

VENDOR MANUAL



CITY OF MONROE

City of Monroe Purchasing Division
1014 Grammont Street
Monroe, LA 71210
Phone: 318-329-2222
Email: purchasing@ci.monroe.la.us



Who We Are

The Purchasing Division provides central procurement services for all City of Monroe departments and divisions' 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 the City's Purchasing Procedures and Louisiana Public Bid Law.

Purchasing Division Mission Statement

Our mission is to continue to serve the citizens, vendors, and employees with excellent customer service while fostering open and fair competition.



Introduction

The City of Monroe Purchasing Division is located at 1014 Grammont Street, Monroe, LA 71201. All bid submissions are to be submitted to this location per the instructions of the Invitation to Bid.

Office hours are from 7:30 a.m. until 4:30 p.m., Monday through Friday. A scheduled appointment will enable the productive utilization of time for both parties. Vendors are encouraged to visit the Purchasing Division. 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 City of Monroe departments may be issued.

The City of Monroe 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 the City of Monroe hereby acknowledge that upon bid/proposal submission, vendors agree to comply with all provisions of Louisiana Law as well as compliance with the City of Monroe Purchasing Policy, Louisiana Code of Ethics, applicable City of Monroe ethical standards, and standard terms and conditions. By submitting a bid, each vendor acknowledges this and will abide by all provisions of the City of Monroe Purchasing Policy.

PLEASE FORWARD ANY QUESTIONS ABOUT THE VENDOR REGISTRATION FORM TO THE CITY OF MONROE PURCHASING DIVISION:

1014 Grammont Street
Monroe, LA 71201
318-329-2222
purchasing@ci.monroe.la.us

TO VISIT THE CITY OF MONROE OFFICIAL WEBSITE:

www.monroela.us



Becoming a City of Monroe Vendor

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

Vendor Registration: Vendors interested in providing supplies, services, or performing major repairs for the City of Monroe must complete the "Vendor Registration Form" and submit a current W-9. The application is available by visiting the City of Monroe Purchasing Division, 1014 Grammont Street, Monroe, LA 71201, or can be downloaded from our website, www.monroela.us.

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

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 into the City of Monroe Financial Management System.

Sales Tax Exemption

The City of Monroe is exempt from paying sales tax under LA-R.S. 47:301 (8)I. All prices for purchases by the City of Monroe 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 the City of Monroe (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)I. The owner will furnish to the contractor a certificate form that certifies that the Owner is not required to pay such state or local sales and use taxes, and the 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.



Requirements for Posting of the Advertisement for Sealed Bids:

Materials, Supplies, and/or Service Bids: Shall be advertised in the City’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 City’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 properly filled out; a corporate resolution or written evidence of the authority of the person signing the bid for public work as prescribed by LA R.S. 38:2212(B)(5); bid security in the form of a bid bond, certified check, or cashier’s check as prescribed by LA R.S. 38:2218(A); and 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 City of Monroe Invitation to Bid Form and any additional information or documents that the City requires, 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.

Corporate Resolution – Authority to Sign Bids: 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.

Insurance and Bonds: All City of Monroe 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, Worker’s Compensation, and Employer’s Liability Insurance are stated in “Additional Requirements” instruction number “6” of the Invitation to Bid.

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. The final insurance certificate must be submitted by the successful vendor when signing the formal contract, showing “City of Monroe” 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 the Resolution awarding rescinded. The Parish reserves the right to move to the next lowest responsive bid for the 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. The mandatory pre-bid conference date, time, and location must be stated in the advertisement and 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 bidding on a public work project, 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 is the facilitators — their role is to guide agency representatives to ascertain those 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 a council resolution. A bid award must be made within forty-five (45) calendar days after the bid opening. However, the City of Monroe and the lowest responsible bidder(s), by mutually written consent, may agree to extend the deadline for the award by one or more extensions in increments of thirty (30) calendar days.

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. The City of Monroe 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.

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. AN 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 City of Monroe Attorney's Office.

Bid Rejection:

The City of Monroe reserves the right to reject any and all bids, in whole or in part, if in the best interest of the City.

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 the 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. The City of Monroe Purchasing Division 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 the total bid amount of each bid response. Vendors may record the results; however, the final awarding of the bid will not be announced at this time.



Bid Tabulation

The bid tabulation will be posted 14 days after the bid opening date (R.S.38:2212(H)). No tabulations are given over the telephone. After 14 days the bid files become a public record and can be viewed. Copies can be requested via a public records request. This information may be obtained by contacting the City Attorney.

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 Division. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Division. After consultation, the City Attorney's Office will then respond to protests in writing.

Award of Contract or Purchase Order: The City of Monroe 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 the City. 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. The City of Monroe may re-purchase on the open market and surcharge the defaulting contractor, and possibly institute debarment procedures on a defaulting vendor.

Cancellation of Contract: The City of Monroe 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 the 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. Delivery hours are Monday through Friday 7:30 a.m. till 3:30 p.m.

Vendor Payments: Upon delivery and acceptance of each order, the vendor shall bill the City 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. City departments are required to pay proper invoices within thirty (30) days.



Helpful Tips

1. Read all pages of the Invitation to Bid, instructions, and additional forms. Failure to comply with bid instructions, regarding bid forms and additional forms, will result in bid rejection. The sealed bid response time is 1:45 p.m. Late bids are not accepted.
2. Any corrections, erasures, or written-over prices should be initialed by the bidder.
3. Bid submissions must be signed.
4. Acknowledge all addenda issued by indicating the addendum number in the appropriate section of the bid form.
5. 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.
6. Delivery date and terms should be listed.
7. 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.
8. If a vendor has any questions about a bid, contact the Purchasing Division before the bid opening. The contact person's name, telephone number, and email address are located on the cover page of the bid packet. All questions must be submitted via email.
9. Vendors should attend the bid opening or send a representative to learn which vendors submitted a bid and their total bid price.

Common Reasons That Result in Bid Rejection:

1. Failure to sign the bid form
2. Failure to include proper verification of signature authority
3. Failure to acknowledge all addenda on the bid form
4. Non-compliance with license requirements
5. Failure to submit, if requested in the bid form and/or specifications, literature for the items bid
6. Failure to submit a Bid Surety with bid submission



Bid Disqualification

The causes for disqualification from consideration for the award of a bid contract with the City of Monroe are as follows:

1. Conviction for the 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
2. 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 that currently, seriously, and directly affects responsibility as a city contractor
3. Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals
4. 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 within the time limit provided in the contract; or
 - 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. Provided disqualification on such a basis shall not exceed a period of one (1) year from the deadline to pay the subcontractor.
5. Any other cause the Purchasing Director determines to be as serious and compelling as to affect responsibility as a city contractor, including debarment by another governmental entity for any cause
6. Violation of the state code of ethics or the ethical standards set forth in the City of Monroe Code of Ordinances
7. Failure to service, provide, and/or maintain necessary licenses and/or permits during the term of the contract



Purchases from a Sole Source:

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 City of Monroe 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). The letter shall include:

- Firm price quote
- Statement about the 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 City 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 goods or services available in the market. All supporting documentation shall be made part of the purchase order records. Internal approval is required for all sole source purchases.

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 the City of Monroe at a firm price under the contractual terms and conditions outlined in the bid.

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 City.

Performance Bond: A performance bond, sometimes referred to as a "completion bond," ensures the City 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 City 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 made payable to the City of Monroe 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 set forth by the State of Louisiana.

Liability Insurance: Public liability insurance protects the City 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 City from the 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+.



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 (3) pages with the company's W-9 to
purchasing@ci.monroe.la.us



CITY OF MONROE VENDOR REGISTRATION FORM

All vendors interested in submitting bids, or proposals to provide equipment, materials, supplies, services, or performing major repairs/construction for the City of Monroe must complete this form and indicate commodity codes applicable to their business. This application must be accompanied by the 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.

Name of Business:		
Physical Address:	Remittance Address:	
City:	State:	Zip:
Phone Number: ()	Cell 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:



The City of Monroe 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. Please indicate below as applicable:

DBE MBE: WBE: SBE:

Vendors registering to conduct business with the City of Monroe hereby acknowledge that upon bid/proposal submission, vendors agree to comply with all provisions of Louisiana Law as well compliance with the City of Monroe Ordinances, City of Monroe Purchasing Policy standard terms and conditions. Please email Pages 15, 16, and 17 to purchasing@ci.monroe.la.us for further processing.

Vendor Contact Name:	Title:
Signature:	Date:

The City of Monroe uses the National Institute for Governmental Procurement Commodity Codes to notify prospective bidders of solicitations in which they would be interested. By selecting the appropriate commodity codes and listing them on Page 17 of this application, prospective bidders may be notified of current solicitations.



CITY OF MONROE

COMMODITY CODE ENROLLMENT

COMMODITY	COMMODITY DESCRIPTION