

VENDOR APPLICATION



CITY OF MONROE

1014 GRAMMONT STREET

MONROE, LA 71201

318-329-2222 - PHONE

318-329-3282 – FAX

VENDOR'S APPLICATION
FOR THE CITY OF MONROE

NAME OF FIRM: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PARISH/COUNTY: _____

PHONE: _____ FAX: _____

ATTACH FORM W-9 REQUEST for TAXPAYER IDENTIFICATION NUMBER and CERTIFICATION

CHECK ONE: CORPORATION PARTNERSHIP INDIVIDUAL OTHER: _____

NATURE OF YOUR BUSINESS: _____

HOW LONG IN BUSINESS _____ YEARS _____ MONTHS

APPROXIMATE INVENTORY NORMALLY STOCKED:

LIST NUMBER OF EMPLOYEES: _____

LIST BELOW LOCATION AND SIZE OF WAREHOUSE OR SHIPPING LOCATIONS:

LOCATION: _____ SQUARE FEET: _____

PRINT NAME: _____ SIGNATURE: _____

TITLE: _____ DATE: _____

RETURN COMPLETED FORM TO:

CITY OF MONROE

PURCHASING DIVISION

1014 GRAMMONT STREET

MONROE, LA. 71201

Or email: ebony.morehead@ci.monroe.la.us



Purchasing Division of the City of Monroe is located at 1014 Grammont Street, Monroe, Louisiana 71201.

Vendors are encouraged to visit the City of Monroe's Purchasing Division. When visiting, vendors should bring brochures, photographs, descriptive material and price lists that would familiarize the Director of Purchasing with their products and services.

The office hours are from 7:30 a.m. until 4:30 p.m., Monday through Friday. Vendors are asked to schedule an appointment prior to visiting the Purchasing Division for better utilization of time for both parties.



ELIGIBILITY TO BID

APPLICATIONS

All Vendors desiring to provide supplies, services and major repairs to the City of Monroe must complete the Vendor's Application form (attached). The forms are available from:

City of Monroe
Purchasing Division
Central Warehouse Building
1014 Grammont Street
Monroe, Louisiana 71201

The information required on the form necessitates a brief financial statement, ability to perform, listing of company officials, proof of sales tax (current/city vendors) and a list of commodities/services that Vendor desires to sell to the City of Monroe.

APPLICATIONS APPROVAL

Each application submitted does not automatically qualify the applicant to be placed on the vendor's mailing list. Each application submitted will be reviewed by a member of the Purchasing staff to determine the vendor's ability to fulfill its contracts. The City of Monroe Purchasing Division reserves the right to request additional information to fully determine the vendor's capability.

Only those vendors who propose to submit bid proposals directly to the Purchasing Division will be considered for approval. Vendors who desire bid invitations for information only will not be qualified and should not submit an application. Once a vendor has been qualified, he/she will receive bid invitations for specified areas and commodities for which he/she has qualified.



BIDDING PROCEDURES

DEFINITION OF BID

A bid is an answer to a bid invitation and constitutes the vendor's offer to sell to the City of Monroe specific items or services at a firm price, under the contractual terms and conditions outlined in the bid.

BID PURPOSE

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

NO BID

A response to a bid invitation is our only indication for your interest in the City of Monroe business.

Failure to respond to six (6) consecutive invitations for bid may cause your name to be removed from the vendor's list unless justification is received to justify why your firm has not bid.

RESPONSE TO INVITATION

If your company is unable to bid on a request, please state your reason on the bid form and return it to this office before bid opening date. Failure to comply will result in the removal of your company from all future bids.

INFORMAL SEALED BIDS

The City of Monroe does not require a purchase order being issued for purchases under \$250.00.

The City of Monroe requires two (2) quotes on all purchases \$250.00 to \$1,000.00. These quotes are to be either verbal or faxed. A purchase order number is required from the City of Monroe prior to a purchase being made.



Purchases for materials and supplies \$30,000.00 and above must be by advertised bid according to LA R.S. 38:2212.1. The request to advertise must be approved by the City Council before the advertisement is run.

