



# PROCUREMENT POLICY MANUAL

CAO POLICY MANUAL APPENDIX 4

2022 VERSION 1





## DEPARTMENT OF PROCUREMENT - POLICY MANUAL

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## 1. Procurement Operations

### 1.1 Overview

The purpose of this manual is to establish uniform policies and procedures that can be referenced by Parish departments when the need to purchase goods and/or services is required.

The information provided is not to restrict the effectiveness of the individuals involved in the day to day activities related to the procurement of goods and services, but to provide a foundation for effective, consistent, and fair procurement practices and help ensure compliance with purchasing laws, regulations and procedures.

Departments are strongly encouraged to utilize this manual as needed and it is intended to be used as a guide and resource.

A glossary of common terms used by Finance is provided in [Exhibit 1](#).

### 1.2 Mission and Vision

#### Department of Procurement Mission

The Procurement Department provides added professional procurement services to meet departmental goals that ensure integrity and fairness, with responsibility for oversight of solicitation, vendor selection, negotiation, award, contract administration, reporting, disposal of surplus property, and emergency assistance through logistical support in order to ensure the best interests of St. Tammany Parish.

#### Department of Procurement Vision

The goal of the Procurement Department is to achieve the highest standard of professional public procurement and be recognized as an ethical, and transparent department.

### 1.3 Responsibilities of the Department of Procurement

The Department of Procurement is delegated the responsibility to:

1. Ensure adherence to all purchasing laws, regulations and procedures.
2. Deal fairly with all potential sources of supply.
3. Establish and administer purchasing policies.
4. Obtain in a cost effective and responsive manner the materials, equipment, services, and construction required for Parish departments in order for those departments to better serve St. Tammany Parish's residents and businesses.
5. Establish effective and fair broad-based competition and enhance the Parish's reputation of progressiveness, business integrity, and fairness to all vendors.

### 1.4 Organizational Chart

The Department of Procurement's organizational chart is illustrated in [Exhibit 2](#).



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## 2. Procurement Methods

### 2.1 Overview

Procurement methods are the procedures used by the procuring entity to acquire goods and services. These methods can be competitive or non-competitive. The type of procurement method is typically determined by various factors including, but not limited to: federal, state or local regulations, monetary thresholds, and/or the type of purchase that is being made.

The following is an overview of the various methods and what each method entails. Refer to the "Procurement Methods Chart" as a quick reference which is attached as [Exhibit 3](#).

### 2.2 Materials, Supplies or Equipment Purchases

Purchases of materials, supplies or equipment between **\$0 and \$10,000** have no requirement for competition, and cost reasonableness will be determined based on experience with similar or like transactions. This is considered a micro-purchase.

Purchases of materials, supplies or equipment between **\$10,000 and \$59,999** will be solicited through verbal, faxed, email or written quotes. This type of procurement shall have an A -11 completed and attached to Munis to reflect all vendors solicited. The A-11 template is attached to this manual as [Exhibit 4](#).

Purchases between **\$10,000 and \$59,999** for materials, supplies, or equipment require competition and every effort will be made to obtain at least three (3) written, emailed, or faxed quotes. Quotes can be directly solicited and/or publicly advertised. Quotes **must** have expiration dates.

- **Exception to the above for procurements that are funded by federal, state, or grants shall be bid regardless of dollar amount.**

Quotes shall be awarded based on the lowest responsive, responsible bidder – bidding as specified.

In order to ensure consistency in obtaining quotes, requesting departments should provide written specifications and complete the "Request for Quote" template attached to this manual as [Exhibit 5](#).

Once the quotes are obtained, the requesting department will enter a requisition in Munis attaching all supporting documentation. Procurement will review all documentation to ensure the goods or services were procured properly. After review, the requisition will be converted to a purchase order (PO) by procurement and emailed to the vendor.

If quotes are not attached to the requisition at the time of entry, procurement will reject the requisition back to the requesting department in order for the supporting documentation to be attached.

