



VENDOR GUIDE

CITY OF BATON ROUGE/
PARISH OF EAST BATON ROUGE
PURCHASING DIVISION
PO BOX 1471, BATON ROUGE, LA 70821
(PHONE)225-389-3259 (FAX)225-389-4841

Website:

<http://brgov.com/dept/purchase>

WHO WE ARE AND WHAT WE DO

The Purchasing Department procures supplies, materials and contractual services for all user agencies of the City Parish government, all districts of which the Metropolitan Council is the governing authority, and other departments, commissions and agencies that may request such services. This centralized purchasing system was established by The Plan of Government and is implemented through Council ordinances and regulations established by the Purchasing Director.

SANDRA G. GILLEN, CPPB, DIRECTOR

LINDA WILKES, ASSISTANT DIRECTOR

Introduction

This pamphlet is intended to acquaint vendors with City of Baton Rouge/Parish of East Baton Rouge procurement processes and encourage them to become suppliers to us. Procurement is a major activity for the City Parish and the system is designed to comply with sound purchasing practices, state law and City Parish ordinances while ensuring fair and equitable treatment of all persons who participate in the process.

The vendor is an important element of this process and your participation is crucial to the success of existing and future programs.

Our intent is to continually look for ways to improve existing programs and create new and innovative programs to obtain the best value for goods and services. In the future, we plan to implement a vendor performance program that will include tracking of contract compliance and performance, recognition of vendor excellence, and vendor training.

To improve our communication with you and familiarize you with our current and future programs, we will be updating our website. Visit us at <http://brgov.com/dept/purchase>.

This pamphlet is provided as a general guideline to help you understand some of our processes. Nothing contained within this document shall be construed to amend, or override a statute, ordinance, regulation, policy or procedure of the City Parish or the provision of any document used in any competitive procurement process by the City Parish.

We reserve the right to modify this pamphlet without prior notice and without issuance of such modification to all holders of the pamphlet.

Visitation

You are encouraged to visit our office. Our business hours are 8AM-5PM weekdays, excluding holidays. An appointment made in advance will enable productive use of time for the all. Staff contact information and commodity assignments can be found elsewhere in this pamphlet.

Vendors should bring catalogs, brochures, descriptive material, and pricing information to familiarize the staff with your products and services. During our discussions, we can familiarize you with our processes and make recommendations about potential department users of your products and services.

NOTE: The City Parish does not have a set aside program for small, woman owned or minority owned businesses. We do however, have programs targeted to improve our vendor diversity and increase our use of such businesses to the greatest extent possible.

Bidding Procedures

Competitive bidding is required for most purchasing processes. To assist us with the requirement, we invite your firm to participate in bidding City Parish work by completing our Business Profile Data Form and returning it to us. The form may be found at <http://brgov.com/dept/purchase> or requested from our office.

Hopefully, the information in this package will give you a clearer understanding of the operation of City Parish Purchasing. We encourage all qualified vendors to participate in offering their goods and services to the City Parish.

**City Parish Purchasing is located at:
300 North Boulevard, Room 309
Baton Rouge, Louisiana 70801**

Phone: (225)389-3259

Fax: (225)389-4841.

Mail to: P.O. Box 1471, BR, LA 70821

A **bid is a response** to a request for bids and constitutes the vendor's offer to sell to the City Parish specific items or services at a firm price, under the contractual terms and conditions outlined in the bid request.

Failure to bid on four (4) consecutive requests for bids may cause your name to be removed from the bidders' list. You are requested to submit a "No Bid" response, if unable to bid.

If an **error** is made in extending total prices, the unit price will govern. Under no circumstances will a unit bid price be altered or corrected.

At the time of a formal bid opening (for materials, supplies or equipment estimated to cost more than \$20,000), vendors may record the results; however, final awarding of the bid will not be announced at this time. Vendors may inspect copies of the bids by making an appointment with the appropriate buyer after the bid opening.

Any bid or amendment received after the bid opening date or time will not be accepted for any reason or cause whatsoever.

All late bids will be returned unopened to the vendor.

Please monitor our website for a listing of solicitation opportunities.

All vendors awarded contracts/purchase orders for services performed on City Parish property will be required to provide insurance inclusive of naming the City Parish as an additional insured.

Eligibility To Bid

All vendors desiring to provide goods and services through the City Parish Purchasing Division must complete a Business Profile Data Form.

Each application submitted **does not automatically qualify** the applicant to be placed on Purchasing's mailing list but, each application submitted will be reviewed by the Purchasing staff to determine the vendor's ability to fulfill City Parish requirements. We reserve the right to request additional information to fully determine the vendor's capability.

Once a vendor has been qualified, he will normally receive bid invitations for the listed areas and commodities as appropriate. However, due to the large number of bidders, bid invitations may not include all bidders for that commodity all the time.

Bid Preparation

Preparing a Response to an Invitation to Bid (ITB)

The following should help you prepare and submit bid documents when competing for City Parish business.

