

VENDOR MANUAL



**Jefferson
Parish**
State of Louisiana

Jefferson Parish Purchasing Department

West Bank Office (Main Office)

General Government Building
200 Derbigny Street
Suite 4400
Gretna, LA 70053

East Bank Office

Joseph S. Yenni Building
1221 Elmwood Park Blvd.
Suite 404
Jefferson, LA 70123

Phone: (504) 364-2678

JEFFERSON PARISH VALUES

PUBLIC FIRST

PURSUIT OF EXCELLENCE

POSITIVE RESPONSE TO CHANGE

RESPECT FOR OTHERS

COMMUNITY MINDEDNESS

Purchasing Department Mission Statement

The Purchasing Department provides central procurement services for all Jefferson Parish departments' requests for services, equipment, supplies and public works projects. Our goal is to procure quality products using cost effective and transparent methods and to ensure compliance with Jefferson Parish's codified Uniform Purchasing Procedures and Louisiana Public Bid Law. Our mission is to continue to serve Parish citizens, vendors and employee with excellent customer service while fostering open and fair competition.

Introduction

The Jefferson Parish Purchasing Department main office location is located in the Jefferson Parish General Government Building, 200 Derbigny Street, Suite 4400 Gretna, Louisiana 70053. A satellite office is located in the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123. **All bid submissions are to be submitted via the electronic procurement site per the instructions of the Invitation to Bid.**

Office hours are from 8:30 a.m. until 4:30 p.m., Monday through Friday. A scheduled appointment will enable productive utilization of time for both parties. Vendors are encouraged to visit the Purchasing Department. When visiting, vendors should bring brochures, business cards, descriptive material, and price lists that will acquaint the Purchasing staff with their products and services. After meeting with a Purchasing representative, an official "Letter of Introduction" to meet with Jefferson Parish departments may be issued.

Jefferson Parish is exempt from paying sales tax under LA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted exclusive of state and local taxes. Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBEs including, MBEs, WBEs and SBEs) to stimulate participation in procurement and assistance programs.

Vendors registering to conduct business with Jefferson Parish hereby acknowledge that upon bid/proposal submission, vendors agree to comply with all provisions of Louisiana Law as well as compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards, and Jefferson Parish standard terms and conditions. Further, it shall be the duty of every applicant for certification of eligibility for a Parish contractor or program to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10 (19). By submitting a bid, each vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

PLEASE FORWARD ANY QUESTIONS ABOUT THE VENDOR REGISTRATION FORM
TO THE JEFFERSON PARISH PURCHASING DEPARTMENT:

200 Derbigny Street
Suite 4400
Gretna, LA 70053
(504) 364-2678 – Office
purchasing@jeffparish.net

TO VISIT OUR JEFFERSON PARISH OFFICIAL WEBSITE:

<http://www.jeffparish.net>

Jefferson Parish bids are posted on Jefferson Parish's eProcurement site*. Sealed Bids are advertised in the Jefferson Parish's Official Journal and posted on the State of Louisiana website at:**
<https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC>

Becoming a Jefferson Parish Vendor

A vendor can respond to a bid invitation without being in the Jefferson Parish Purchasing's vendor database. However, the bidder must complete a "Vendor Registration Form" and submit a W-9, upon request, in order for the bid response to be entered into the bid tabulation.

Vendor Registration: Vendors interested in providing supplies, services or performing major repairs for Jefferson Parish must complete the "Vendor Registration Form" and submit a current W-9. The registration form is available by visiting the Jefferson Parish Purchasing Department, Jefferson Parish General Government Building, 200 Derbigny Street, Suite 4400, Gretna, Louisiana 70053, or can be downloaded from our website, <https://www.jeffparish.net/departments/purchasing/forms>.

The "Vendor Registration Form" must be fully completed, including the commodity code listing for the products and/or services that the vendor can furnish.

Vendor Registration Input

The "Vendor Registration Form" is reviewed, and the Federal Tax ID number is verified on the IRS website. Once verified, the vendor is entered in the Jefferson Parish Financial Management System (FMS).

Separate Vendor Registration – eProcurement*

Jefferson Parish Purchasing utilizes an online bidding site as mandated by the State of Louisiana. All vendors are encouraged to register as a vendor with the eProcurement site. The registration is free of charge. When registering on the online bidding site, the vendor must include the commodity codes that their company can provide in their profile.

For assistance with registration for Central Bidding:

*<http://www.centralbidding.info/registration.php>

*Vendor support: (833) 412-5717 (toll free) or

*225-810-4814

*Email: info@centralbidding.com

Purchase Categories:

The Purchase Categories are authorized by Sections 2-902, 2-903, 2-904, and 2-905 of the Jefferson Parish Code of Ordinances and each section outlines the dollar value required for purchase order issuance and/or the bidding process.

Under no circumstances shall there be a division or separation of any purchases or projects into smaller purchases, which division or separation would have the effect of avoiding the bidding requirements.

Sales Tax Exemption:

Jefferson Parish is exempt from paying sales tax under LA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted exclusive of state and local taxes. For public work projects, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which is permanently incorporated in the project (hereinafter referred to as “applicable materials and equipment”). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owed on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish to contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment, and report to Owner the amount of taxes not incurred.