All purchases **\$60,000 or greater** will be solicited by a Sealed Bid and a written contract will be required. The purpose and intention of a bid is to obtain goods and services at the lowest prices by stimulating competition and by preventing favoritism in accordance with La. Rev. Stat. 38:2212.

Sealed Bids require advertising in the official journal to ensure adequate competition. Advertising in other larger circulation newspapers or venues may be suggested and/or required. All specifications, performance requirements, and contract terms must be included in the bid solicitation documents.

A "Bid Proposal" template shall be completed by the requesting department and is attached to this manual as [Exhibit 6](#).

Bids shall be submitted in a sealed envelope and are then publicly opened and read aloud on the appointed day and time as stated in the advertisement. The lowest responsive and responsible bidder who meets all specifications shall be awarded the bid.



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### 2.3 Public Works Projects

Public works projects are defined as the erection, construction, alteration, improvement or repair of any public facility or immovable property owned, used, or leased by a public entity.

1. If the estimated cost is **less than \$5,000**, then the project has no requirement for competition and cost reasonableness will be determined based on experience with similar or like transactions. Cost reasonableness can be documented by a price analysis.
2. If the estimated cost is at least **\$5,000 but less than \$20,000**, then the project has no requirement for competition and cost reasonableness will be determined based on experience with similar or like transactions. Cost reasonableness can be documented by a price analysis. The project shall be let by standard Parish contract through Parish's contracting system.
3. If the estimated cost is at least **\$20,000 but less than \$250,000**, the lowest price is awarded by attempting to obtain a minimum of three written, faxed, or emailed quotes and shall be let by standard Parish contract through the Parish's contracting system. If the project requires a lump sum, a schedule of values must be submitted with the bid reflecting the breakdown of cost the contractor is bidding. All quotes solicited shall be attached in the Parish's contracting system and will be included in the Procurement file.
  - **Exception to the above for procurements that are funded by federal, state, or grants shall be bid regardless of dollar amount.**
4. If the estimated cost is **\$250,000 or greater**, it must be advertised in the official journal and opened by sealed bid by the public entity and let by standard Parish contract through the Parish's contracting system. If the project requires a lump sum, a schedule of values shall be submitted with the bid reflecting the breakdown of cost the contractor is bidding.

A "Bid Proposal" template shall be completed by the requesting department and is attached to this manual as **Exhibit 6**.

Contracts will be awarded to the lowest responsible and responsive bidder who bid according to the bidding documents. The basic requirements for public works projects based on these amounts are illustrated below:

Estimated Project Cost	Competition	Insurance	Bid Bond	Payment & Performance Bond	State License	Written Contract	Employee Verification
\$0 - \$4,999	Not Required	Yes					Yes
\$5,000 - \$19,999	Not Required	Yes				Yes	Yes
\$20,000 - \$249,999	Attempt to obtain 3 quotes	Yes	5% Bid Bond may be required	Mandatory 100% P&P Bond Required	*Yes	Yes	Yes
\$250,000 and up	Advertise and Bid	Yes	5% Bid Bond required	Mandatory 100% P&P Bond Required	Yes	Yes	Yes

- **Projects estimated to be over \$50,000 require State License**



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### 2.4 Professional Services

Professional Services means work rendered by an independent contractor who has a professed knowledge of some department of learning or science used by its practical application to the affairs of others or in the practice of an art founded on it, which independent contractor shall include but not be limited to doctors, dentists, psychologists, certified advanced practice nurses, veterinarians, architects, engineers, land surveyors, landscape architects, accountants, actuaries, planners, demographers, and claim adjusters. A profession is a vocation founded upon prolonged and specialized intellectual training which enables a particular service to be rendered. The word "professional" implies professed attainments in special knowledge as distinguished from mere skill. [Definition provided by La. Rev. Stat. 39:1484]

Professional services **\$20,000 or less** do not require a Parish contract and shall be let by standard Parish purchase order generated via the Parish's ERP system (Munis).

Professional services **\$20,001 or greater** are let by standard Parish contract.

Projects estimated between **\$20,001 and \$500,000** shall utilize the Pre-Qualified Professional Services List (PPSL) for the category of service for the work to be performed applicable to the project. The Director of the department shall choose **three (3)** vendors from the PPSL and submit to CAO for Parish President's selection.

- **Department of Procurement will review and audit the selections of vendors made by the director to ensure fair and equal business practices are being followed.**

Projects estimated to be **\$500,001 and up** when the professional services discipline required for the project is not on the PPSL, then the requesting Department should proceed with either an RFP or RFQ.

The following process will be followed:

The Director selects **five (5) vendors** from the PPSL and proceeds with either an RFP or RFQ.

- **Department of Procurement will review and audit the selection of vendors made by the Director to ensure fair and equal business practices are being followed.**

Request for Qualifications (RFQ) method of procurement shall be used for Architecture and Engineering (A&E) design services when the project exceeds **\$500,000** or when the circumstances require this procurement. Under the RFQ method, the selection is made on the basis of competence and qualifications for a fair and reasonable price. Contract rates for RFQ selections shall be established by negotiation.

Request for Proposal (RFP) method of procurement may be used for highly technical equipment or complex services, non-design professional services or essential services when the service category is not on the PPSL.

- **RFP's shall not be used for procurement of Architectural and Engineering (A&E) design services.**

Evaluation criteria must be established and included in the RFP. Evaluation criteria includes "price" as one criterion. RFPs state that rates are subject to negotiation. If an agreement cannot be negotiated with the top ranked firm, negotiations will begin with the next ranked firm.

**NOTE:** It is prohibited for a Director to select an evaluator who will score a vendor whom he/she has worked for in the past five years. All evaluations that score a perfect 100 points must be reviewed by the Director of Procurement before proceeding with award to ensure compliance and fairness to other vendors.





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PPSLs exceeding **\$500,000** RFQs and RFPs processes are as follows:

1. Director chooses (5) vendors from PPSL for submittal.
2. Procurement will solicit the proposals from the 5 vendors selected.
3. The evaluation committee will make up the following (3) three people:
  - Director or Designee
  - CAO or Designee
  - Council Administrator or Designee
4. The proposals solicited from the (5) five vendors shall be rated by the evaluation committee based on specifics related to the project.
5. The ratings will be submitted to the Parish President recommending the top-rated vendor no more than two (2) weeks from receipt. Should a member of the committee not return their scores within the required timeframe, their scores will be considered forfeited and the remaining two (2) scores will be tallied. If the top-rated vendor is not selected, then a justification letter will be submitted by the Parish President to the Council explaining why the top score was not selected.
6. The requesting Department will upload the approved Vendor Selection Form in the contract management system and Procurement will begin the contracting process.
7. All evaluation documents shall be submitted to Procurement.

RFP and RFQ templates are attached to this manual for department use as **Exhibit 7** and **Exhibit 8**.

### 2.5 Pre-Qualified Professional Service List (PPSL)

The Pre-Qualified Professional Service List or PPSL will advertise for the submission of request for qualifications from all interested service vendors every four (4) years. Additional vendors may submit their qualifications annually during the years, at which time the purchasing department will revise the professional service list and distribute to all departments. In order for the vendor to be added to the PPSL, the vendor submitting their qualifications will be evaluated and must score 75 points or higher in order to qualify. Vendors may also submit in writing to the Department of Procurement if they wish to be removed or to update any other information that is on file.

### 2.6 Non-Professional / Essential Services

Non-Professional Services is defined as any service not specifically identified as professional services. Some examples of services include but are not limited to: Appraisal Services, Training, Traffic Monitoring Systems, and Hazardous Materials Services.

Essential Services are typically service providers used by the Parish throughout the year. Some examples of these types of services include but are not limited to: window cleaning, grounds (lawn) maintenance, landscaping, termite/pest control, janitorial services, generator and HVAC maintenance, dumpster services, and elevator maintenance.

