



Public Works

Total Cost of Project	Public Bid Requirements
\$152,400 or Less *	<ul style="list-style-type: none"> ➤ Recommended to be done through a Request for Proposals (RFP) Process and/or solicitation of at least three bids ➤ Prudent business person standard
Greater than \$152,400 *	<ul style="list-style-type: none"> ➤ 1st Advertisement must occur at least 25 days before Opening Bids ➤ Advertise three times in a paper of general locality (at least once a week) & may be published on the website ➤ First ad shall not occur on a Saturday, Sunday, or USPS Designated Holiday

* Beginning February 2015, and every year thereafter, the Office of Facility Planning and Control will review and adjust the contract limit in accordance with the Consumer Price Index (CPI) through rule-making promulgated in the January Louisiana Register.



Purchase of Materials and Supplies

Cost of Purchase	Public Bid Requirements
Less than \$1,000	<ul style="list-style-type: none"> ➤ Recommended: Obtain and document at least three verbal quotes
\$1,000 - \$9,999	<ul style="list-style-type: none"> ➤ Recommended: Obtain three written quotes
\$10,000 - \$30,000	<ul style="list-style-type: none"> ➤ Obtain at least three telephone or fax quotes ➤ Obtain written confirmation of the accepted offer
Exceeds \$30,000	<ul style="list-style-type: none"> ➤ Advertise two times at least 15 days before opening of bids ➤ First ad shall not occur on a Saturday, Sunday, or USPS Designated Holiday ➤ Open bids or cancel of all bids