Bidding Process for Small Bids (Under \$30,000):

The Purchasing Department will submit an Invitation to Bid through the Parish’s eProcurement system*. On occasion, an emailed Invitation to Bid may be used to secure pricing, if necessary. The Invitation to Bid contains complete specifications and will be opened at a specified date and time. The responses are maintained in the official bid record and become public record. The bid will be awarded to the lowest, responsible, responsive bidder which meets specification requirements. Vendors typically have between 3-5 days to submit responses once the bid listing has been posted onto the Parish’s eProcurement system*. Additional time may be given for jobs requiring both labor and materials, allowing for a pre-bid conference or site visits. The Purchasing Department Buyer (Buyer) may use his/her discretion in setting the bid opening dates. Small bids are not publicly opened.

Bidding Process for Sealed Bids (Over \$30,000) and Posting of the Advertisement:

The Purchasing Department requires sealed bids by soliciting them via the Parish's eProcurement system* and/or posting bids onto LAPac (State of Louisiana Contract and Procurement Network). The advertisement of a sealed bid is published in Jefferson Parish's Official Journal (currently The New Orleans Advocate)**. Bids are awarded on the basis of the lowest, responsible, responsive bid received meeting specifications. The Invitation to Bid will be publicly opened and read at a specified date, time, and place. There are three types of bids in this category:

1. Bids for materials and supplies for one-time purchase or for an annual contract.
2. Bids for public work construction or maintenance projects.
3. Bids for non-public work labor/service.

Requirements for Posting of the Advertisement for Sealed Bids:

Materials, Supplies and/or Service Bids: Shall be advertised in the Parish's Official Journal**, once a week for two (2) consecutive weeks, and may not be opened until fifteen (15) days after the first advertisement.

Public Works and/or Labor Bids: Shall be advertised in the Parish's Official Journal **, once a week for three (3) consecutive weeks, and bids may not be opened until at least twenty-five (25) days after the first advertisement.

Forms Required with Bid Submission:

For Public Work Bids: Louisiana Public Work Bid Form and any additional information or documents that Jefferson Parish requires (Public Work affidavit) refer to the instructions of the Invitation to Bid and/or Important Notice to Bidders; including acknowledgment of addenda issued on the bid form. Failure to comply with all requirements will result in bid rejection.

For Non-Public Work Bids: Standard Jefferson Parish Invitation to Bid Form and any additional information or documents that Jefferson Parish requires (Non-Public Work affidavit) refer to the instructions of the Invitation to Bid and/or Important Notice to Bidders; including acknowledgment of addenda issued on the bid form. Failure to comply with all requirements will result in bid rejection.

Affidavit: Non-Public Work or Public Work – Refer to the Invitation to Bid instructions including, but, not limited to, Important Notice to Bidders.

Corporate Resolution - Authority to Sign Bids: If the bid is in excess of \$30,000 LA-R.S. 38:2212(B) (2), a corporate resolution or written evidence of the individual signing the bid, having such authority, must be submitted with the bid. Failure to comply will cause the bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout must be included with the bid submission. Bids submitted by Owners or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection. Both forms can be downloaded from www.jeffparish.net/departments/purchasing/forms.

Insurance and Bonds: All Jefferson Parish bids for labor, Public Work projects, and/or annual supply contract bids are to require insurance requirements to which vendors must comply, unless otherwise stated in the Invitation to Bid. The coverages for General Liability, Automobile, and Worker's Compensation and Employer's Liability Insurance are stated in "Additional Requirements" instruction number "10" of the Invitation to Bid, and the Insurance Requirement document is also included in each bid packet posted on our site(s).

Proof of required insurance coverage must be submitted with bid submission. Always refer to the instructions of the Invitation to Bid. Insurance certificates are required to state the amount of coverage and coverage dates. Final insurance certificate must be submitted by successful vendor when signing the formal contract, showing "Jefferson Parish, its Districts and Agencies under the direction of the Parish President and Council" as an additional insured.

Bid Surety Bond, if required, will always be required with bid submission as stated in the instructions of the Invitation to Bid.

Performance bonds and payment bonds must be produced upon contract execution, if required in the Invitation to Bid. If the successful vendor fails to comply with the production of bonds and/or final insurance certificates, then the bid will be rejected and Resolution awarding rescinded. The Parish reserves the right to move to the next lowest responsive bid for award.

Pre-Bid Conferences:

There are two types of pre-bid conferences – Mandatory and Non-Mandatory.

Mandatory Pre-Bid Conferences: If the pre-bid conference is mandatory, only the companies represented by attendees may be considered for an award. All mandatory pre-bid conferences must have the approval of the Purchasing Director in concurrence with the (requesting) Department Director, prior to bidding. The mandatory pre-bid conference date, time and location must be stated in the advertisement and in the bidding documents.

Louisiana Revised Statute 38:2212(I) provides that when a design professional or public entity mandates attendance by prospective bidders at pre-bid conferences as a prerequisite to bid on a public work projects, the date, place, and time of the pre-bid conference shall be stated in each advertisement notice. All prospective bidders shall be present at the beginning of the pre-bid

conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.

Non-Mandatory Pre-Bid Conferences: Vendors are not required to attend to submit a bid. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification, with no additional cost to the owner.

Purchasing Staff are the facilitators — their role is to guide agency representatives to ascertain that specifications are not unduly restrictive. If questions are asked at a pre-bid conference, the questions must be submitted in writing to the Buyer. Any information discussed at a pre-bid meeting that was not answered in writing does not change the bidding documents. Answers to questions should be addressed in an addendum. If necessary, Non-Mandatory Pre-Bid Conferences follow the same guidelines, except that the pre-bid conference does not need to be advertised.