The general procedures for Non-Professional/Essential Services are:

1. All Non-Professional/Essential services in an amount between \$0 and \$29,999 do not require a Parish contract and are processed by the department submitting a requisition and will be solicited through verbal, faxed, email or written quotes. This type of procurement shall have an A -11 completed and attached to Munis to reflect all vendors solicited.
2. All Non-Professional/Essential services in the amount of \$30,000 or more shall be let by Parish contract generated via Parish's contracting system. This will be advertised and put out as a Request for Proposal (RFP).

### 2.7 Piggyback

A piggyback purchase is one where the Parish procures goods using another public entity's contract prices. The Parish is required to obtain documentation from the other public entity that clearly demonstrates the contract was secured properly and is cost reasonable. The price paid by the public entity must be the same as the contract's price and the project or purchase must be identical to the other entity with the same specifications (make, model,





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color, size, etc.). Piggyback purchases can only be used for materials, supplies, and equipment. All documentation will be kept in the procurement file.

Departments can use a piggyback contract by initiating the request through the Department of Procurement. Department of Procurement **will not** approve any purchase requisitions that were not initiated by Procurement.

The Department of Procurement will:

1. Email CAO for approval for the department to utilize piggybacking off another entity's contract.
2. Once approval is obtained from CAO, the Department of Procurement will obtain written authorization from the public entity to use its contract;
3. Obtain documentation that the other entity's contract was properly procured (ex: copy of the public entity's contract, copy of the bidding documents, etc.);
4. Notify the requesting department to submit a purchase requisition; and
5. Generate a PO and place the order with the vendor/service provider awarded the public entity's contract on which the Parish intends to piggyback.

- **All piggybacks require the approval of the CAO**

### 2.8 Statewide Contract

Statewide contracts can be used as another method of procurement. These contracts are bid competitively by the Office of State Procurement and can be used during normal or emergency situations. Some contracts have a minimum order requirement. Check e-Cat to determine the minimum order requirement. When purchasing from statewide contract, the department must attach both the price sheet and the contract to the requisition in Munis before procurement will process it.

- **Statewide contracts are both encouraged and the preferred method to be used.**

The link below will direct to e-Cat on LaPac to search for commodities currently on statewide contract:

[https://wwwcfprd.doa.louisiana.gov/osp/lapac/eCat/dsp\\_eCatSearchLagov.cfm](https://wwwcfprd.doa.louisiana.gov/osp/lapac/eCat/dsp_eCatSearchLagov.cfm)

### 2.9 Sole Source Procurement

Sole source procurements are a purchase available from only one source, usually the manufacturer, and is not sold through distributors. The Parish does not recognize distributor territories.

Sole source procurements are also when compatibility is the paramount consideration, where a sole supplier's item is needed for trial use or testing, resale, or utility services on a selective basis. A contract may be awarded for a required supply, service, or major repair without competition when it is determined in writing that there is only one source for the required supply, service, or major repair item.

- **All Sole Source procurements require the approval of the Director of Procurement.**

Sole source procurements require a "Sole Source Justification" narrative which explains the conditions and/or circumstances leading to the sole source procurement and which shall be kept on file with the Department of Procurement. Sole Source Justification shall be prepared by the requesting department.



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The department shall also obtain signed letterhead quotation and declaration of sole source from corporate marketing (not sales representative) stating product or service is not sold through distributors, attach a notarized price list or retail price verification for the item(s), and submit all documents to the Department of Procurement.

See **Exhibit 9** for Sole Source Justification Form.

### 2.10 Emergency Purchases

Emergency is defined as unforeseen mischance bringing with it destruction, damage, or injury to public health, safety, or welfare or the imminent threat of such destruction or injury; or as a result of an order from the Parish President, CAO, Deputy CAO, or designee to take immediate action.

There are two types of emergencies under Public Bid Law: emergency or extreme emergency for both public works, including labor and materials, and for purchases of materials or supplies. In the event of an emergency or extreme emergency, the Public Bid Law may be waived provided that notice was given to the public by publishing in the official journal within 10 days of declaring such public emergency or as soon as practicable thereafter.

