PURCHASING POLICIES

For those purchases of $1,000 or less, a City department may provide a verbal Direct Purchase Order number or a Procurement Card. For purchases exceeding $1,000, a **written purchase order** must be issued by the Purchasing Division and forwarded to the vendor. In certain **emergency cases**, the Purchasing Division may authorize a Direct Purchase Order for purchases exceeding $1,000. This is a rare occasion and the vendor must have authority from the Purchasing Agent or designee to proceed with processing the order.
The City does not fill out credit applications; however, the following information is furnished so that you may open an account for the City:

1. In accordance with Act No. 1029 of the Louisiana Regular Legislative session, the City is exempt from all state and local sales and use taxes. Also, the City does not pay federal excise tax. Our registration number for tax-free transactions under Chapter 32 of the Internal Revenue Code is 72-790477-K. Our Federal I.D. no. is 72-6001326 & the State Exempt no. 4350450.
2. The City will pay the contractor upon presentation of a properly executed invoice after goods have been received, inspected and accepted. Invoices will be paid within thirty (30) days of receipt of complete and satisfactory delivery, or receipt of a properly executed invoice, whichever is later. Invoices should be mailed to:

City of Shreveport
P.O. Box 31109
Shreveport, La 71130-1109
Attn: Accounting Division.

(PRINT TWO SIDED)

BID OPENINGS

IFBs/RFQs must be submitted in a sealed envelope or electronically thru BidSync.com and will be publicly opened on the date specified shortly after 2:00 p.m. on Tuesdays, Wednesdays or Thursdays for IFBs and shortly after 3:00 p.m. for RFQs.

Paper copies must be submitted in a sealed envelope/container for RFPs and RFSs on the date specified not later than 3:00 p.m. on Tuesdays, Wednesdays or Thursdays. **These will not be opened publicly.**

LATE BIDS/PROPOSALS CANNOT BE CONSIDERED FOR AN AWARD.

TAXES

The City is exempt from all federal excise taxes, and the State of Louisiana/City of Shreveport sales/use taxes. Exemption certificate will be executed by the Purchasing Agent upon request.

PROFESSIONAL AFFILIATION

We believe that in order to do the best job possible for the citizens of Shreveport, an exchange of ideas and techniques related to Purchasing, Administration and Management is essential. Therefore, we are members of the National Institute of Governmental Purchasing (NIGP) and the Local Chapter of NIGP (NLANIGP). It is this Division's duty and pleasure to serve you and our City to the best of our abilities.

Best Regards,

Tom Mattox, CPPO, C.P.M.
Purchasing Agent

THE CITY OF SHREVEPORT WANTS YOU ON THE TEAM!

DOING BUSINESS WITH THE CITY OF SHREVEPORT

PURCHASING DIVISION
505 Travis Street, Suite 610
Shreveport, LA, 71101-3042
Web: www.shreveportla.gov/bid/bids.asp

Phone: 318-673-5450
Fax: 318-673-5408
10-23-12

PURPOSE

This brochure has been prepared to acquaint you with the Purchasing Division of the City of Shreveport. The Purchasing Division strives to make Vendor/City relations both pleasant and professional**.**

WHY ARE WE HERE

It is the duty of this Division to buy supplies, equipment, services and construction for all City Departments. We also provide procurement services for the Airport Authority, the Caddo Parish Library Board, the Metropolitan Planning Commission, the Sci-Port Discovery Center and SporTran (Bus System).

THE ORGANIZATION

The Purchasing Division is the central buying agency for the City of Shreveport. The Division is supervised by the Purchasing Agent who reports to the Director of Finance. Other team members of the Division include:

Tom-Purchasing Agent…….....673-5457

April-Vendor File……..……...673-5450

April-Contract Files…….....673-5458

Donald -Construction Buyer……673-5460

Cynthia-Demo/Vehicle Buyer.....673-5459

Ken -Auto Parts/Fuel Buyer……....673-5456

Wendy-IT/Office Supplies Buyer... 673-5454

ELECTRONIC BIDS

Bid/proposal documents are now posted on BidSync.com. To view the general information, you will have to register with BidSync. **Registration is free**. Vendors/Contractors will have the option to download and submit e-bids, for an annual fee. Call 800/990-9339, #1 for help.

HELP IS AVAILABLE

Purchasing is always ready to answer your questions. The information shown below is available on the City's web site. The web can be the key to success and the address is: http://www.shreveportla.gov/bid/bids.asp

- Current bids (IFBs), Request for Proposals (RFPs), Request for Quotes (RFQs) and Request for Statement of Qualifications (RFSs)
- Section 10- IFB/RFQ Instructions
- Section 20-Contract Clauses
- Section 30-RFP Conditions
- Section 40-Fair Share Requirements
- Section 60-Auction Information
- Section 400-Adjudicated Affidavit
- Section 500-Vendor Brochure
- Section 600- Insurance Information
- Section 700-Architect/Engineer Meetings
- Section 800-Vendor Application
- Section 900-Commodity Catalog
- Recent Bid Results-BidSync .com

To download solicitation documents see the heading "Electronic Bids."

VENDOR FILE

Completing the Vendor's Application gives the information that is needed to issue your firm a purchase order and a check (see Purchasing Policies), if you happen to be the lowest responsive and responsible bidder for a particular item/service.

The application can be e-mailed, faxed, mailed or delivered to the Purchasing Division. It is up to you to keep in touch with the Purchasing Division by checking for our advertisements in the legal section of *The Shreveport Times* or by visiting the City's web site or BidSync.com.

IMPORTANT REQUIREMENTS

1. You must pay any **back taxes and/or other fees** owed to the City before you can be awarded a contract even if the taxes were due from you or an immediate family member on adjudicated property (See Section 400 on the web site).
2. If your business is located in Shreveport, you must have a **Certificate of Occupancy Permit** and an **Occupational License**. For a Certificate of Occupancy Permit, call the **Metropolitan Planning Commission Zoning Office at 673-6442. For** an Occupational License, contact the **City of Shreveport Revenue Division at 673-5500.** There are small fees for both**.** If you are not in Shreveport then you must have an **Occupational License** for the appropriate City or Parish where you are located.
3. When you send in your bid, you must provide all of the information on the bid forms or your bid must be declared non-responsive.
4. On larger projects, the City sometimes holds something called a **"Mandatory Pre-Bid Conference."** You **must** attend to be allowed to bid.
5. If you plan to bid on a project that requires you to meet the City's Insurance Requirements, be sure to provide your insurance agent a copy of the City's requirements so that you can include the cost of insurance in your bid. **You must supply proof of insurance if awarded a contract.**
6. If you are bidding on a construction project for $50,000+ then you must show your state contractor's license number on the outside of the bid envelope and on the bid form. In the case of an electronic bid, a contractor must submit an authentic digital signature on the electronic bid accompanied by the contractor's license number.