The City of Monroe requires three (3) quotes on all public works/labor jobs under \$5,000.00. These quotes are to be either written or faxed. A purchase order number is required from the City of Monroe prior to the work being done.

The City of Monroe requires three (3) quotes and a signed contract on all public works/labor jobs \$5,000.01 to \$24,999.99. The quotes are to be either written or faxed.

The City of Monroe requires three (3) quotes and a signed contract on all public work/labor jobs \$25,000.00 to \$29,999.99. The quotes are to be either written or faxed. For each contract in excess of \$25,000.00 per project, a bond with good, solvent and sufficient surety in a sum of not less than 50% of the contract price for the payment by the contractor or subcontractor to claimants is required as defined in R.S. 38:2242.

All public works projects and labor jobs estimated at \$30,000.00 or above must be approved by the City Council for permission to bid.

FORMAL SEALED BIDS

Bids will be posted on bulletin boards in the lobby of the City of Monroe Purchasing Division, Central Warehouse Building, 1014 Grammont Street, Monroe, Louisiana 71201. Bid results will be posted for a period of five (5) working days after the opening date and may be viewed at this time. If the vendor wishes to view a bid later than the time frame listed above, vendor must be able to provide bid number. Bids will not be able to be accessed without a bid number

Bids are advertised in the *News Star* on Mondays. If the first advertisement date should fall on a legal holiday, the advertisement will be published on Tuesday. Advertisements for the purchase of material/supplies shall be published for no less than fifteen (15) days prior to opening date. Advertisements for public works/labor jobs shall be published for no less than twenty-five (25) days prior to opening date

PREPARATION OF BID PROPOSAL

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



Please do not erase, correct or write over any prices or figures necessary for the completion of the bid proposal. If a correction is necessary, each one must be initialed by bidder. Failure to comply with the requirement may cause your bid to be disqualified.

Only bids written in ink or typewritten, and properly signed by a member of the firm or authorized representative, will be accepted. Pencil and/or photostatic figures or signatures will disqualify the bid.

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. Example of clearly evident mistakes includes errors in extending unit prices. 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 BID

Bids or any part thereof may be withdrawn prior to the time of bid opening by a formal written request. If you withdraw your bid, you will not be allowed to resubmit a bid on that project.

BID REJECTION

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

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, marked plainly with name and address of bidder, bid number, bid opening date and correspondence indicating whether bidder desires return of the sample. 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 vendor's expense.

BID BOND

If requested, a bid bond, certified check or cashier's check in the amount requested must be attached to the bid. Bid bonds are to be written by companies meeting the requirements in the uniform set of general specifications and conditions for all businesses and contractors engaged in performing work or services for the City of Monroe.

BID OPENING

At the time for the bid opening, personnel of the City of Monroe Purchasing Division will meet and publicly open and read bids at the prescribed time and place stated in public notes and/or the invitation to bid.

As the bid openings are public, it is agreed and understood that bidders may attend. These opening will acquaint the prospective vendors with purchasing policies and procedures. Vendors may record the result's, however final awarding of bid will not be announced at this time. Formal bid proposals will not be available for review until forty-eight (48) hours after the bid opening.

PRICES

All prices shall be quoted in the unit of measure specified, and unless otherwise specified, shall be exclusive of state, parish, and city taxes. All quotations shall be based on F.O.B. agency warehouse, job site or anywhere within the city as designated by the Purchasing Division.



LATE BIDS

Any bid or amendment received after the bid opening date or time will not be accepted regardless of the delay whether it is delayed by the mail or any other causes. All late bids will be returned unopened to the vendor via certified mail.

BID TABULATIONS (ADVERTISED BIDS)

Results of tabulations are available for inspection by the public, forty-eight (48) hours after the bid opening, in the Purchasing Division during normal working hours. No tabulations are given over the telephone. The tabulation remains on file for one year. After this time, information may be obtained by contacting the Director of Purchasing. The City of Monroe welcomes public inspections of these records as an encouragement of competitive bidding. Advertised bids will be tabulated and a copy thereof forwarded to each responsive bidder.

