



# VENDOR GUIDE

City of Baton Rouge/  
Parish of East Baton Rouge  
Purchasing Division  
PO Box 1471, Baton Rouge, LA 70821  
Telephone: (225) 389-3259, Fax: (225) 389-4841  
Website:  
<https://brla.gov/358/Purchasing>

## 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.**

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**PATTI J. WALLACE, CPPB, DIRECTOR  
LYNN M. MALOY ASSISTANT DIRECTOR**

## **Introduction**

This guide is intended to acquaint vendors with City of Baton Rouge/Parish of East Baton Rouge procurement processes and encourage them to become suppliers. Procurement is a major activity for the City Parish and the system is designed to comply with sound procurement 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 <https://www.brla.gov/358/Purchasing>.

This guide is provided as a general guidance 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 City Parish.

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

## **Visitation**

Vendors are encouraged to visit City-Parish Purchasing from 9 a.m.-noon Monday through Friday. A scheduled appointment is preferred.

Vendors should bring catalogs, brochures, descriptive materials, and pricing information to familiarize 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 this requirement, we invite your company/organization to participate in bidding City Parish work by registering online through the City-Parish Vendor Self-Service (VSS) portal. Detailed registration instructions can be found at <http://brla.gov/vss>.

Hopefully, the information in this guide 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:**

**222 Saint Louis Street  
8<sup>th</sup> Floor, Room 826  
Baton Rouge, Louisiana 70801  
Phone: (225)389-3259  
Fax: (225)389-4841.**

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

A **bidder's response** 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.

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 \$30,000), vendors may record the results; however, final awarding of the bid will not be announced at this time. Vendors may obtain copies of the bid tabulation at <http://city.brla.gov/dept/purchase/bidresults.asp>.

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

All late bids will be returned unopened to the vendor upon request.

Please monitor our website for a listing of bid opportunities at <http://city.brla.gov/dept/purchase/bids.asp>.

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.

## **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 sixty (60) calendar 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 vendor enrollment 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 considered for award.
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/Email Bids and Addenda**

**Faxed/Email bids are not acceptable for sealed bids.** A faxed/mailed bid does not guarantee the integrity and confidentiality of the sealed bid process. Faxed/mailed 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 and 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.

Maximum efforts are made to ensure that specifications are not 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 determine 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.

## **Directory**

City-Parish Purchasing is located at 222 Saint Louis Street, 8<sup>th</sup> Floor, Room 826, Baton Rouge, Louisiana 70801, telephone - (225)389-3259, FAX (225)389-4841. The mailing address is P. O. Box 1471, Baton Rouge, Louisiana 70821. Purchasing website address is <https://www.brla.gov/358/Purchasing>.

Vendors are encouraged to visit City-Parish Purchasing 9:00 AM - 12:00 noon, Monday through Friday. A scheduled appointment is preferred.

When visiting Purchasing, vendors should bring brochures, photographs, descriptive materials and price lists that would familiarize the Purchasing Analysts with your products and services.

## **Eligibility to Bid**

All vendors desiring to provide goods and services through the City-Parish Purchasing Division must register online through the City-Parish Vendor Self-Service (VSS) portal at <http://brla.gov/vss>.

City-Parish Purchasing reserves the right to request additional information to fully determine the vendor's capability.

## **Bidding Procedures**

A bid is a response to an invitation to bid 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.

A positive response to a request for bids is our only indication of your interest in City-Parish business. Failure to respond 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.

All bids must be submitted on the forms furnished for this purpose and must be filled out in ink or typewritten, signed in ink and mailed in the envelopes provided unless otherwise provided for in bid.

Please do not erase, correct or write over any prices or figures necessary for the completion of the bid. If a correction is necessary, each one must be initialed. Failure to comply with the requirements may cause your bid to be disqualified.

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.

Bids, or any part thereof, may be withdrawn prior to the time of bid opening by a formal written request. Bids may not be withdrawn after being opened unless bidder claims a patently obvious clerical or mathematical error in accordance with State law.

Specifications should set out the essential characteristics of items being purchased but written in a manner to invite open competition. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive unless the invitation to bid specifically states that only the brand specified will be considered for reasons of compatibility, etc.

When required, samples must be furnished at the specified time and date; otherwise this may be cause for the bid to be rejected. Samples must be submitted under separate cover, marked plainly with name and address of bidder, bid number, bid opening dated, and correspondence indicating whether or not bidder desires return of the sample. If the sample is to be returned, shipping must be provided by vendor.

Seconds, irregulars, or shorts are not acceptable. All samples are subject to mutilation as a result of testing, therefore, City-Parish assumes no responsibility/liability for samples submitted.

The City-Parish reserves the right to require a performance bond. If required, this performance bond must be received within a specified time period after notification of awards.

If required, bid bond or certified check in the amount requested must be attached to bid.

At the time of a formal bid opening (for materials, supplies or equipment estimated to cost more than \$30,000), vendors may record the results; however, final awarding of the bid will not be announced at that time. Vendors may inspect copies of the bids by making an appointment with the appropriate analyst 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 unopened and returned to the vendor upon written request.

Results of tabulation are available for inspection by the public in the City-Parish Purchasing office during normal working hours. No tabulations are given over the telephone. The tabulation remains on file for three (3) years. City-Parish Purchasing welcomes public inspections of these records as an encouragement to competitive bidding.

After a bid has been awarded, the successful bidder will be notified by mail from City-Parish Purchasing.

A purchase order is a legal contract. Failure to perform is considered a breach of contract.

A bidder may limit his bid to an acceptance of his entire bid; however, this may cause his bid to be unacceptable under certain conditions.

Deliveries are to be made as stipulated in bid.

Upon delivery and acceptance of each order, the vendor shall bill the City-Parish by an invoice to include Purchase Order number(s) and/or contract award number. Invoices with missing information may unnecessarily delay the payment process.

Vendors providing services to the City-Parish in the form of repairs, maintenance, installations or other types of services will be required to submit an Insurance Certificate in accordance with specifications provided for each job.

The City-Parish is an equal opportunity employer.

Vendors submitting signed bids agree to EEOC compliance and certify that they agree to adhere to the mandates dictated by Title VI and VII of the Civil Right Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.