Every effort shall be made to follow all purchasing procedures including using Purchase Orders (POs) for all procurements and soliciting (3) three quotes when feasible. If three quotes are not obtained at the time of soliciting, then the procurement file must document that every effort was made and that the purchase is deemed cost reasonable. The emergency procurements shall be limited only to those supplies, materials, equipment, and services, or major repairs necessary to meet the emergency. The department shall attach to the requisition all supporting documentation including a justification letter if an emergency procurement is made without soliciting (3) three quotes.



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### 3. Requisitions and Purchase Orders

#### 3.1 Requisitions

A requisition serves to inform the Department of Procurement of the needs of a specific requesting department and to define the material or service requested. The requisition is not an order, merely the request for the Department of Procurement to procure the item(s) or service(s) in accordance with policies and procedures.

Departments shall initiate a requisition in the Parish ERP system (Munis). Documentation for the requisition shall be attached to the requisition in Munis.

The requisition will route through the Munis workflow approvals. Procurement will verify the items on the requisition with the attached documentation, convert the requisition to a Purchase Order, and place the order.

Purchase requisitions may not be "divided" or "broken-up" in order to circumvent monetary thresholds established by the procurement requirements herein.

See **Exhibit 10** for processing notes for requisitions.

#### 3.2 Purchase Orders

The purchase order (PO) is a legal binding document authorizing the purchase of and subsequent payment for materials, supplies, equipment, construction, repairs, and services. The PO number is the control and reference number.

Purchases shall not be made without a PO being issued. Service providers shall not be given approval to initiate work by a department unless a PO has been issued and provided to the requesting department.

After-the-fact purchases of materials, supplies, equipment, or services that are not supported by an authorized requisition and PO will not be routinely paid. Additionally, the employee may be personally responsible for payment and/or a written reprimand. The Department of Procurement will not process "after-the-fact" requisitions/invoices without the approval from the department Director and the Director of Procurement.

The after-the-fact process is as follows:

1. The requesting department will submit a justification memo signed by the department Director and all supporting documentation to the Department of Procurement.
2. The Director of Procurement will review the purchase based on the supporting documentation and will determine if the purchase will be approved or rejected.
3. Procurement will notify the department if the requisition was rejected.
4. If the Director of Procurement rejects the requisition, the department Director may appeal the decision to the CAO's office.



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### 4. Contracts / Agreements

#### 4.1 Written Contracts

A written contract is a legally binding agreement that is entered into by two or more parties. A contract will be required based on the following goods or services and monetary contract value:

1. Professional Services - \$20,000 or greater
2. Non-Professional/Essential Services - \$30,000 or greater
3. Construction/Public Works - \$5,000 or greater
4. Materials and Supplies - \$60,000 or greater

To execute a contract, the following steps must be followed:

1. The requesting department shall generate contract requests via Parish's contracting system. This process includes project initiation and authorization by the requesting department; solicitation (if applicable); and contract generation.
2. After the contract documents have been generated, the Department of Procurement will secure the appropriate signatures from the vendor/service provider and Parish officials.
3. A contract will be issued once it has been fully executed by both the vendor/service provider and the Parish, and is received by the Department of Procurement. The requesting department will be given the contract number and authorization to issue the NTP at that time.
4. Department of Procurement will mail the original contract to the vendor/service provider. The vendor/service provider may pick up the original contract at the Department of Procurement.
5. Vendor/service provider will file the contract with the Clerk of Court and send the certificate of recordation to the Department of Procurement.

#### 4.2 Contract Change Orders

Generally, a change order is used in construction contracts to add work to a project, to delete an aspect of a project, or to add days to complete a project. A change order can also be used to increase or decrease the compensation to be paid to the contractor. When a proposed addition or change order to an existing public work contract is outside the original scope of the contract, it must be either negotiated or let by public bid rather than by change order to an existing contract. Change Orders shall have a change order form uploaded to Munis before it will be processed.

See **Exhibit 11** for processing notes of change orders.

