



DOING BUSINESS WITH ST. CHARLES PARISH



- LEARN THE METHODS OF PARISH PROCUREMENT.
- FIND OUT HOW TO GET ON THE BIDDER'S LIST.
- FIND OUT WHERE BIDS AND PROPOSALS ARE SOLICITED.
- SEE AN EXAMPLE BIDDER'S MAILING LIST APPLICATION.

Dear Vendors:

We are pleased to present the following guide on how to do business with St. Charles Parish. We believe this information will help you, the prospective vendor, develop a long-term and successful business relationship with our parish.

St. Charles Parish consistently remains one of the fastest growing parishes in Louisiana. With the volume of purchases consisting of a variety of commodities and services, it is important that we establish and maintain a listing of qualified vendors that can competitively provide for the demands of a growing parish on the "cutting edge" of progress.

It is our objective to make sure parish procurement activities be conducted with the highest standards of professionalism. These standards provide for impartiality and fairness to vendors while obtaining the greatest possible value for the goods and services needed at the lowest possible cost.

Join us in our pursuit of excellence as we serve the citizens of St. Charles Parish with the level of quality service they rightfully expect and deserve.

David Ferraro

Procurement Officer, St. Charles Parish



St. Charles Parish Office of Procurement
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METHODS OF PROCUREMENT

In order to seek qualified commodity and service providers, the parish uses **four methods of procurement**: small purchases, yearly requirement contracts, quotations and competitive sealed bids. Each method mentioned below is based on the price of the commodity and the extent of the service provided.

SMALL PURCHASES



The department director authorizes monetary limits to employees to purchase **goods and/or services up to \$30,000**.

The Procurement Office reviews requisitions for compliance with Title 38 of the Louisiana Public Bid Law and the St. Charles Parish Procurement Procedures.

Vendors are not to provide services or furnish supplies without a purchase order number.

YEARLY REQUIREMENT CONTRACTS



St. Charles Parish has annual contracts for various frequently used items and services. The contracts are a result of a sealed bid, and they are **utilized on an as-needed basis throughout the year**.

This allows the department to order products or services directly from the awarded vendor, but only after the requisition is reviewed for accuracy and completeness.

Should the awarded vendor be unable to provide the contract item or service as stated, the bid may be found non-responsible.

QUOTATIONS



Purchases of **supplies or services between \$8,000 and \$15,000** will require the requester to obtain three quotations. They may be written or by phone, provided that a written record be made of all quotes.

Purchases of **supplies and services between \$15,000 and \$30,000** must have three written quotations on vendor's letterhead.

If three written quotations cannot be obtained, a written explanation stating the reason must be attached to the purchase order with the department director's signature.

COMPETITIVE SEALED BIDS



Competitive sealed bids are used when the cost of the **commodities and services is \$30,000 or greater**. Clear and defined specifications, approved by the requesting department must be included in the bid.

Bids are advertised for a minimum of two consecutive weeks in the St. Charles Herald-Guide newspaper and online at www.centralbidding.com.

Bids are reviewed by the St. Charles Parish Procurement Officer. A recommendation is then made to the requesting department. The final approval for the award is made by the St. Charles Parish President.

HOW BIDS ARE SOLICITED

St. Charles Parish solicits bids in three ways: mailing to vendors on the parish bidder's list, advertising in the St. Charles Herald-Guide and posting on the Central Bidding website.



Mail Solicitation

Bids are mailed by the St. Charles Parish Office of Procurement to vendors on the parish bidder's list when they become available. Bids are only mailed to vendors who provide a relevant commodity or service.



Central Bidding Site

All bids are solicited online at www.centralbidding.com. Central Bidding, founded in 2007, is one of the largest providers of electronic bidding services to public- and private-buying entities.



St. Charles Herald Guide

Bids are advertised in the St. Charles Herald-Guide newspaper for a minimum of two weeks prior to the scheduled opening. They can also be found at www.heraldguide.com under "Legals".

GETTING ON THE BIDDER'S LIST

Vendors interested in participating in the bidding process may be placed on the St. Charles Parish Bidder's List by completing a bidder's application available from the Procurement Office or online at www.stcharlesparish.gov.
(See back of brochure)

Vendors will be required to list the commodities and services which they can provide on the application. The vendor will then be placed on the bidder's list for those commodities listed and receive notification when bids become available.

To remain on the bidder's list, vendors must maintain an acceptable status of providing goods and services in a responsible manner.

Vendors are responsible for notifying the St. Charles Parish Procurement Office of changes in address, phone number, commodities, etc.

A vendor may submit a bid without being on the bidders list. However, the vendor will not receive notification from the parish when a bid becomes available.

Bidder's List Benefits:

- Vendors receive notifications when bids become available.
- Vendors are recommended to parish departments for non-bid purchases.

GENERAL BUSINESS FREQUENTLY ASKED QUESTIONS



How do I obtain a business license in St. Charles Parish?

A business or occupational license is obtained from the St. Charles Parish Sheriff's Office. They may be reached at (985) 783-6237. The occupational licensing process requires a Certificate of Zoning Compliance for the business location from the Planning and Zoning Department, which may be reached at (985) 783-5060, and registration with the St. Charles Parish School Board's Sales and Use Tax Office, which may be reached at (985) 785-3125.

How do I obtain a tobacco and/or alcohol license for my business in St. Charles Parish?

Parish alcohol licenses are obtained from the St. Charles Parish Sheriff's Office at (985) 783-6237 (ask for the 'Tax Office'). Any businesses wishing to sell alcoholic beverages must meet zoning requirements and location restrictions for alcoholic beverages businesses. You can get more information on these requirements by calling Planning and Zoning at (985) 783-5060 and asking for a planner. A state license is also required for any business selling alcoholic beverages. More information is available at www.atc.rev.state.la.us.

How do I obtain a contractor's license in St. Charles Parish?

Currently, St. Charles Parish does not require licensing or registration for contractors beyond those required by the State Licensing Board for Contractors. For more information, visit www.lslbc.louisiana.gov.

For more information visit stcharlesparish.gov/businesses

BIDDERS MAILING LIST APPLICATION

The following constitutes a request by the applicant to be placed on a list of suppliers who will be tendered solicitations to furnish indicated materials/services to the Parish of St. Charles.

Return this application to:

St. Charles Parish President's Office
C/O Procurement Office
P.O. Box 302
Hahnville, LA 70057
(985) 783-5000 ext. 289
Fax (985) 783-5015

APPLICANT'S NAME AND PHYSICAL ADDRESS:	TYPE OF ORGANIZATION: _____ INDIVIDUAL _____ PARTNERSHIP _____ CORPORATION-STATE FEDERAL ID NO. _____
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AVERAGE NUMBER OF EMPLOYEES: _____	HOW LONG IN PRESENT BUSINESS: _____	ANNUAL DOLLAR SALES PAST YEAR (thousands) _____ Under 200 _____ Over 200
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ADDRESS TO WHICH SOLICITATION IS TO BE MAILED:	REMITTANCE ADDRESS:
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PERSONS AUTHORIZED TO GIVE QUOTES AND SIGN BIDS: (LIST MAIN CONTACT PERSON FIRST)

<u>NAME</u>	<u>OFFICIAL CAPACITY</u>	<u>TELEPHONE NUMBER</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

NAME & TITLE OF PERSON AUTHORIZED TO SIGN:

SIGNATURE: _____ **DATE:** _____

LIST AND/OR ATTACH YOUR COMMODITIES/SERVICES BELOW: