



# VENDOR GUIDE

CITY OF BATON ROUGE/  
PARISH OF EAST BATON ROUGE  
PURCHASING DIVISION  
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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.

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**PATTI J. WALLACE, CPPB, Acting 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.

## **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**

*Patti J. Wallace, CPPB – Acting Director*

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Vanessa Dargin, Purchasing Analyst	x 316
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JoLeslie Looney, Administrative Specialist I	x 315
Berch Wilbert, Fixed Assets Manager	x 321
LaKeisha Morrison, Administrative Specialist I	x 310