Sealed Bid Awards:

Bids must be awarded to the lowest responsive and responsible bidder. Official bid acceptance and awards are made via Council Resolution. A bid award must be made within 45 calendar days after the bid opening. However, Jefferson Parish and the lowest responsible bidder(s), by mutually written consent, may agree to extend the deadline for award by one or more extensions in increments of 30 calendar days.

Purchasing Definitions:

Bid: A bid is a response to a Bid Invitation and constitutes the vendor's offer to sell specific items and/or services to Jefferson Parish at a firm price under the contractual terms and conditions outlined in the bid.

Small Bid: Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the \$30,000. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

Sealed Bid: Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm, fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction.

Payment Bond: A payment bond (labor and materials bond) ensures that all laborers, materials, subcontractors and supplies are paid by the contractor entering into a contract with the Parish.

Performance Bond: A performance bond, sometimes referred to as a “completion bond,” ensures the Parish that a contract, once awarded, will be completed within a fixed period of time, as awarded, and further guarantees against breach of contract.

Bid Bond or Bid Surety: A bid surety bond protects the Parish in the event that a bidder refuses to enter into a contract after the award is made or if the bid is withdrawn prior to the award. A bid surety must be an electronic bond made payable to Jefferson Parish in the amount of five percent (5%) of the submitted bid, unless otherwise specified in the bid documents. Vendors should always refer to the bid instructions. The bid surety must accompany the submitted bid.

Performance Bond and Payment Bond: These bonds will be required for construction in all Public Work contracts. Requesting departments may require a performance bond for some service contracts. In these cases, the requirements will be contained in the Invitation to Bid. All bonds must be written by surety agencies meeting requirements as defined in Resolution 113646 or 113647, as amended, whichever applies.

Liability Insurance: Public liability insurance protects the Parish from the obligation of a contractor to pay his/her debts, and in the case of an accident or injury, the obligation of a contractor to pay compensation to victims of accidents resulting from the contractor’s negligence.

Business Automobile Liability Insurance: Automobile liability insurance protects the Parish from obligation of bodily injury and property damage caused by an employee of the insured employer while driving an automobile.

Workers Compensation: Workers compensation, usually referred to as workmen’s comp, is insurance against statutory damages arising from injury to employees while in the employ of the insured employer.

Asbestos Abatement Project Occurrence Insurance: Asbestos Abatement Project Occurrence should be required in every contract requesting the removal of asbestos. The minimum insurance coverage required should be one million dollars (\$1,000,000.00) for each occurrence. The minimum insurance rating by A.M. Best should be A/B+.

Jefferson Parish Code of Ordinances: The Jefferson Parish Code of Ordinances establishes uniform procedures for the purchase of equipment, materials, services, supplies, and public works for all Parish Departments. Purchases are requisitioned through the Purchasing Department.

Services Under Annual Contracts: Purchases and services under annual contract will be requisitioned in the same manner as regular purchases. Departments may enter into such contracts by submitting these requests to the Purchasing Department for competitive bids.

Consolidation of Purchases: The Purchasing Department will consolidate purchases of like items in order to secure the most beneficial prices for the Parish. The Purchasing Department is charged with the responsibility of coordinating these purchases, and the Parish Departments shall cooperate with this endeavor.

Receipt and Inspection of Commodities: When the requisitioning department receives material, equipment, services, or supplies, the department must inspect for quality and quantity. The receiving clerk should not accept commodities unless they conform precisely to the specifications. Directors should designate a responsible employee to sign for proof of delivery of the commodities specified.

Council Approval/Award of Bid/Bid Acceptance: Council approval is required to advertise for Public Work excess of contract limit in R.S. 38:2212, Request for Proposal (RFP), Statement of Qualifications (SOQ), and Pre-placed Emergency Contracts prior to the release of a bid, RFP, or SOQ.

Council approval for acceptance of the lowest, responsible, responsive bid shall be required in the following circumstances:

- **Sealed Bids (Over \$30,000) for labor, materials and/or services, including annual contracts will require formal contract after acceptance of approved Resolution.**
- **Sealed Bids (Over \$30,000) for materials/supplies one-time purchasing will require approved Resolution for purchase order issuance.**
- **Small Bids (Under \$30,000) that require bonds will result in a formal contract after approved Resolution acceptance.**

RFP (Request for Proposals): Authorized by Section 2-985; this process is used to obtain services, except professional services, or non-standard items costing over \$15,000, when the competitive bidding process is neither practical, nor required by State Law, nor advantageous to Jefferson Parish.

SOQ (Statement of Qualifications): Authorized by Section 2-930; this process is used to solicit qualified firms for professional services, such as attorneys, insurance, etc.

Bidding:

Bid Purpose:

The purpose and intention of an Invitation to Bid is to afford vendors an equal opportunity to bid on all construction, maintenance, repair, operation supplies, and/or equipment listed in the bid proposal. Jefferson Parish will accept one bid only from each vendor. Items bid must meet or exceed specifications. Items bid must be new, unless used or remanufactured items are requested in the specifications.

Acceptance of Jefferson Parish Terms and Conditions:

By submitting a bid response, the vendor has agreed to the Terms and Conditions stated in Resolution 113646 and/or 113647, as amended, even if those documents are not attached to the Invitation to Bid. Vendor must read the Invitation to Bid in its entirety, including all instructions. Failure to do so could result in bid response being rejected for not following required instructions.

Posting of Bid Invitation:

Sealed Bids (Over \$30,000): Bids can be downloaded from the Jefferson Parish eProcurement website: <http://www.jeffparishbids.net>. This site will allow vendors the ability to obtain bid documents posted on our on-line bidding site*; in addition to being posted on the Louisiana State Purchasing LAPAC Website. Documents can be downloaded from both sites free of charge.