The need for a change order to a particular construction contract may result from one or more of the following:

1. An error or omission in the original contract;
2. Differing site conditions, which may have previously been unknown prior to construction, and may require a change in design or materials;
3. Adding a new specification at the direction of the Parish;
4. Adding new items of work;



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5. Resolving a dispute;
6. Changing the sequence of work;
7. During the course of the project, additional features or options are perceived and requested;
8. The project manager or engineer discovers obstacles or possible efficiencies that require a deviation from the original plan;
9. Other contractual changes.

No work on the proposed change order shall be authorized or performed prior to completion of the processing of all required documentation. The vendor/service provider is responsible for recording construction change orders when applicable.

### 4.3 Contract Amendments

A contract amendment is used in professional, non-professional, and/or essential services contracts. Contract amendments are used to expand the scope of work to a project, to delete or amend an aspect of a project, or to add additional days to complete a project. A contract amendment must be supported by the basis for the amendment, anticipated additional cost, analysis of cost reasonableness, and the requesting department's written recommendation for the amendment. The Department of Procurement is responsible for recording contract amendments when applicable. A contract amendment form shall be attached to every request for a contract amendment.

See **Exhibit 12** for Contract Amendment Form.

### 4.4 Contract Renewals

When a department intends to continue service with contractor, a contract renewal is required. All renewals must be more advantageous to the Parish than a solicitation and agreed upon by both parties – the Parish and the vendors/service provider. It is the department's responsibility to monitor the contract term dates to ensure contract renewals are completed timely. This process should be initiated at least 60 days prior to the expiration of the existing term of service on the contract or agreement.

The following steps must be followed for a contract renewal:

1. The department will initiate the request to renew by submitting a "Department Contract Renewal Form" to the department of Procurement. See **Exhibit 13** for Department Contract Renewal Form template.
2. The Department of Procurement will check Consumer Price Index (CPI) / Producer Price Index (PPI) for current market conditions and trends, if applicable.
3. The department shall complete a "Contract Intent to Renew Letter" confirming its intentions to renew the contract/agreement for a specified term and amount, and obtaining the vendor/service provider's signature.
4. Upon securing the contractor(s) signature, a copy of the renewal letter should be kept on file with the Department of Procurement in the Procurement file, and a copy uploaded to the Parish's contract system, if applicable.

The Contract Intent to Renew Letter is attached to this manual for department use as **Exhibit 14**.



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### 4.5 Contract Cancellations

A department may request cancellation or termination of a contractor/service provider prior to the contract term or agreed upon task stated in the contract for various reasons. Some examples include: failure to perform, poor workmanship, lack of responsiveness to Parish requests, termination for convenience, among others.

In the event that the department is considering canceling a contract, the department should document all examples, events, actions, conversations, etc. that lead to the department's decision to cancel.

Before any action is taken by the department, the Parish's Legal Department shall be contacted to discuss what course of action can or should take place. This will also ensure that the proper and legal process is followed.

### 4.6 Notice to Proceed

Notice to Proceed (NTP) is a notification letter from the Parish addressed to the contractor/vendor/service provider stating the date on which project work can begin. When a contract has officially been awarded, executed by both the Parish and the awarded contractor/vendor/service provider, and a PO issued by the Department of Procurement, an NTP can be issued by the department.

**NOTE:** Departments should be aware of deadlines in the law for issuing a NTP or obtaining an extension. (See section 5.7)

The requesting department is responsible for issuing the NTP. Upon issuance and signature by the awarded contractor/vendor/service provider, a copy of the NTP should be kept on file with the requesting department, a copy provided to the Department of Procurement to be kept in the procurement file, and a copy uploaded to the Parish's contract system (e-works), if applicable. A template of an NTP letter is attached as **Exhibit 15**.

### 4.7 Service Agreements

A service agreement is a contract with a given company to provide maintenance service on a piece of equipment or facility for a period of time. Usually agreements are let on an annual basis at a set monthly fee. To obtain an agreement on a particular piece of equipment or facility, the requesting department shall submit to the Department of Procurement a memorandum with the complete description of services required, and the equipment to be serviced and manufacturer's information.

The Department of Procurement will determine the feasibility and cost effectiveness of obtaining a service agreement on the equipment. Service agreements should not be signed by any department without first consulting with the Legal Department and receiving the proper authorization from the CAO.

