

Invitation to Bid

PO Type SB | Sealed Bid over \$60,000 | R.S. 39:1594

AT A GLANCE

Purchasing Office only

Purchases estimated to exceed \$60,000 are made through written Invitations for Bids to qualified vendors. Purchasing issues the Purchase Order to the awarded vendor.

REQUIRED PROCUREMENT PROCESS

- Enter a Banner requisition based on the original bid specifications.
- Advertise the solicitation in the Natchitoches Times and Capital City Press for a minimum of 21 days.
- After opening and tabulation, the requesting department and department head review responsive bids.
- Award is made to the lowest responsible bidder.
- Purchasing issues the award letter and original contract to the successful bidder.
- Purchasing submits the Purchase Order to the awarded vendor.
- After delivery, the department completes online receiving.
- Send the original invoice or receipt to Accounts Payable.

ADVERTISEMENT AND LAPAC

Purchasing publicly advertises the purchase and solicits formal Invitations for Bids through LaPAC in sealed-bid format for a minimum of 21 days, unless Purchasing determines a 10-day period is necessary.

Sealed Bid Procedure

Bid acceptance, records, and bond requirements

PROCESSING AND ACCEPTANCE OF BIDS

- The bidder apparent ability to perform the proposed contract.
- Conformity of the goods or services to required specifications.
- Transportation or delivery charges.
- The delivery date stated in the invitation for bids.
- Other factors relevant to the best interest of the institution.

AWARD STANDARD

Lowest responsive and responsible bidder

All bids remain subject to rejection by the institution.

Department review

Budget Unit Heads review Telephone Quotes and Sealed Bids before PO issuance.

PROCUREMENT RECORD

Maintain a complete written record of procedures, evaluations, and justifications for each purchasing transaction to provide a clear audit trail.

PERFORMANCE BOND

A Performance Bond for faithful contract execution may be required, at the institution discretion, for services exceeding \$60,000.

PERFORMANCE AND PAYMENT BOND

A Performance and Payment Bond from a company licensed in Louisiana, in an amount not less than 50% of the contract price, may be required for goods and services. The Chief Procurement Officer or Director of Purchasing determines whether bonds are required.

Sealed Bid Quick Reference

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DOLLAR THRESHOLD

Estimated cost exceeding \$60,000.

PURCHASING AUTHORITY

Purchasing Office only. Purchasing conducts the solicitation, issues the award letter and contract, and submits the PO to the awarded vendor.

DEPARTMENT RESPONSIBILITIES

Enter the requisition from the original specifications; review responsive bids with the department head; complete online receiving after delivery.

PURCHASING RESPONSIBILITIES

Advertise and post the solicitation; conduct the sealed-bid process; tabulate bids; issue the award letter, contract, and Purchase Order; determine bond requirements when applicable.

RECEIVING AND DELIVERY

After delivery, the requesting department completes online receiving in Banner.

PAYMENT AND INVOICE ROUTING

Send the original invoice or receipt to Business Affairs - Accounts Payable for payment processing.

RESTRICTIONS AND COMPLIANCE

Maintain the full audit record. Awards are made to the lowest responsive and responsible bidder after considering the stated factors. All bids are subject to institutional rejection.