Small Bids (Below \$30,000): Bids are posted on our on-line bidding site* only.

Preparation of Bid Proposal:

A careless error in the bid preparation or in quoting prices will not relieve the vendor's responsibility.

Vendors should not erase, correct, or write over any prices or figures necessary for the completion of the bid proposal. If a correction is necessary, each should be initialed by the bidder.

ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AN AUTHORIZED REPRESENTATIVE WILL BE ACCEPTED. PENCIL AND / OR PHOTOSTATIC FIGURES OR SIGNATURES WILL CAUSE FOR REJECTION OF THE BID. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN LS-R.S.9:2602(8) ARE ACCEPTABLE. ELECTRONIC SIGNATURE MUST BE A SECURED SIGNATURE.

Obvious Mistakes:

If a mistake on the face of the bid document is clearly evident, the bid shall be corrected to the intended bid and may not be withdrawn. Examples of clearly evident mistakes are: typographical errors, errors in extending unit prices, and mathematical errors. When 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.

Withdrawal of Bids:

Bids, or any part thereof, may be withdrawn prior to the time of bid opening by a formal written request. Bids may be withdrawn by affidavit within 48 hours from the bid opening date, if accepted by the Jefferson Parish Attorney's Office.

Bid Rejection:

Jefferson Parish reserves the right to reject any and all bids, in whole or in part, if in the best interest of Jefferson Parish.

Specifications:

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.

Samples:

When required, samples must be furnished no later than the time set or specified for bid opening. Samples must be submitted under separate cover and marked plainly with the name and address of the bidder, bid number, bid opening date, and correspondence indicating whether or not bidder desires the sample to be returned. If the sample is to be returned, postage must be provided by the vendor. Seconds, irregulars, or shorts are not acceptable. All samples are subject to mutilation as a result of testing.

Any part of goods received that do not meet quality standards and construction of the sample retained will be rejected and returned at the vendor's expense.

Bid Opening of Sealed Bids:**Late Bids:**

Any bid response received after the bid opening date or time will NOT be accepted. Jefferson Parish Purchasing Department staff members will publicly open and read aloud bid submissions at the prescribed time and place stated in public notices and/or the Invitation to Bid. As the bid openings are public, it is agreed and understood the bidders may attend. These openings will advise who submitted a bid response, and their total bid amount of each bid response. Vendors may record the results; however, final awarding of the bid will not be announced at this time.

Bid Tabulation:

Bid tabulations (over \$30,000) will be submitted to each responding vendor after all administrative duties are completed. The bid tabulation will be posted on our on-line bidding site* 14 days after the bid opening date (R.S.38:2212(H)). No tabulations are given over the telephone. After the 14 days the bid files become public record and can be viewed. Copies can be requested via a public records request. This information may be obtained by contacting the Jefferson Parish Attorney's Office.

Bid tabulations (under \$30,000) are posted on our on-line bidding site* after all administrative duties are completed.

Protest Policy: Only those vendors that submit bids in response to a solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. **(For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)**

Award of Contract or Purchase Order:

Jefferson Parish reserves the right to award contracts or place orders on a lump sum or individual item basis or such combination as shall in its judgment be in the best interest of Jefferson Parish. Every contract or order shall be awarded to the LOWEST, RESPONSIBLE, AND RESPONSIVE BIDDER, taking into consideration the CONFORMITY WITH SPECIFICATIONS and the DELIVERY AND/ OR COMPLETION DATE.

A purchase order is a legal contract. Failure to perform is considered a breach of contract. Jefferson Parish may re-purchase on the open market and surcharge the defaulting contractor, and possibly institute debarment procedures on a defaulting vendor.

Cancellation of Contract:

Jefferson Parish reserves the right to cancel all or any part, if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted.

All or None:

A bidder may limit their bid to All or None. However, this may cause the bid not to be acceptable under certain conditions.

Deliveries:

Deliveries are to be made as stipulated in the bid. If no delivery instructions appear on an order, it will be interpreted to mean prompt delivery is required.

Vendor Payments:

Upon delivery and acceptance of each order, the vendor shall bill the Parish agency by an invoice to include the purchase order number, bid number, and/or purchase requisition number. Invoices with missing information may unnecessarily delay the payment process. Parish agencies are required to pay proper invoices within thirty (30) days.

Helpful Tips:

- Read all pages of the Invitation to Bid, instructions, and additional forms. Failure to comply with bid instructions, regarding bid form and additional forms, will result in bid rejection. Sealed bid response time is 2 p.m. Small bid response time is 11 a.m. Late bids are not accepted.
- Any corrections, erasures, or written-over prices should be initialed by the bidder.
- Bid submissions must be signed.
- Acknowledge all addenda issued by indicating the addendum number in the appropriate section of the bid form.
- Unit Prices must be entered on the bid form furnished. A computer printout price list will not suffice and will cause the bid response to be rejected.
- Delivery date and terms should be listed.
- If freight charges will apply, ensure this is noted on the bid submission. Otherwise, the freight charges are assumed to be in the unit price of each item.
- If a vendor has any questions about a bid, contact the Purchasing Department before the bid opening. The contact name, telephone number, and email address are located on the cover page of the bid packet. All questions must be submitted in writing.
- Vendors should attend the bid opening or send a representative in order to learn which vendors submitted a bid and their total bid price.