### 4.8 Lease Agreements

A lease agreement is a contract between a lessor and lessee that allows the lessee the right to the use of a property owned or managed by the lessor for a period of time. During the lease period, the lessee is responsible for the condition of the property. Lease agreements should not be signed by any department without first consulting with the Legal Department and receiving the proper authorization from the CAO.



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### 5. Additional Information/ Other Requirements

#### 5.1 Advertisements

When a public works project requires advertisement, it must be advertised in Parish's official journal. Advertising in a paper with a larger circulation, or multiple advertisement cycles, may be required. Notifications are also made on Parish's website, and/or on Parish's electronic bidding system. However, the use of electronic bidding and website postings does not eliminate the need for advertising in the official journal.

The advertisement shall be published once a week for 3 different weeks in the official journal. The first advertisement shall appear at least 25 days before the opening of bids. The first publication of the advertisement shall not occur on a Saturday, Sunday, or the day after a legal holiday. Plans and specifications must be available to bidders on the day of the first advertisement and until 24 hours before the bid opening date. When attendance by bidders is mandated at a pre-bid conference, the date, place, and time of the pre-bid conference shall be stated in the first advertisement.

#### 5.2 LaPac

Notice of all competitive solicitations shall be posted to Louisiana Procurement and Contract network (LaPac). Addenda shall also be promptly posted on LaPac. The Department of Procurement is responsible for uploading to the website. Publishing solicitations on LaPac does not eliminate the requirement to advertise in the official journal.

#### 5.3 Public Opening of Advertised Solicitations

All advertised solicitations shall be publicly opened and read aloud. A representative of the Parish shall be present at each public opening. All incoming solicitations and addenda/modifications shall be dated and time stamped upon receipt and kept in a single secure place until the scheduled bid opening.

#### 5.4 Electronic Bidding

Political subdivisions must allow for the electronic submission of bids. Public entities shall have the option to require that all bids be submitted electronically for any competitive bid let out for public bid. Public entities must include all bid documents as defined in La. Rev. Stat. 38:2211(A)(1) on the electronic website accepting the electronic bids. Use of an electronic bidding system does not eliminate the requirement to advertise in the official journal.

#### 5.5 Addenda

The Department of Procurement is responsible for taking questions from contractors/vendors during the solicitation/advertising phase of a project. Answers will be published by "addenda." Each addendum published shall contain the original question as well as the Parish's response. All vendors who obtained bid or solicitation packages shall be provided with all addenda.

**NOTE:** Departments are prohibited from answering questions from contractors/ vendors directly.





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### 5.6 Extending the Bid or Solicitation Period

Bid period may be extended up to 30 days through the issuance of an addendum without the requirement of re-advertising; however, if the addendum is issued within 72 hours of the advertised time of opening bids, opening of bids is extended for at least 7 but not more than 21 working days without the requirement of re-advertising. The addendum shall state the revised time and date of opening bids. A copy of the addendum shall be sent by regular mail or email to all prime bidders who have requested bid documents.

### 5.7 Time Limits

Upon receipt of bids for a public works project, the Parish has 45 days to either accept the lowest responsive, responsible bidder or reject all bids.

The following process will be followed if the department wants to disqualify the lowest bidder:

1. Department will notify Procurement within five (5) days after results has been sent to the department for review.
2. Department Director will submit an Interoffice Memo to the department of Procurement justifying the reason for disqualifying the lowest bidder.
3. Director of Procurement will review the bid submitted and justification submitted by the department to determine if the lowest bid should be disqualified.
4. If the Director of Procurement chooses to reverse the decision and select the lowest bidder, the department Director can appeal to the CAO.

If the contractor has provided all necessary documents to the Parish within ten days of the opening of bids and no bid challenge has been submitted to the Parish, the contractor and the Parish shall execute the contract not later than 45 days from the Parish's acceptance of the lowest responsible bid. The awarded contractor is notified by the Department of Procurement within 45 days.