AWARD OF CONTRACTS

The City of Monroe reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combinations as shall, in its judgement, be in the best interest of the City of Monroe. Every contract or order shall be awarded to the lowest responsible bidder, taking into consideration the conformity with specifications, and the delivery and/or completion date.

As directed under Act 318 Senate Bill no. 78 of 1958: Preference is hereby given to material, supplies and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state.

PURCHASE ORDERS

A purchase order is a legal contract. Failure to perform is considered a breach of contract. Please realize that the City of Monroe may 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 of the order 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 his/her bid on an acceptance of his/her whole bid. However, this may cause this bid not to be acceptable under certain conditions.

DELIVERIES

Deliveries are to be stipulated in bid. If no delivery instructions appear on an order, it will be interpreted to mean prompt delivery 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 of Monroe by and invoice to include purchase order number, bid number and/or purchase requisition number. Invoices with missing information may unnecessarily delay the payment process.

City agencies are required to pay Proper Invoices within thirty (30) days.

INSTRUCTIONS TO VENDORS AND GENERAL CONDITIONS

Sealed bids will be received up until the prescribed time and place stated in the public notices and/or invitation to bid, at which time they will be publicly opening. Late bids will not be accepted.

The City of Monroe reserves the right to reject any and all bids in the best interest of the City of Monroe.



CONSTRUCTION WORK

Bidders must comply with the prevailing wage provisions of the Davis-Bacon Act of any construction project costing in excess of \$2,000 when 25 percent (25%) or more of the costs of such projects is paid with revenue sharing funds.

Bidders are not to exclude from in participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; not discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemptions from such prohibition against discrimination, on the basis of religion as provided in the Civil Rights Act of 1964 or Title VII of the Act of April 11, 1968 shall also apply. This assurance includes compliance with the administrative requirements of the revenue sharing final handicapped discrimination provisions contained in Section 51.55 (C), (D), (E), and (K) (5) of the regulations.

New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's Specifications (ANSI a 117.1-1961).

POSTING OF INVITATIONS TO BID

All invitations let out for bid will be posted on bulletin boards in the Purchasing Division of the City of Monroe, Central Warehouse Building, 1014 Grammont Street, Monroe, Louisiana 71201 until the time of opening. Vendors are invited to visit the office and review bids and request copies of same if you are interested in bidding. All bids are available up to twenty-four (24) hours prior to the bid opening time and date specified.



TIPS FOR VENDORS

Please fill the Vendor's Application attached in its entirety if you wish to receive bid proposals. On the back of the application **be sure to list the appropriate commodity for which you want to receive bids.**

Please remember it is the responsibility of the salesman/representative of a business to check for open bids. The City of Monroe Purchasing Division will not be responsible for bids not mailed to businesses.

Read the special conditions carefully so that you comply with any and all requirements of the invitation to bid (furnish literature, obtain a bid bond, furnish other required information, samples, etc.).

If what you propose to furnish differs in any way from what is specified in the invitation to bid (brand, size, other specs, etc.) this must be stated clearly on the bid. Otherwise, you will be expected to furnish exactly what was specified in the invitation to bid. If you don't furnish the specified item, the agency cannot accept the merchandise.

When quoting an equal product, Manufacturer's brand name and model/stock number must be indicated on the bid form. In addition to changes made on the bid form, descriptive literature must also be attached. *****Failure to comply will result in your bid being rejected.*****

Bid bonds requested must accompany bids; otherwise your bid will be rejected.

Any corrections, erasures or written over prices must be initialed by bidder.

Prices must be filled in on the bid forms furnished. A computer printout price list will not suffice and will cause your bid to be rejected.

Be sure to list your delivery time and payment terms.

If you have any questions about a bid, call and ask before the bid opening. The Buyer's name and telephone number is listed on the bid form.

Attend the bid opening or send a representative, as the information cannot be given over the telephone.

The common problem encountered most often are unsigned bids, un-initialed price changes and descriptive literature not submitted as called for in the bid form.