Common Reasons That Result in Bid Rejection:

- **Failure to sign the bid form**
- **Failure to include proper verification of signature authority**
- **Failure to acknowledge all addenda on the bid form**
- **Non-compliance of license requirements**

- **Failure to submit, if requested in the bid form and/or specifications, literature for the items bid**
- **Failure to submit an electronic Bid Surety with bid submission**
- **Failure to submit proof of insurance with bid submission**

Bid Disqualification:

In Section 2-914 of the Code of Ordinances, Jefferson Parish provides rules and procedures in the event that a requesting department recommends bid disqualification.

The causes for disqualification from consideration for award of a bid contract with Jefferson Parish are as follows:

- Conviction for commission of a criminal offense as an indictment to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract
- Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a Parish contractor
- Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals
- Violation of contract provisions to be so serious as to justify disqualification, as set forth below:
 - Deliberate failure without good cause to perform in accordance with the specifications of within the time limit provided in the contract;
 - A recent record of a failure to perform or of unsatisfactory performance in accordance with the terms of one (1) or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for disqualification; or
 - Failure to timely pay, without cause, a subcontractor for work performed under a construction contract as required under [Section 2-976](#) in [Chapter 2](#), Article VII, of the Jefferson Parish Code of Ordinances, provided disqualification on such basis shall not exceed a period of one (1) year from the deadline to pay the subcontractor.

- Any other cause the Purchasing Director determines to be as serious and compelling as to affect responsibility as a Parish contractor, including debarment by another governmental entity for any cause
- Violation of the state code of ethics or the ethical standards set forth in the Jefferson Parish Code of Ordinances
- Failure to service, provide and/or maintain necessary licenses and/or permits during the term of the contract
- Failure to comply with the Jefferson Parish Code of Ordinances and/or the Jefferson Parish Comprehensive Zoning Ordinance; and

The procedures for disqualification from consideration for award of a bid contract with Jefferson Parish are as follows:

Step 1: Prior to making a recommendation to the Council regarding a bid acceptance which proposes to disqualify any bidder, either as a potential bidder or as the low bidder, on grounds that such bidder is not a “responsible bidder” for any of the causes for disqualification enumerated in the above instances or for any and all other reasons for disqualification for lack of responsibility provided in R.S. 38:2212 et seq. and related statutes. The department head shall first contact the bid disqualification review committee to establish a date and time for an informal hearing conducted by the committee, at which hearing the low bidder whose bid is proposed to be disqualified shall be afforded the opportunity to refute the reasons for the proposed action. The date for the hearing shall be scheduled to occur not later than five (5) business days after the date of the written notice of disqualification is sent to the bidder as required herein. The department head shall then send written notice to the bidder. The notice shall contain the reasons for the proposed disqualification as well as the date, time and location of the informal hearing before the bid disqualification review committee. The notice shall be sent to the bidder via electronic mail and certified mail with return receipt requested, and a copy of the notice shall also be sent to the Parish Attorney’s Office and to each member of the bid disqualification review committee, as constituted for such hearing under the provisions of [Section 2-864](#) of the Jefferson Parish Code of Ordinances. The Parish Attorney’s Office shall properly notice the bid disqualification review committee hearing as a public meeting pursuant to applicable open meetings laws.

Step 2: The bid disqualification review hearing shall be conducted by the bid disqualification review committee not later than five (5) business days after the date of the notice of disqualification. The Parish Administration representative on the bid disqualification review committee shall issue the committee’s ruling in writing and deliver it to the affected bidder not later than five (5) business days after the date of the bid disqualification review committee hearing. No award of the bid contract shall be made prior to the expiration of at least five (5) working days following the date of the bid disqualification review committee hearing.

Step 3: The department head shall prepare a recommendation packet to the Council no later than the Monday before the Council considers the bid award, which shall include the following:

- A letter to the Council Chairman indicating the low bidder(s) was disqualified
- The letter to the Council Chairman shall include a copy of the notice of disqualification sent to the bidder(s) with the postal receipt, indicating delivery to the low bidder(s) and include a copy of the bid disqualification review committee's decision
- The resolution accepting the lowest responsible bidder.

Purchases from a Sole Source:

As Authorized by Section 2-917.1 of the Jefferson Parish Code of Ordinances:

When purchasing from a sole source of supply, the requesting department shall obtain documentation in writing on the manufacturer's letterhead stating that the proposed supplier is the only source of supply of the desired good(s) and/or services(s), and that it has no distributors or authorized repair/service center (as applicable); or stating that a specific distributor or authorized repair/service center has territorial rights for the Jefferson Parish area; or stating that it has proprietary rights or copyrights over a specific commodity and has no authorized distributors.

The letter from the sole source vendor shall be signed on company letterhead, and should be from a representative of the manufacturer (not a salesman). Letter shall include:

- Firm price quote
- Statement about only known supplier of the product/service/repair
- Statement about not selling the product(s) through distributors

In addition, the requesting department shall justify in writing why it is in the best interest of the Parish to use a sole source item or service. The explanation shall be based on the requesting department's unique need precluding the use of similar good(s) or services(s) available in the market. All supporting documentation shall be made part of the purchase order records. Internal approval from the General Advisory Board (GAB) is required for all sole source purchases. If the expenditure exceeds \$30,000, then Council must approve a Resolution for the purchase.

Federal Funding Requirements:

As Authorized by Section 2-912 of the Jefferson Parish Code of Ordinances:

Whenever equipment, materials, or supplies are purchased or public works are constructed in whole or in part with federal funds pursuant to a grant, contract or cooperative endeavor agreement, and the provisions thereof, or any federal rule, regulation or law, set forth mandatory procedures for such procurements, the department in charge of the project and the Purchasing Department shall follow such procurement procedures regulation which would otherwise be applicable.

