

WHAT ARE THE MOST COMMON REASONS FOR BID REJECTION?

1. Failure to verify an authorized signature of a member of the firm authorized to sign on the firm's behalf, by submitting written authorization.
2. Failure to submit a bid in a timely manner.
3. Failure to acknowledge all addenda properly.
4. Failure to place contractor's license number on outside of envelope with the requested category, as applicable.
5. Failure to provide proof of insurance.

Check Bid Specifications on the Internet.

Visit Jefferson Parish's web site at:

<http://www.jeffparish.net>

WHO AWARDS PARISH CONTRACTS?

When a purchase is commenced by Request for Bids under \$30,000, the contract is finalized by the Purchasing Department. When a contract greater than \$30,000 is commenced by Invitation for Bid, RFP, or SOQ, the Parish Council makes the award, based upon the laws of the State of Louisiana and the Jefferson Parish Code of Ordinances.

WHEN DOES THE PARISH TERMINATE A CONTRACT?

Jefferson Parish has the right to terminate a contract for any failure by the contractor to perform, or for any reason specified in the contract. Specific conditions of termination or cancellation are included in the solicitation documents.

CAN A CONTRACTOR BE DISQUALIFIED FROM CONSIDERATION FOR AWARD?

Yes, if a contractor is dishonest, breaches a contract, or fails to meet the ethical standards of Parish policy, the contractor may be disqualified from consideration for award of a contract.

Jefferson Parish ordinance permits the Parish to disqualify a supplier from consideration for award of a contract on a variety of grounds. Persons doing business with the Parish are cautioned to inform themselves regarding this ordinance and should conduct themselves accordingly.

HOW CAN I FIND OUT ABOUT THE RESULTS OF CURRENT SOLICITATIONS?

A bid tabulation for bids are tabulated and analyzed by the Purchasing Department, the requesting department, and, if necessary, the Parish Attorney's Office. Bids are available for public review 14 days from the assigned bid opening date and time, or once a recommendation for award has been made.

If a solicitation is made by Request for Proposals, except as otherwise provided by law, all documents submitted to the Parish under an RFP are subject to the Louisiana Public Records Act, LSA-R.S. 44:1 *et seq.*, and may be released when a public records request is made in accordance with the law.

All awards for Sealed Bids, RFPs and SOQs are made via Council Resolution. The Council Clerk's Office releases the approved Resolutions on the Parish's website, www.jeffparish.net, the Friday after each Council Meeting. All tabulations and awarding Resolutions are also attached to the request on the eProcurement site, www.jeffparishbids.net.

HOW DOES THE PARISH DISPOSE OF SURPLUS PROPERTY?

The Parish disposes of surplus goods by auction, through the Surplus Property Division of General Services, or Invitation for Bid through the Purchasing Department, depending on the value of the supplies and circumstances.

Auction announcements are published by the contracted auctioneer in the *"Official Journal of Jefferson Parish."*

Jefferson Parish Department of Purchasing
200 Derbigny Street, Suite 4400
Gretna, LA 70053
(504) 364-2678

JEFFERSON PARISH

PURCHASING DEPARTMENT

"DOING BUSINESS WITH JEFFERSON PARISH"



West Bank (Main Office)
200 Derbigny St., Suite 4400
Gretna, LA 70053

East Bank:
1221 Elmwood Park Blvd., Suite 404
Jefferson, LA 70123

Phone: (504) 364-2678

DOING BUSINESS WITH JEFFERSON PARISH

The Jefferson Parish Purchasing Department welcomes all businesses in providing service and supply requirements of Jefferson Parish (Parish). We look forward to hearing from you or meeting with you and answering any questions which you may have concerning “Doing Business with Jefferson Parish.”

PURCHASING DEPARTMENT

Through the bidding, RFP, and SOQ process, the Purchasing Department is responsible for purchasing all labor, materials, equipment, supplies and services for all departments, based on bid specifications furnished by the departments.

Jefferson Parish Purchasing Department locations:

General Government Building (Main Office)
200 Derbigny Street, Suite 4400
Gretna, LA 70053

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

Business hours are 8:30 a.m. to 4:30 p.m., Monday through Friday, except holidays as observed by the Parish.

GENERAL PURCHASING POLICES

The Parish uses a competitive bidding system to the maximum extent possible. The function of the Purchasing Department is to obtain labor, materials, supplies, services and public works in the most cost-effective manner, ensuring equitable access and treatment of the business community in its commercial relations with the Parish.

The purpose of this brochure is to provide a quick overview of the key procedures and policies of the Parish and to answer the most frequently asked questions.

Jefferson Parish would like to remind all businesses that State law prohibits giving any gratuity or gifts to Parish employees. State law also prohibits Parish employees from accepting any gratuity or gifts of any kind. ***A public servant is prohibited from receiving gifts or things of value from paid lobbyists or persons having or seeking to obtain contractual or business relationships with the public servant's agency. A public servant is also**

generally prohibited from receiving anything of value from a private source for the performance of his or her public duties (R.S. 42:1111 and R.S.42:1115) Note: The term “public servant” includes elected officials, appointed officials, and public employees.

