

Departmental instructions for Use of the Authorized Dealer Certification Form:

- Enter the name of the proposed authorized dealer in the blank which is indicated with an asterisk.
- Enter the information regarding the equipment needing repair and/or repair parts in the box labeled “Specified Equipment.”
- Send the form to the MANUFACTURER of the specified equipment for completion, OR attach other documentation from the manufacturer that confirms vendors authorized dealer status, such as: a printout from the manufacturer’s website, an email from the manufacturer, or a current letter from the manufacturer.
- Once certification is obtained, you can proceed by preparing a requisition. The completed authorized dealer form and/or other documentation must accompany the requisition.



**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. BJ 08-67, 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* the current status of OEM-Authorized Dealers 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.

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

***I hereby certify that \* \_\_\_\_\_ 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).

Manufacturer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title & Printed Name: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Email: \_\_\_\_\_

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

- 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.