Whenever equipment, materials, or supplies are purchased or public works are constructed in whole or in part with federal funds pursuant to a grant, contract or cooperative endeavor agreement, and the provisions thereof, of any federal rule, regulation or law, set forth discretionary or optional procedures for such procurements, the department in charge of the project or the Purchasing Department may, on a case-by-case basis following Council authorization by Resolution, comply with the applicable federal rule, regulation or law, notwithstanding the existence of any local or state law or regulation which would otherwise be applicable.

RFP (Request for Proposals):

As Authorized by Section 2-985 of the Jefferson Parish Code of Ordinances:

The RFP process may only be used to procure services or nonstandard items exceeding \$15,000, and whereby the competitive bidding process is neither practical, nor required by state law, nor advantageous to Jefferson Parish.

RFPs may not be used to procure professional services.

1. **Authority:** The authority of Jefferson Parish departments to procure nonprofessional services or nonstandard items meeting the foregoing threshold by a RFP shall be by formal Resolution adopted by the Jefferson Parish Council. The proposed authorization Resolution shall be placed on the “other Resolutions” portion of the Council agenda, and shall be accompanied by a copy of the RFP in final form for the Council to consider.
2. **Preparation and Elements of the RFP:** The RFP, as prepared, shall include, but not be limited to: (i) a defined description of the item(s) and/or service(s) to be procured, termed a “statement of work” or “scope of service”; (ii) the specific time and date after which proposals will not be accepted; (iii) desired experience in the line of work or service under consideration (with requested references); (iv) staff capability with resumes requested from key individuals who will complete work or provide service under any ensuing agreement; (v) essential information, including, but not limited to, delivery dates, critical timeframes within which work must be completed and specific terms and conditions applicable to the RFP; and (vi) the specific evaluation criteria that will be used to evaluate the proposals.
3. **Evaluation Criteria:** Specific evaluation criteria shall be developed and stated in the RFP, considering the goal of the RFP process stated in Section (1) above, and the foregoing elements of the RFP. The evaluation criteria shall be crafted to measure how well a proposer’s approach meets the desired performance requirements, and which permit analysis of whether the proposer’s methodology meets the minimum stated performance standards, considering required technical expertise and experience, and managerial capability. A scoring system shall be devised to be impartially applied to each proposal.

- a. **Weighting:** Once developed, each evaluation criterion shall be scaled or weighted in relative order of importance to the overall RFP procurement action, and which shall be stated in percentages or points in the finalized RFP. The technical evaluation shall be worth seventy-five (75) percent and the cost evaluation shall be worth twenty-five (25) percent of the total points assigned.
 - b. **Pricing:** In addition to the preceding section, the RFP shall require pricing or cost of the item(s) or service(s) to be procured in defined format to allow like comparison and/or line item cost analysis. Such pricing schedule(s) shall be submitted with the proposer's RFP response in a separate sealed electronic envelope. The cost evaluation, described in section (7) below, shall take place after completion of the technical evaluation.
4. **Public Notice:** Upon adoption of the authorizing Resolution and approval of the completed RFP in accordance with Section (2) above, the Jefferson Parish Purchasing Department shall provide Public Notice of the RFP by advertising the same in the Official Journal of the Parish, a minimum of one (1) time each week for not less than three (3) consecutive weeks. In addition to the Official Journal of the Parish, said Public Notice may likewise be advertised in appropriate national trade journal(s) as necessary. The advertisement of the intended procurement action shall include, at a minimum, a brief description of the item(s) or service(s) to be procured, a description of the evaluation criteria as stated in the RFP, and a stipulated date and time after which proposals shall no longer be accepted.
5. **Questions and Written Correspondence:** Proposers may submit written questions and correspondence in accordance with the schedule defined in the approved RFP. Only written correspondence received in a timely manner shall be considered by the Parish. In the event that answers to questions materially change or substantially clarify the RFP, the Jefferson Parish Purchasing Department shall issue formal addenda to the RFP. The addenda to an RFP may not materially or substantially change the statement of work, scope of service, or the RFP evaluation criteria.
6. **Response(s) to RFP:** Written responses to an RFP shall be due to the Jefferson Parish Purchasing office as defined in the RFP, on or before the advertised date and time deadline for receipt, provided that date shall not be less than thirty (30) days after the date of the first of three (3) consecutive weekly publications in the Official Parish Journal as defined in Section (4) above. Late proposals shall be rejected and shall not receive further consideration. Proposals should be submitted on the most favorable technical terms which the proposer is able to submit, and at the best price for which the proposer is able to submit. Each person or firm submitting an RFP proposal must submit the following with their proposal:
 - a. **An Affidavit by the Proposer Attesting:** (i) that the affiant has not and will not employ any person, either directly or indirectly, to secure the public contract under which he is to receive payment, other than persons regularly employed by

the affiant, whose service in connection with the project or in securing the public contract, are in the regular course of their duties for the affiant; and (ii) that no part of the contract price was paid or will be paid to any person for soliciting the contract other than payment of normal compensation to persons regularly employed by the affiant whose services with the project are in the regular course of their duties for the affiant.

