairs and/or associated repair parts directly from an Original Equipment Manufacturer (OEM) or any OEM-Authorized Dealer.[R.S. 39:1655; Executive Order No. KBB 04-30, 5.A.1 & 2]

To ensure University compliance for such purchases, the signature of a duly authorized Agent of your Company is required to *certify* your Company’s current status as an OEM-Authorized Dealer to perform repairs/maintenance 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 herein.

Note: If your Company name, logo, or current advertisements do not provide a visibly clear and convincing record that you are an OEM Authorized Dealer, you must also provide/attach supporting documentation from the Manufacturer affirming your current authorized status.

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

I hereby certify that my Company is a duly OEM-Authorized Dealer for the above-specified equipment:

- To perform repairs/maintenance **only on** the specifically referenced equipment above.
- To perform repairs/maintenance **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 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 attachment hereto).

Company Name: _____
 Phone: _____
 Title & Printed Name: _____
 Fax: _____
 Signature: _____
 Email: _____

OEM/Authorized Dealer Terms and Conditions:

- 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 Dealer.
- The University requires, and the Authorized Dealer agrees, that equipment repairs and/or the purchase of OEM-repair parts shall be billed 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 LSU 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 as deemed appropriate in future, relative procurements; unless a singular 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.