Upon execution of the contract, the Parish, within 30 days thereafter, shall issue to the contractor an NTP. However, upon mutual, written consent by both parties, the NTP may be extended for one or more 30-day periods.

### 5.8 Bonding Requirements

#### *Bid Guarantee*

A bid guarantee shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified. Contractors may be required to submit a bid bond in the amount of five (5) percent of the bid amount on projects of \$25,000 or more. A five (5) percent bid bond is mandatory for public works projects of \$250,000 or more. Bid bonds shall be written by a surety or insurance company currently on the U.S. Department of Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register, or by a Louisiana domiciled insurance company with at least an A-rating in the latest printing of the A.M. Best's Key Rating Guide.

#### *Payment and Performance Bonds*

Contractors are required to submit a Payment and Performance Bond of not less than 100 percent of the project cost for public works projects costing \$25,000 or more. Payment Bond is a bond that assures payments, as required by law,



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to all persons supplying labor or material for the completion or labor and materials bond, of work under the contract. Performance Bond is a contract of guaranty executed subsequent to award by a successful bidder to protect the Parish from loss due to contract or 's inability to complete the contract as agreed. Payment and Performance bonds shall be written by a surety or insurance company currently on the U.S. Department of Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register, or by a Louisiana domiciled insurance company with at least an A-rating in the latest printing of the A.M. Best's Key Rating Guide. In addition, any performance bond furnished shall be written by a surety or insurance company that is currently licensed to do business in the State of Louisiana.

### 5.9 State License Requirements

Contractors are required to hold an appropriate State Contractors License to perform public works projects valued at \$50,000 or more.

### 5.10 Split Purchasing

Split Purchasing is prohibited. Frequent or recurring purchases of items may be considered as circumvention of the bid laws. Purchase requisitions may not be "divided" or "broken-up" in order to circumvent monetary thresholds established by the procurement requirements herein.

### 5.11 Bid Forms

Each paper bid must be submitted in a sealed envelope. The outside of the envelope shall show the Name and Address of the Bidder, the State Contractor's License Number of the Bidder (if the work is estimated at \$50k or more), the Bid Name and the Bid Number. Bids submitted in the following manner will not be accepted:

- A. Bid submitted on paper containing no signatures or correction tape (whiteout)
- B. Bid filled out in pencil
- C. Bid not submitted on the Parish's standard forms
- D. Contractor License number missing on outside of the envelope for projects estimated at \$50,000 or greater

### 5.12 Insurance

Insurance shall be required for any vendor performing a service, installation, training on-site, or project that occurs on Parish property regardless of the dollar amount. All vendors who are performing these services or work on the Parish Property may not begin work until the certificate of insurance has been received, approved by Risk, and placed on file.

### 5.13 Vendor Registration

Vendors who wish to register their business with LaPac to receive notifications of new solicitations and addenda posted by St. Tammany Parish Government Department of Procurement may visit the below link:

[Supplier Self Registration - SAP NetWeaver Portal \(louisiana.gov\)](https://louisiana.gov)

It is the vendor's responsibility to check LaPac frequently for new solicitations and addenda as well as maintain their vendor's registration information in order to ensure that all information is current.



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### 6 Surplus Property

#### 6.1 Surplus Property

The Department of Procurement will contact various departments annually to confirm if departments have any materials/equipment that they deem no longer serviceable, obsolete, and/or no longer needed. The Department of Procurement will compile a list and ultimately enter it as a resolution for Parish Council approval.

Once the items are approved through Council resolution, the items are then considered surplus property and are offered for sale to the public by the Parish. A sale of the surplus property is scheduled via public auction through an auction house designated by the Parish.

If a department needs to have furniture or equipment moved, the department should contact Facilities Management and also notify the Department of Procurement of their request. The items will normally be offered to other departments before being offered for sale to the public.

All surplus items will be handled by the Department of Procurement and disposed of through a public auction process. Departments do not have the authority to dispose of Parish surplus property. Surplus items cannot be donated or given to another organization or individual without specific authorization by the CAO and execution of a CEA/MOU or other legal document, nor can Parish employees purchase Parish surplus property.