1. Thoroughly read and understand the bid documents, including all specifications, terms, and conditions in the solicitation. Unless otherwise specified in the solicitation, a bidder may contact the buyer whose name appears on the bidding documents for clarification of specifications or terms and conditions.
2. Indicate the bid price in the proper areas of the bid form for the unit requested. Prices must be typed or written in ink. Corrections, erasures, and clarifications of pricing information must be initialed by the person signing the bid. Prices must be complete, including transportation prepaid by bidder to destination. Prices must be firm for acceptance for a minimum of 30 days, or as stated in bid documents.
3. Indicate brand name, model and number when requested. Any alternates must meet or exceed the minimum specifications as outlined in the solicitation and may be bid **ONLY** if allowed by bid documents.
4. Indicate delivery terms and shipment information on the bid form, when required. Bids other than F.O.B. destination may be rejected.
5. Bids must be signed by a person authorized to bind the vendor.
 - A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or
 - An individual authorized to bind the vendor as reflected by an accompanying corporate resolution, certificate or affidavit; or
 - An individual listed on the City of Baton Rouge bidder's application as authorized to execute bids by signing the bid, the bidder certifies compliance with the above.
6. Bidders should ensure that correct company name is indicated on the bid form.
7. Indicate a telephone number in the space provided and a fax number if available.
8. Submit bid in the envelope provided to ensure recognition as a bid and be identified with the file number, bid opening date and time. If you use another envelope, always mark the outside of your envelope with the file number or solicitation number and the bid opening date and time. Purchasing will not be responsible if a bid is not recognized on time because of use of an improper envelope or lack of proper marking.
9. Submit the bid prior to the date and time specified in the solicitation. If bids are mailed through an expedited mail service such as Overnight Letter, Federal Express, etc., the bid must arrive at the Division of Purchasing prior to the scheduled bid opening date and time. Late bids will not be accepted.
10. Include literature, if required in the ITB, so that the Division of Purchasing can verify that the product offered meets specifications.
11. When samples are required be sure they are labeled with the appropriate solicitation or file number and arrive by the time specified in the bid.

Mistakes Commonly Made by Vendors When Preparing a Bid

- Failure to sign the bid documents or indicate intent to be bound
- Failure to mail or submit bid document in a timely manner
- Failure to submit samples or literature on specification when required
- Failure to submit a bid bond when required or bid bond amount is insufficient
- Failure to respond to mandatory requirements contained in the bid invitation such as: furnishing bid bonds, mandatory price list, returning all pages when mandatory, etc.

- Failure to submit the bid in the envelope provided by the Division of Purchasing or properly identifying the bid on the outside of the envelope if a plain envelope is used, or mailing the bid to the requesting City agency for whom the solicitation was issued
- Failure to indicate on bid when bidding other than specified
- Changing the F.O.B. point to something other than "agency destination"
- Taking exception to terms and conditions of the ITB or requiring the Division of Purchasing to agree to the laws of another state
- failure to visit the jobsite (when required)
- failure to submit bid on the City-Parish's standard forms

Faxed Bids and Addenda

Faxed bids are not acceptable for sealed bids. A faxed proposal does not guarantee the integrity and confidentiality of the sealed bid process. Faxed bids are allowed for emergency procurements and when authorized by statute or ordinance and when identified as such in the bid documents.

- Faxed addenda are acceptable provided your original bid and addendum have been received and time-stamped before the published bid opening date and time.

Withdrawal of Bids

A written request for the withdrawal of a bid or any part thereof will be granted if the request is received prior to the specified time of opening. If a bidder withdraws a bid, all bid documents shall remain the property of the City Parish, unless return is requested in writing.

Bid Bonds

A bid bond may be required. When required, the amount of the bid bond will be stated in the solicitation as a set amount or as a percentage of the total bid amount. Bid bonds must accompany the bid. A bid bond, cashier's check, or certified check is acceptable made payable to the City of Baton Rouge.

Bid bonds remain in the file. Checks are returned to the bidders after the award is made.

Performance Bonds

A performance bond may be required. When required, the amount of the performance bond will be stated in the solicitation as equal to or a percentage of the contract sum. The successful bidder will be notified by letter to secure a performance bond according to solicitation requirements.

The Bond must be received within the time specified from the date of notification. If the bond is not received within this period of time, Purchasing reserves the right to award to the next acceptable low bidder, or to reject all bids and rebid, whichever is in the best interest of the City Parish.

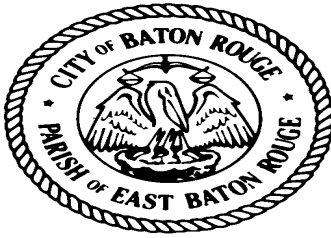
Specifications

Specifications are usually developed by the using agencies & Purchasing working together as a team. The primary purpose of a specification is to provide a basis for obtaining a product or service that will satisfy a particular need at an economical cost. Specifications are written to invite maximum reasonable competition unless otherwise statutorily exempted.

Specifications should not be unduly restrictive. By nature, however, a specification sets limits and thereby eliminates, or potentially eliminates, items that are outside the boundaries drawn. Bidders should notify Purchasing if they feel specifications are unduly restrictive. Brand names, models and numbers may be provided to indicate a quality level; however, alternate brands on equivalent products are given every reasonable consideration unless the solicitation indicates otherwise. Louisiana statutes allow for proprietary specifications when properly justified and approved.

Bid Openings

Bidders may attend bid openings, but no information or opinions concerning the ultimate contract awards will be given at the bid opening or during the evaluation process. Prices will not be revealed on Request for Proposals (RFP) at the proposal opening, only proposer names read.



PURCHASING STAFF

225-389-3259

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