



**MATERIALS AND SUPPLIES FOR POLITICAL
SUBDIVISION AND LOCAL GOVERNMENT**

Less than \$1,000
Recommended

- Documentation of at least 3 Verbal Quotes

\$1,000 - \$9999
Recommended

- Obtain documentation of at least 3 Written or Electronic Quotes

\$10,000 - \$30,000
Mandatory

- Obtain at least 3 telephone or fax quotes
- Obtain written confirmation of accepted offer
- If selecting other than the lowest quote, written documentation must be included in file supporting why selection was in the best interest of the public entity

Exceeds \$30,000

ADVERTISEMENT

- 1st Advertisement at least 15 days before Opening Bids, & may not occur on a Saturday, Sunday or Legal Holiday
- 2 times at least once a week in Newspaper in locality & may be published electronically
- Plans/Specifications shall be available to Bidders the day of 1st Ad & until 24 hours before Bid Open date

Rejection of All Bids

- Public Entity may reject any and all bids for just cause.

DELIVERY OF SEALED BIDS

- Hand Delivery, certified mail or electronic submission
- May not accept or take bids submitted on a USPS designated Holiday

IF ALL QUALIFICATIONS HAVE BEEN MET

- Contract is awarded to the lowest **Responsible/Responsive Bidder** through execution of contract, initiation of purchase order



PUBLIC WORKS FOR POLITICAL SUBDIVISION AND LOCAL GOVERNMENT

Public Entity to:

- Estimate the construction cost or obtain estimate from Project Designer
- May not proceed if estimate exceeds projected budget

\$152,400 or Less

May be undertaken by Public Entity through its Employees

(Recommended)

- Obtain RFP or
- Obtain (3) Phone Bids

ADVERTISEMENT (Recommended)

- 30 days before Opening of RFP via internet or formal publication
- Written notice of RFP mailed to persons/corporations w/related services

**Greater than \$152,400
Includes Labor, Materials & Equipment**

ADVERTISEMENT

- 1st Advertisement must occur at least 25 days before Opening Bids, & not occur on a Saturday, Sunday or Legal Holiday
- 3 times at least once a week in a newspaper in the locality & may be published on the website

Requirements for Mandatory Pre-Bid Conference

- Shall be noted in the 1st advertisement with Date, Time & Place & noted in the bid documents
- If Bidder fails to appear, he/she is disqualified

DELIVERY OF SEALED BIDS

- Hand Delivery, certified mail or electronic submission
May not accept or take bids submitted on a USPS designated Holiday

BID OPENING

- May be extended up to 30 days without further advertisement

Rejection of All Bids

Public Entity may reject any and all bids for just cause. Just cause includes but not limited to:

- The Public Entity's unavailability of sufficient funds
- The failure of any bidder to submit a bid within an established threshold
- A substantial change by the public entity
- A determination by the public entity not to build the proposed public work within 12 months
- The disqualification by the public entity of all bidders

Disqualifications of Nonresponsive and/or Responsible Bidder

Public Entity shall:

- Give written notice of reasons to Bidder with the opportunity to be heard at an informal hearing

Criteria for Informal Hearing

- Shall be conducted prior to award of public work
- Shall be an administrative remedy that must exhausted prior to any legal action taken by disqualified Bidder
- Shall be conducted by the Public Entity not later than 5 business days after date of notice
- Ruling shall be issued not later than 5 business days after the date of hearing
- No award of the contract shall be made by Public Entity prior to the expiration of at least 5 working days following issuance of the decision
- Disqualified Vendor has the right to seek redress in a Court of law

If not a Responsible/Responsive Bidder

DEADLINE FOR SUBMISSION OF REQUIRED DOCUMENTATION FROM APPARENT LOWEST BIDDER

- Bidding Documents are to be received from Apparent Low Bidder within 10 days after bid opening
- Bidding documents shall include Louisiana Uniform Public Works Bid Form, Affidavit of Attestation & E-Verification Form

Requirements for Change Order

- Shall be in writing or via electronically & signed by Contractor & Public Entity, or Design Representative
- May not occur within 72 hours of Bid Opening (Requires extension of bid opening)

IF ALL QUALIFICATIONS HAVE BEEN MET

AWARD OF CONTRACT

- Public Entity shall award Contract no later than 45 calendar days from Opening of Bids to lowest Responsible/Responsive Bidder *(may be extended through agreement in 30 day increments)* {or reject all Bids *(for just cause)*}

Execution of Contract

- No Later than 60 Calendar Days after Bid is awarded

Notice to Proceed with Contract

- 30 Day written Notice to proceed must be given to Contractor upon execution of contract

Change to Contract

Within Scope of Contract

- Must be negotiated to the Public's best interest if less than the threshold limit

Outside Scope of Contract

- Let out for bid if more than the threshold limit

Bidder Remains Disqualified