- b. **An Affidavit by the Proposer Attesting to:** (i) any and all campaign contributions that the affiant has made to elected officials of the Parish during the current term; and (ii) any and all debts owed by the affiant to any elected or appointed official of the Parish, and any and all debts owed by any elected or appointed official of the Parish to the affiant; and (iii) that the affiant has not made any contribution to or in support of elected officials of the Parish through or in the name of another person or firm, either directly or indirectly. For purposes of this section, elected or appointed officials of the Parish shall be limited to members of the Jefferson Parish Council and the Parish President.
- c. **An Affidavit by the Proposer Identifying:** any and all subcontractors, and/or persons, excluding full-time employees, who may assist in providing the item(s) and/or service(s) under any ensuing RFP agreement. Pre-placed emergency contracts, as defined by [Section 2-917](#), shall be exempted from submitting the affidavit described in this provision, [Section 2-895](#)(6)c; however, a list of all subcontractors used in the performance of the pre-placed emergency contracts shall be submitted prior to payment on the contract.

Failure to timely submit the affidavits defined in (a) through (c) above in completed and notarized form shall result in the proposer's submission being deemed non-responsive by the RFP Evaluation Committee, and said submission shall receive no further consideration.

- 7. **Evaluation and Evaluation Committee:** Timely received proposals shall be individually evaluated by the RFP Evaluation Committee based upon the approved evaluation criteria defined in the advertised RFP. The step-by-step evaluation and the stated objective of the RFP evaluation is to ensure that all proposals receive impartial and equitable consideration, considering the goals defined in subsection (1) above. Except as where otherwise provided by law, all RFP evaluation meetings shall comply with Louisiana's Open Meetings Law, LS-R.S. 42:4.1 et seq. and all proposers are encouraged to attend the noticed evaluation meeting(s), as the Evaluation Committee may determine that discussions are necessary for clarification of the submitted materials. However, requests for written submissions shall be required from all proposers uniformly and considered by the Evaluation Committee. Any departure from this evaluation procedure, which is prompted by external factors necessitating departure, shall be permitted only insofar as the same treatment is impartially extended to all proposers.

8. **Reporting:** The Secretary of the RFP Evaluation Committee shall prepare and forward a memorandum to the Jefferson Parish Council identifying the responsive and non-responsive proposals, identifying the responsible and non-responsible proposers, and explaining the rationale for the scores assigned. Attached to the memorandum shall be copies of the price proposals received in accordance with (c) below, along with any analysis or clarification completed regarding those pricing criteria. Responsibility of a proposer is determined in the same manner as for competitive sealed bids, and the responsiveness of a proposal shall be determined considering the materials that the proposer has submitted and the core requirements of the RFP.
9. **Evaluation Committee:** The RFP Evaluation Committee shall be comprised of one (1) representative from each of the following: (i) the requesting department; (ii) the Research and Budget office of the Council; (iii) the Purchasing Department; (iv) the Finance Department; (v) an attorney from the Office of the Parish Attorney, subject to the limitations defined in (d) below. Additional employees of Jefferson Parish may only be appointed as members of a particular RFP Evaluation Committee if authorized in the authorizing resolution defined in subsection (2) above.

Price proposals: After completion and tallying of the technical evaluation scores, each scoring Evaluation Committee member shall sign and date his individual score sheet. After the Secretary of the Evaluation Committee collects all individual score sheets, the Purchasing Department representative and the requesting department representative shall tally the individual scores to obtain a total technical evaluation score for each proposer.

Following the tabulation of technical scores, the Purchasing Department representative shall open the sealed pricing proposals, and shall read the pertinent portions of those pricing proposals aloud.

To the extent necessary, the Evaluation Committee may further review and analyze the cost proposals and/or request and receive clarification of the pricing information provided by the proposers for submission to the Council. After discussion of all price proposals, the Finance Department representative shall calculate the cost evaluation portion of the scoring sheet, using the pricing proposals submitted by proposers and the formula below. The cost evaluation shall constitute twenty-five (25) percent of the total points assigned, and will be based upon standard cost rates submitted by the proposers. The proposer with the lowest cost shall receive the highest cost evaluation score. Other proposers will receive a cost score computed as follows:

$$\underline{CS = (LPC/PC * X)}$$

Where:

CS = Computed cost score for Proposer

LPC = Lowest proposed cost of all Proposers

PC = Proposer's cost

X = 25% of the total number of points assigned.

After the Finance Department representative completes the cost evaluation scores, the Purchasing Department representative and the requesting department representative shall each add the cost evaluation scores for each proposer to the tabulated technical scores of each proposer, totaling the final number of points assigned to each proposer. The tabulated score sheet shall be signed and dated by the Purchasing Department representative and the requesting department representative. The Secretary of the Evaluation Committee shall collect all individual and tabulated score sheets and deliver them to the Council Clerk.

- a. **Parish Attorney:** The representative from the Office of the Parish Attorney shall act as a non-evaluating member and Secretary of the RFP Evaluation Committee. In addition to the reporting requirements defined above, the Secretary shall keep written minutes of the evaluation meeting, and shall act as liaison between the Evaluation Committee and any proposer(s). Any correspondence from proposers shall be directed to the secretary of the Evaluation Committee.
10. **Selection and Award:** Upon the communication of the evaluation results, the Secretary of the Evaluation Committee shall prepare and route a memorandum to the requesting department for placement of a Resolution on the Council Agenda (with a blank for the name of the proposer(s) to be selected by Council) selecting the proposer(s) to supply the non-standard item(s) or perform the statement of work or scope of services; and directing the Parish Administration to negotiate favorable contractual terms in accordance with the scope of the RFP and the proposer's written proposal.