WHO CAN DO BUSINESS WITH THE PARISH?

Any person, corporation, or firm is eligible under most circumstances to do business with the Parish. Vendors should contact the Purchasing Department at (504) 364-2678 and provide the information necessary to be placed in the vendor database, or visit the Parish website: www.jeffparish.net.

HOW DOES THE PURCHASING DEPARTMENT SOLICIT BUSINESS?

There are four (4) methods used, each with its own solicitation and award procedures:

A **Request for Quotes** will be used for purchases less than \$5,000 when an Invitation for Bid or a Request for Proposals is not used. A Request for Quotes is a simplified process and may be oral, e-mailed, or solicited in writing, as required by the Purchasing Department.

An **Invitation for Bid** is the usual method used when public competition is sought for purchases. When this procedure is used, the contract award is based upon the lowest responsive and responsible bid. Bids that are unresponsive (i.e. deviate from the terms, conditions, or specifications), or bids that are not responsible, will not be considered. Small Bids are purchases/contracts between \$5,000 - \$29,999. Small Bids are awarded through the Purchasing Department, with the requesting department's recommendation. Sealed Bids are purchases/ contracts over \$30,000, and are opened publicly at the time and date set for the final receipt of bids. Sealed Bids are awarded by Council Resolution.

The **Statement of Qualifications (SOQ)** process is the method used when soliciting professional services, i.e. – work provided by a firm(s) that has specialized knowledge and requires higher education/training to provide such services. Examples include, but are not limited to, accountants, lawyers, dentists, medical physicians, veterinarians, claims adjusters, architects, engineers, landscape architects, and land surveyors. The RFP process shall be used for all other types of non-professional services exceeding \$15,000.

A **Request for Proposals (RFP)** is the usual method used for competitive purchases for services or nonstandard items costing more than \$15,000, **and** an award based solely on price is not practical or advantageous to the Parish. Proposals are evaluated and ranked according to the criteria identified in the RFP. Award is made by the Jefferson Parish Council after review of scores and rationale of the Evaluation Committee on the basis of criteria.

CAN THE PARISH PURCHASE WITHOUT COMPETITION?

Yes, when a single purchase is less than \$5,000. Also, in the event of an extreme emergency or Parish/State-declared emergency, such as a hurricane, the Parish may purchase without competition, as is practical in consideration of the circumstances.

HOW ARE POTENTIAL VENDORS/FIRMS SELECTED?

While the Parish will endeavor to notify eligible bidders on its list with regard to purchase by bids, RFPs, and SOQs the Parish does not accept responsibility for failing to notify a particular bidder. The responsibility for keeping informed of Parish solicitations rests solely on members of the business community. In order to assist in making this information available and current, vendor may visit our eProcurement site at www.jeffparishbids.net or by visiting the Purchasing Department, located in **Suite 4400** of the **Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA**, for listings on current *Invitations to Bid*. Formal bids or proposals exceeding \$30,000 are published once a week for the required number of weeks, per Louisiana Public Bid Law. In addition, this information is available by visiting the Parish website: www.jeffparish.net.

It is impractical to notify all listed vendors. A typical list of vendors will be determined by the Purchasing Department. Rotation of vendors is the usual method used to select prospective bidders and/or commodity code via electronic bidding.

The Purchasing Department reserves the right to secure evidence to its satisfaction that any bidder possesses the necessary resources to perform the contract.

ARE THE TIME AND DATE FOR RECEIPT EVER CHANGED?

Yes, via by addendum. When circumstances make it necessary to do so, the date and time may be changed. The change may be initiated by the Purchasing Department and all such changes are made in writing and e-mailed to all persons shown as having been issued bidding documents.

CAN MODIFICATIONS, CORRECTIONS, OR WITHDRAWALS BE MADE TO A BID, PROPOSAL, OR QUOTATION?

Yes, modifications, corrections, or withdrawals may be made in writing if received by the Purchasing Department prior to the time and date set for final receipt of responses to solicitations. Withdrawals on sealed bids must be made in accordance with applicable state contracts law provisions.

WHEN MUST BIDS BE RECEIVED?

To be considered, all bids, proposals, and quotes must be received in the Purchasing Department by the time and date set for receipt. Late submissions will not be accepted regardless of the reason.

WHO MAY BE PRESENT AT A PUBLIC OPENING?

Anyone may be present when submissions are to be opened in public. **Normally, public openings are held on Tuesdays and Thursdays in Suite 4400, 4th floor of the Jefferson Parish General Government Building at 2:30 p.m.**

INFORMATION ON CENTRAL BIDDING

Central Bidding provides eProcurement/Online Bidding technologies to Jefferson Parish. This website is **FREE** to all vendors and serves as a new stand-alone, online platform dedicated to Jefferson Parish Government. All vendors, whether or not previously registered with Central Bidding's main web site, must register to use this free portal to gain access to Jefferson Parish bids, RFPs and SOQs. Visit the below website to register: <http://www.jeffparishbids.net>.