The Jefferson Parish Council shall review the memorandum, scoring sheets, and pricing proposals received from the Secretary of the Evaluation Committee and shall complete its analysis for selection of the proposer(s) under the RFP procurement action. Upon completion of its analysis, the Council may either (i) adopt the resolution selecting the proposer(s) to supply the non-standard item(s) or perform the statement of work or scope of services; or (ii) reject all proposals.

The Council shall select the proposal which received the highest cumulative score from the Evaluation Committee; except that the Council may select a proposer other than the highest-ranked proposer, provided that proposer selected has been given a cumulative score by the committee that is no more than ten (10) percent lower than the cumulative score for the highest-ranked proposer.

11. **Ratification of Contract:** After negotiating all terms, conditions and pricing most favorable to Jefferson Parish, considering the type of agreement, period for performance and quality of the item(s) and/or service(s) being procured, the Parish Administration shall submit the proposed agreement in final form to the Council for ratification. In the event that favorable terms and conditions cannot be successfully negotiated by the Parish Administration, or to the extent that Council fails to ratify the proposed agreement, the Parish Attorney's Office shall seek authorization from the Parish Council to negotiate favorable terms and conditions with another responsive and responsible proposer under that proposed RFP procurement action.

12. **Open Meetings Law (Sunshine Law):** RFP Evaluation Committee meetings fall under Title 42 of the LA Revised Statutes or Open Meetings Law, aka Sunshine Law. Purchasing will prepare a Public Notice and send to the General Services Department for posting on the bulletin boards located in the lobbies of the General Government Building and the Joseph S. Yenni Building.

A copy of the notice shall also be posted on the door of the location of where the meeting will be held (ex. Rheem Building Door, Purchasing Department office door, etc.). Vendors are encouraged to check these locations and/or to call the Purchasing Department for meeting information.

SOQ (Statement of Qualifications):

As Authorized by Section 2-985 of the Jefferson Parish Code of Ordinances:

The requesting department prepares the Statement of Qualifications for firms or persons interested in providing professional services to the Parish. The advertisement must include the minimum scope of work to be performed, the relative importance of the evaluation criteria, minimum qualifications required, submittal deadline information, etc., as well as additional information as required by Division 3.1 of the Jefferson Parish Code of Ordinances.

Prior to solicitation, the Parish Council must authorize advertisement for the SOQ. The Purchasing Department administers the receipt of submittals for each respective SOQ. Vendors are encouraged to call the Purchasing Department for further information pertaining to each SOQ.

Vendor Registration Form and Commodity Code Enrollment Form

The Vendor Registration Form and
Commodity Code Enrollment form are to follow.
These forms are a total of 3 pages. Please return all
three (3) pages with the company's W-9 to
purchasing@jeffparish.net.



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

JEFFERSON PARISH VENDOR REGISTRATION FORM

All vendors interested in submitting bids, or proposals to provide equipment, materials, supplies, services or performing major repairs/construction for Jefferson Parish must complete this form and indicate commodity codes applicable to their business. This application **MUST** be accompanied with vendor's signed W-9 Form (or W-8IMY Form if an international vendor) and a listing of applicable commodity codes. This application will not be processed otherwise. In order to receive payments within 1 day of payment processing, please complete Vendor Direct Deposit Form available online at <http://purchasing.jeffparish.net> and email to Purchasing@jeffparish.net. If a direct deposit form is not received then you will received a paper check via the mail. Please note that it may delay payment by up to 5 days due to handling and mail time.

Name of Business:		
Physical Address:		Remittance Address:
City:	State:	Zip:
Phone Number ()		Fax Number: ()
Email Address (REQUIRED):		Federal Identification Number (REQUIRED):
Nature of Business:		
Trade, Specialty, or Professional Licenses:		

Please check one:

Corporation: ☐ Individual: ☐ Partnership: ☐ Other : ☐ _____

Authorized to do Business in Louisiana: Yes: ☐ No: ☐

PAGE 1 of 3

GENERAL GOVERNMENT BLDG. — 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. — 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's including, MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs. Please indicate below as applicable:

DBE: ☐ MBE: ☐ WBE: ☐ SBE: ☐

Vendors registering to conduct business with Jefferson Parish hereby acknowledge that upon bid/proposal submission, vendors agree to comply with all provisions of Louisiana Law as well compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics as well as applicable Jefferson Parish ethical standards and Jefferson Parish standard terms and conditions. Further, it shall be the duty of every applicant for certification of eligibility for a parish contractor or program to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10 (19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

Vendor Contact Name:	Title:
Signature:	Date:

Prospective bidders are strongly encouraged to register for our e-procurement web portal. All bids are uploaded onto this portal for review and response. There is no cost to register, view, download and submit bids. For more information on this and other bid information, please visit the Jefferson Parish Purchasing Department webpage located at <http://purchasing.jeffparish.net> or you can directly go to our e-procurement portal at www.jeffparishbids.net. Vendors will be automatically notified of solicitations for which they have registered to receive.

Jefferson Parish uses the National Institute for Governmental Procurement Commodity Codes to notify prospective bidders of solicitations to which they would be interested in. By selecting the appropriate commodity codes and listing them on Page 3 of this application, prospective bidders may be notified of current solicitations. Please go to at <http://purchasing.jeffparish.net> for a complete list of commodity codes and enter in the form below.

PAGE 2 of 3

GENERAL GOVERNMENT BLDG. — 200 DERBIGNY ST., SUITE 4400, GRETN, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. — 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678
EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

COMMODITY CODE ENROLLMENT

COMMODITY	COMMODITY DESCRIPTION

PAGE 3 OF 3

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETN, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET