

PURCHASING PROCEDURES



Department of Finance

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Introduction

These procedures govern the following: (1) purchases of materials and supplies (“*pure purchase*”); (2) purchases of materials/supplies and labor (“*furnish and install*”); and (3) the erection, construction, alteration, improvement, or repair of any public facility or immovable property owned, used, or leased by the City of Kenner (“*public work*”).

Additionally, to the extent applicable, procurements shall be in accordance with the Louisiana Public Contract Law (LSA R.S. 38:2181 et seq.). Furthermore, departments should be mindful that the Louisiana Code of Governmental Ethics (LSA R.S. 42:1101 et seq.) places restrictions upon the ability of a public servant/public employee and their immediate family members to transact business with the public servant’s/public employee’s agency. No procurement will be made in violation of the Louisiana Code of Governmental Ethics.

It is the intent of these procedures to establish prudent safeguards that protect the financial condition of the City of Kenner (sometimes referred to as “Kenner”) and promote fair and equitable competition among those businesses and individuals desiring to conduct business with Kenner.

All departments and budget units of Kenner, excluding the Police Department, are required to observe and be guided by the following procedures:

General Rules and Applications:

- Any purchase of materials and supplies in the amount of \$5,000.00 or greater requires approval by ordinance.
- If the cumulative purchases of a given type of material or supply are anticipated to meet or exceed \$30,000.00 for the fiscal year, then Kenner will either solicit sealed bids for an annual requirements contract or identify a state or local government procurement contract that Kenner may utilize. Departments that are expecting to make significant recurring purchases of a type of material or supply throughout the year should contact the Department of Finance for guidance.
- Departments must obtain a purchase order before placing an order or authorizing work.

Prohibited Transactions/Relationships:

- The Code of Governmental Ethics (LSA R.S. 42:1101 et seq.) establishes certain restrictions concerning the ability of a public servant and their immediate family members to transact business with the public servant’s agency. Additionally, the Louisiana Code of Governmental Ethics establishes certain restrictions regarding the receipt of “gifts” or other “things of economic value” by public servants. No purchase shall be made in violation of the Louisiana Code of Governmental Ethics.

Categories of Purchases

Purchases Solicited on the Departmental Level

\$0.01 - \$1,499.99

These purchases must be solicited on the departmental level without the requirement of utilizing a formal bid process. However, departments should make every effort to obtain quotes from multiple vendors, whenever feasible, to ensure that Kenner receives a competitive price. The name, contact information, and price for each vendor considered must be documented in the purchase file.

\$1,500.00 - \$2,499.99

The use of a telephone/fax bid process is required for purchases estimated to cost \$1,500.00 - \$2,499.99. Prior to soliciting bids for materials and labor (“furnish and install”) and public work, departments are encouraged to contact the Department of Finance to determine which contract insurance requirements, if any, will be required for the work. The materials and supplies (“pure purchase”), materials and labor (“furnish and install”), or public work must be obtained from the vendor/contractor supplying the lowest price for the item(s) and/or work requested. If a department director desires to select a vendor/contractor other than the vendor/contractor submitting the lowest quote or bid, then written justifications for this action must be submitted to the Director of Finance, who will consider the request and make a final decision.

Expedited purchases: With the approval of the director of the department initiating the purchase, items may be purchased from any immediately available source if the circumstances so require. The department making the expedited purchase must submit to the Department of Finance a completed and signed Expedited Purchase Authorization Form along with all associated information and documentation.

Each department utilizing this procedure must track and monitor all expedited purchases to ensure that cumulative purchases of a particular type of material/supply do not reach \$30,000.00 in a fiscal year. An audit of these purchases may be conducted to ensure that established guidelines and procedures are followed by the user departments.

Repetitive purchases: Departments must review repetitive purchases on a quarterly basis to ensure that competitive prices are obtained, and that such repetitive purchases of any item do not exceed \$2,500.00 per month. An audit of these purchase will be conducted to ensure that established guidelines and procedures are followed by the user departments. If a department anticipated significant repetitive purchases, then the department must utilize a formal bid process to solicit an annual requirements contract. The formal bid process to be used will depend upon the anticipated annual cost of the purchases. The Department of Finance will determine the appropriate bid process to be used.

Purchases Solicited by the Department of Finance

\$2,500.00 - \$4,999.99

Materials and Supplies: The Department of Finance must process purchases estimated to cost between \$2,500.00 and \$4,999.99 by attempting to obtain at least three (3) competitive telephone, fax, or letter bids. Based upon the nature of the purchase, time constraints, complexity of the bid and related factors, the Director of Finance (or her designee) will determine the method that will be used to solicit bids. The Department of Finance will endeavor to utilize the most effective and expeditious method possible.

Materials and Labor (furnish and install) or public work: The procurement of materials and labor or solicitation of public work will be obtained by soliciting letter bids. However, based upon the nature of the purchase, time constraints, complexity of the bid and related factors, the Director of Finance (or designee) will have the discretion to utilize other competitive procurement methods. Please allow approximately 10-15 days for any necessary pre-bid meetings, etc. All necessary certificates must be received from the vendor before a purchase order is issued or a contract is signed.

Repetitive purchases: Departments must review repetitive purchases on a quarterly basis to ensure that competitive prices are obtained, and that such repetitive purchases of any item do not exceed \$2,500.00 per month. An audit of these purchases will be conducted to ensure that established guidelines and procedures are followed by the user departments. If a department anticipates significant repetitive purchases, then the department must utilize a formal bid process to solicit an annual requirements contract. The formal bid process to be used will depend upon the anticipated annual cost of the purchases. The Department of Finance will determine the appropriate bid process to be used.

\$5,000.00 - \$30,000.00

Materials and Supplies: Materials and supplies will be solicited through fax or letter bids from as many prospective bidders as practical. The Department of Finance will endeavor to obtain at least three (3) bids. Based upon the nature of the purchase, other methods of procurement may be utilized at the discretion of the Director of Finance (or designee).

Materials and Labor (furnish and install): The procurement of materials and labor will be solicited by either letter bids or sealed bids, and will be publicly opened at the date, time, and place specified in the bid solicitation. Upon award, these bids will require a formal written contract.

Public Work: The erection, construction, alteration, improvement, or repair of any public facility or immovable property owned, used, or leased by Kenner will be solicited by either letter bids or sealed bids, and will be publicly opened at the date, time, and place specified in the bid

solicitation. Upon award, these bids will require a formal written contract. Depending upon the process used to solicit bids, it could take up to sixty (60) days to receive all necessary approvals. It is important that these delays be taken into account when planning future work.

Kenner Council Approval: Any purchase within this price range requires Kenner Council approval in the form of an ordinance. The requesting department must prepare this legislation and route according to administrative policy. Depending upon the process used to solicit bids, it could take up to sixty (60) days to receive all necessary approvals. It is important that these delays be taken into account when planning future purchases.

Repetitive purchases: Departments must review repetitive purchases on a quarterly basis to ensure that competitive prices are obtained, and that such repetitive purchases of any item do not exceed \$2,500.00 per month. An audit of these purchases will be conducted to ensure that established guidelines and procedures are followed by the user departments. If a department anticipates significant repetitive purchases, then the department must utilize a formal bid process to solicit an annual requirements contract. The formal bid process to be used will depend upon the anticipated annual cost of the purchases. The Department of Finance will determine the appropriate bid process to be used.

\$30,000.01 and above

Materials and Supplies: Purchases of materials and supplies in the amount of \$30,000.01 and above are subject to Louisiana Public Contract Law (LSA R.S. 38:2212.1) and must be advertised and solicited through the sealed bid process. In effort to obtain as many bids as possible, the Department of Finance will publicly advertise the bid and will endeavor to mail invitations to bid to no fewer than three (3) vendors. These bids will be publicly opened and read aloud at the date, time, and place specified in the bid advertisement.

Materials and Labor (furnish and install): The procurement of materials and labor will be solicited by sealed bids, and will be publicly opened at the date, time, and place specified in the bid solicitation. Upon award, these bids will require a formal written contract.

Public Work: The erection, construction, alteration, improvement, or repair of any public facility or immovable property owned, used, or lease by Kenner will be solicited by sealed bids, and will be publicly opened at the date, time, and place specified in the bid solicitation. Upon awards, these bids will require a formal written contract. In accordance with LSA R.S. 38:2212, all public work exceeding \$150,000.00, including labor and materials, shall be advertised and let by contract to the lowest responsible bidder who had bid according to the contract, plans, and specifications as advertised.

Kenner Council Approval: Any purchase or work within this price range requires Kenner Council approval in the form of an ordinance. The requesting department must prepare this legislation and route according to administrative policy.

Please allow approximately sixty (60) days from the date of initial advertisement to receive all necessary approvals. It is important that these delays be taken into account when planning future purchases or work.

The time necessary to process these bids will be in accordance with the section (below) entitled “Time Period for Receiving Bids – Bid Opening Date Guidelines”.

Advertisement

Materials and Supplies: Purchases with an estimated cost exceeding \$30,000.00 must be advertised in Kenner’s Official Journal for two (2) consecutive weeks.

Materials and Labor (furnish and install): The procurement of materials and labor must be advertised in Kenner’s Official Journal for two (2) consecutive weeks.

Public Work: Contracts for the erection, construction, alteration, improvement, or repair of any public facility or immovable property owned, used, or leased by Kenner must be advertised in Kenner’s Official Journal as follows:

- \$0.01 - \$150,000.00: two (2) consecutive weeks
- \$150,000.01 and above: three (3) consecutive weeks

Time Period for Receiving Bids – Bid Opening Date Guidelines

Materials and Supplies: Bids received for purchases with an estimated cost exceeding \$30,000.00 may be publicly opened no earlier than fifteen (15) days from the date of first advertisement (LSA R.S. 38:2212.2).

Materials and Labor (furnish and install): Bids received for the procurement of materials and labor may be publicly opened no earlier than fifteen (15) days from date of first advertisement.

Public Work: Bids received for the erection, construction, alteration, improvement, or repair of any public facility or immovable property owned, used, or leased by Kenner will be opened as follows:

- \$5,000.00 - \$30,000.00: if sealed bids are solicited, then bids received will be opened no earlier than fifteen (15) days after the date of first advertisement.
- \$30,000.01 - \$150,000.00: sealed bids received will be opened no earlier than fifteen (15) days after the date of first advertisement.

- \$150,000.01 and above: sealed bids received will be opened no earlier than twenty-five (25) days after the date of first advertisement (LSA R.S. 38:2212).

Sealed Bids

SEALED BID GUIDELINES

1. Advertisement for bids – instructions to potential bidders including: location and time and date for submission; availability of bid documents and duration of public inspection, deposit(s) and other bidding requirements; notice of Federal contract requirements.
2. Information for Bidders – instructions to potential bidders including: bid preparation requirements; details for price submission; bidder qualifications, bid security requirements timelines for bid and contract award; liquidated damages provisions; conditions of work; addenda and interpretations; security for performance; power of attorney; governing laws and regulations; method of bid award; and obligations of bidders.
3. Certain Federal awards may require the following:
 - a. Certifications of non-debarment or suspension.
 - b. Certification of small, minority, women’s owned enterprise.
 - c. Corporate certificate of good standing.

SEALED BID PROCEDURES

1. The sealed bid solicitation shall ensure the complete plans and specifications will be available on the date of the first advertisement.
2. The advertisement for the sealed bid solicitation shall indicate where specifications can be obtained and when and where bids will be received and opened.
3. All sealed bids received must be date and time stamped upon receipt.
4. Any sealed bid which does not arrive at the designated place by the appointed time will not be considered and will not be opened. The bid will be marked by the time received and returned to the bidder unopened.
5. All bids shall remain confidential until the public bid opening.
6. All bids submitted on time will be publicly opened and the sealed bids read aloud.
7. Where specified in the bid documents, factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts shall only be used to determine low bid when prior experience indicates that such discounts are generally taken.
8. After approval by the City; a firm fixed price award in writing to the lowest responsive, responsible bidder whose bid conforms to the advertisement for bids will be made.
9. A bid tabulation of the bid opening will be maintained. At a minimum it will include the following:
 - a. Date, time, and location of the bid opening;
 - b. A listing of all bids received and the amounts of their bids
 - c. A listing of all persons present;
 - d. A tabulation of the bids opened;

e. The award decision

11. Unsuccessful bidders will be promptly notified in writing.

Authorized Dealers

Whenever repairs to automobiles, mobile equipment, and fixed equipment are to be performed by non-city personnel, the parts will be obtained from and repairs performed by an authorized dealer of the manufacturer. Motor vehicle collision repairs are excluded from this requirement. Additionally, after considering factors such as vehicle age, availability of parts, and availability of certified mechanics capable of performing the needed repair, the Director of Fleet Management may request waiver of the requirement that the parts be obtained from and repairs performed by an authorized dealer or the manufacturer.

An “authorized dealer” is defined as a dealer certified by the manufacturer to perform repairs and maintenance on the manufacturer’s automobiles or equipment. Such parts and/or repairs in excess of \$2,500.00 must be pre-approved by either the Chief Administrative Officer or the Mayor. Additionally, purchases or repairs in the amount of \$5,000.00 or greater require Kenner Council approval prior to the commencement of repairs. Only the cost of the parts required for the repair or maintenance shall be counted for the purpose of determining whether or not prior Administrative or Council approval is required. The requesting department must prepare this legislation and route in accordance with administrative policy.

Written confirmation that the dealer is an authorized dealer for the parts or equipment must be obtained and included with the proposed legislation.

Adopted legislation and all supporting documentation must accompany the requisition for processing.

Cooperative Purchasing

Publicly bid contracts of other public entities: Kenner may utilize a viable (i.e. still in effect) publicly bid contract of another public entity (parish, municipality, board, district, etc.) to obtain materials and supplies, provided that permission to do so is obtained from both the public entity and the vendor. By utilizing these contracts in lieu of a formal bid process, a department may reduce the time needed to procure materials and supplies. However, it is important to remember that Kenner Council approval must still be obtained if the amount of the purchase is \$5,000.00 or greater.

All requests for permission to utilize the contract of another public entity for cooperative purchasing must be initiated by the Department of Finance. Accordingly, once a viable publicly bid contract has been identified for use, the requesting department must provide the Department of Finance with as much of the following information as possible:

- Type of service or product
- Name of the provider
- Approximate date of contract/RFP
- Term of contract
- Name of service provider/vendor contact person
- Any other relevant information regarding the contract that you possess

Once the above information has been provided, the Department of Finance will contact the public entity for approval to utilize the contract and to obtain other relevant information and documentation, such as: the bid solicitation and response, legislation approving the contract, and vendor contract information. This information will be provided to the requesting department. Meanwhile, the requesting department must obtain the vendor's written approval for Kenner to utilize the contract. If the purchase requires Kenner Council approval, then the requesting department must prepare legislation and route it pursuant to administrative policy.

Please note that **the materials or supplies available on the contract must be the exact model that you wish to acquire.** Additionally, the contract being utilized for cooperative purchasing must be viable at the time Kenner purchases the items.

If the requesting department desires to make a one-time purchase, then the Department of Finance will issue a purchase order to the vendor. However, if the requesting department anticipates utilizing the contract for additional future purchases, then Kenner will enter into a formal written agreement with the vendor. If a formal agreement is required, then the agreement must be fully executed *prior* to the contract being utilized. The requesting department may contact the Legal Department for assistance.

State Contracts: Departments may also utilize any State of Louisiana procurement contract that has been approved for cooperative purchasing by the Office of State Purchasing. Nonetheless, if the purchase price meets or exceeds \$5,000.00, then the requesting department must obtain Kenner Council approval.

When departments wish to utilize a particular state contract frequently or on an as needed basis, departments must seek Kenner Council approval for purchases in an amount "not to exceed" the expected annual cost of all purchases to be made through the state contract. Once Kenner Council approval is received, the requesting department must send a copy of the adopted legislation and a copy of the state contract to the Department of Finance to ensure that the contract will be available for use through MUNIS.

The Office of State Purchasing has established an online resource that provides access to state procurement contracts. The Louisiana Procurement and Contract Network (LaPAC) may be accessed at: https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/eCat/dsp_eCatSearchLagov.cfm

Sole Source of Supply

Purchases for an item that is only available from a single supplier will be processed by the Department of Finance. The requesting department must provide the Director of Finance with written justification for the sole-source procurement. All supporting documentation must be made part of the purchase order record. At the discretion of the Finance Director, these items may be purchased directly from the sole source of supply. However, all purchases in excess of \$10,000.00 will utilize a competitive procurement method as required by state law. Sole Source purchases in the amount of \$5,000.00 or greater require Council approval in the form of an ordinance.

General Notes

- A requirement for a particular brand name item does not justify sole source procurement if there is more than one potential bidder for that item.
- Personal preference for a brand name item available from a sole source is NOT justification for sole source procurement whenever an equivalent product of another brand can satisfy the requirement.

Preparing Bid Specifications

Specification (definition): Any description of the physical, functional, or performance characteristics, or of the nature of a supply, service, construction or major repair item. The specification includes, as appropriate, requirements for inspecting, testing, or preparing a supply, service, or construction item for delivery. Unless the context requires otherwise, the terms “specification” and “purchase description” are used interchangeably throughout these regulations.

The purpose of a specification is to serve as a basis for obtaining a supply, service, or major repair item adequate and suitable for Kenner’s needs in a cost effective manner, taking into account, to the extent practicable, the costs of ownership and operation as well as initial acquisition costs. Consistent with this purpose, it is the policy of Kenner that specifications permit maximum practicable competition. Specifications must be drafted with the objective of clearly describing Kenner’s requirements.

Specifications should accomplish four things:

1. Identify minimum requirements.
2. Allow for competition.
3. List reproducible test methods that may be used to verify compliance with specifications.
4. Provide for an equitable award.

Specifications should include:

1. Basic design

2. Physical dimensions
3. Weights
4. Percent and type of ingredients
5. Types/grades of materials, if applicable
6. Any other special instructions
7. Reference drawings, other specifications, publications, etc.

Specifications must include:

1. Licenses required to perform the work requested
2. Permits required to perform the work requested

Specifications should not be too specific

Being too specific limits competition and eliminates items that can satisfactorily meet actual needs. Specifications must be well written and communicative, contain simple language and be free from vague terms. The Department of Finance may alter or revise specifications in order to allow open competition.

The requesting department is responsible for drafting its specifications. The bid must be entered into the Finance website and a copy of the specifications must also be emailed to the Department of Finance.

If the specifications require multiple pages, then the pages must be numbered or the items in the specifications must be numbered in sequential order.

Specifications may contain a clause for fixed escalation or de-escalation in accordance with a recognized index such as the Consumer Price Index (CPI) published by the United States Bureau of Labor Statistics. Bids based on a recognized escalation index will be legal and valid, provided that the bid solicitation allows for price escalation or de-escalation.

Brand Names: Brand names should be used only as a guideline to the quality of the commodity, and should not be included in order to exclude equal products. Equivalent products must be acceptable irrespective of the inclusion of a brand name and/or model in bid specifications. Requests for “no substitutes” must be pre-approved by the Director of Finance. These requests must be accompanied with a detailed written explanation as to why no substitutes for the exact brand and model specified are acceptable.

Catalog and Part Numbers: Take care that these numbers are not used to exclude other vendors, as the numbers may be specific to one vendor. If the specifications indicate an acceptable brand and/or model/catalog number, then the department must invite competitive brands by indicating, “or equal”.

Tips for drafting specifications

The requesting department should include a brief synopsis of the materials, supplies, or work that it wishes to acquire. Location of the work should be stated in the synopsis.

Manufacturers' brochures must not be copied verbatim when developing specifications. Instead, departments should only choose the essential characteristics or general features that meet the department's needs. Specifications must not include "patents", works like "unique" or "exclusive", or trademark symbols.

However, departments must include enough detail in the specification so that bidders may determine what is being requested.

If a department desires to purchase the same model presently in use, then the department must first verify that the model is currently available in order to avoid soliciting bids for discontinued models.

If sizes or weights are part of the specifications, departments must determine an acceptable range (minimum and maximum). If an item must fit into a given space, departments must indicate the size of the available space.

If a department is requiring samples, the specifications must clearly identify the sample requirements as well as instructions regarding how to label the samples.

Notes:

- Departments should include a statement that bidders must use the attached bid form and include the unit price, total price, and freight charges (as applicable).
- Departments should not include bid security requirements in specifications. These requirements are stated in the General Conditions prepared by the Department of Finance.
- Specifications for annual contracts may include a renewal option. If a renewal options is included, please indicate the renewal terms and specify the department that the vendor must contact in order to exercise the renewal option.

Example: With the approval of both the successful bidder and Kenner, the resulting contract may be renewed for _____ (___) additional years in one (1) year intervals provided that all terms, conditions and prices remain unchanged. The successful bidder should notify the Department of _____, in writing at least ninety (90) days prior to contract termination concerning its decision to exercise the renewal option.

The early deadline is to ensure that departments have enough time to secure a new contract should the vendor fail to renew the current agreement

- Specifications for Material and Labor (furnish and install) and public work should indicate the date in which work must be completed by the contractor. For example, "Work must be

completed no later than 30 days from the issuance of a notice to proceed.” A copy of the issued Notice to Proceed must be sent to the Department of Finance so that the date of completion may be determined. The date of completion generally marks the termination of the contract.

- Warranties: All workmanship, materials, services, or supplies should be warranted, where applicable. Department should require this warranty in writing and it should be submitted to the department upon acceptance of the project, product, or service.
- Liquidated Damages: Liquidated damages should be stated clearly and concisely in the bid specifications. Liquidated damages are generally associated with delays in the completion of a project due to the fault of the contractor, improper disposal of debris, down time on equipment, etc. The amount of liquidated damages should cover all costs anticipated to be incurred by Kenner resulting from the actions of the contractor.

Pre-Bid Conferences

If the requesting department determines that a pre-conference meeting is required, then that fact must be stated in the specifications along with the date, time, and locations of the conference. Pre-bid conferences are generally requested for large projects or projects of a special nature. The pre-bid conference allows prospective bidders to inspect the project site along with a representative of Kenner, and to allow the prospective bidder the opportunity to ask any questions.

If the attendance of personnel from the Department of Public Works is desired, then the requesting department must submit a written request to the Department of Public Works. The requesting department will also be responsible for furnishing the Public Works representative(s) with copies of the technical specifications for the project.

Whenever possible, a representative from the requesting department must attend these conferences to ensure that accurate plans and answers are given to the contractors/vendors.

The Department of Finance will schedule the pre-bid conference date and time, and will notify the requesting department of the same. The requesting department must ensure that the appropriate representatives are aware of the date, time, and location.

There are two types of pre-bid conferences:

- Mandatory
- Non-Mandatory

Non-Mandatory Pre-Bid Conference: The requesting department must notify the Department of Finance whenever a pre-bid conference is needed. However, a non-mandatory pre-bid conference does not need to be included in the bid advertisement.

Mandatory Pre-Bid Conference: If the pre-bid conference is mandatory, only the bidders that attend the conference may be considered for contract award. A department must have compelling reasons for requiring a mandatory pre-bid conference. Departments are encouraged to forgo mandatory pre-bid conferences whenever possible so as to avoid reducing the number of potential bidders.

THE DEPARTMENT OF FINANCE MUST RECEIVE A COPY OF THE SIGN-IN SHEET OF VENDORS THAT ATTENDED THE MANDATORY PRE-BID CONFERENCE PRIOR TO BID OPENING. THE SIGN-IN SHEET SHOULD INCLUDE THE BID NUMBER, BID OPENING DATE, DATE OF PRE-BID CONFERENCE, AND A DESCRIPTION OF THE ITEMS/WORK BEING SOLICITED.

Bonds

Bid Security: Bid Security provides Kenner with an assurance that the bidder intends to honor the pricing included in the bidder's response. Acceptable forms of bid security include: certified check, cashier's check, or bid bond. Furnish and install bid solicitations and Public work bid solicitations require bid security in the amount of five percent (5%) of the total bid amount. Bid solicitations for annual requirements contracts require bid security in the amount of \$500.00. The Director of Finance will determine the amount of bid security required, if any, for materials and supplies bid solicitations.

Labor and materials Payment Bond: A labor and materials payment bond ensures payment by the contractor or subcontractor to claimants defined in LSA R.S. 38:2242. These bonds are required in an amount not less than fifty percent (50%) of the contract price for any public work contract in excess of twenty-five thousand dollars (\$25,000.00) per project (LSA R.S. 38:2241). The labor and materials payment bond must be produced prior to contract execution. If the contractor cannot produce the bond, then the next lowest bidder may be awarded the contract pending Kenner Council approval.

Performance Bond: A performance bond ensures the contractor's faithful performance of the work, and provides protection to Kenner in the event of a breach of contract. A performance bond will be required in an amount not less than one-half (1/2) of the contract price whenever the contract price is one hundred fifty thousand dollars (\$150,000.00) or above (LSA R.S. 38:2216). The performance bond must be produced prior to contract execution. If the contractor cannot produce the bond, then the next lowest bidder may be awarded the contract pending Kenner Council approval.

Emergency Procurement

LSA R.S. 38:2211 defines an emergency as "an unforeseen mischance bringing with it destruction or injury of life or property or the imminent threat of such destruction or injury ...

which requires construction or repairs absent compliance with the formalities of this part where the mischance ... will not admit of the delay incident to advertising as provided in this part.”

On rare occasions, immediate action is essential to prevent an even greater emergency situation; however, abuse of these provisions by treating situations created due to poor planning and negligence on the part of supervisory personnel as an emergency may result in appropriate corrective action.

Situations or conditions that threaten the functioning of Kenner government, or endanger the health, safety, and welfare of the public may justify emergency procurements.

Emergency purchases are hazardous to your budget and may often be avoided through adequate planning.

Emergency procurements are typically executed hurriedly without the opportunity to conduct a formal bid process, which can result in significantly higher costs. Some vendors add a surcharge to expedite the acquisition of materials, services or supplies.

If an emergency procurement is necessary, then the following Emergency Purchase Procedures must be utilized.

Emergency Purchase Procedures:

1. The department director must initiate an emergency purchase by immediately informing the CAO of the existence of an emergency situation. Members of the Kenner Council should also be informed of the situation.
2. **The requesting department must prepare an Emergency Purchase Form and route to the appropriate personnel for approval. A copy of this completed and approved form must be forwarded to the Department of Finance so that a purchase order may be issued.**
3. The requesting department must prepare any necessary legislation for the ratification of the emergency purchase. The legislation must be placed on the agenda of the next Kenner Council meeting.
4. The requesting department must adhere to current procedures for routing legislation and conform to Administrative and Council deadlines for the Council agenda.

Awards of Bids and Contracts

Materials and supplies (“pure purchase”) and materials and labor (“furnish and install”) solicitations performed on the departmental level by obtaining quotes or telephone/fax bids must be forwarded to the Department of Finance for review. The Department of Finance shall verify contractor/vendor eligibility through the United States Government’s System for Award Management (SAM), or any successor thereto, prior to the issuance of a purchase order.

For procurements initiated by the Department of Finance, after expiration of the deadline for receiving bids, the Department of Finance will tabulate bids received and forward a copy of all bids received to the requesting department. Upon tabulation of bids, the Department of Finance shall verify using SAM, or any successor thereto, that the successful bidder has not been debarred or excluded from contracts by the United States Government.

Additionally, the Department of Finance shall verify that, in accordance with LSA R.S. 37:2163, the successful bidder holds any active license specified in the bid solicitation, and that the selected bidder has satisfied all formalities required by the Louisiana Contractor's Licensing Law (LSA R.S. 37:2150 et seq.), including the requirement that the bidder place the license number on the bid envelope (when required).

Once the successful bidder is selected, the department may submit the necessary legislation (if necessary).

If the department chooses a bidder other than the lowest bidder, the department must provide written justification to the Purchasing Director, who will evaluate the request and make a final determination.

If the lowest bidder is selected, then the department may immediately route any necessary legislation for placement on the next Kenner Council meeting agenda.

The legislation must contain the proper verbiage and formatting, and must include the following attachments:

1. Bid Tally Sheet;
2. A copy of the bid that the department is accepting; and,
3. Any other documentation relevant to that bid.

Purchases approved by the Kenner Council

Once the required legislation has become effective (ten (10) days following publication of the adopted legislation), the requesting department must submit a requisition through MUNIS. The requesting department must then forward a copy of the request and the adopted legislation to the Department of Finance.

The requisition **must** reference the following:

Bid Number
Resolution/Ordinance Number
Effective Date

Please be advised that requisitions that do not contain this information will be returned to the requesting department for correction.

Award of Contracts

Once the legislation has become effective (ten (10) days after publication of the adopted legislation), the requesting department must prepare the contract obtain the necessary approvals in accordance with administrative policy.

Public work contracts: Contracts for the erection, construction, alteration, improvement or repair of a public facility or immovable property owned, used, or leased by Kenner costing \$150,000.00 or greater must be advertised and let in accordance with the Louisiana Public Contract Law (LSA R.S. 38:2181 et seq.). The Louisiana Public Contract Law requires that these contracts be awarded to the lowest responsive responsible bidder within forty-five (45) calendar days of the bid opening, however, this deadline may be extended by one or more extensions of thirty (30) calendar days by mutual written consent of Kenner and the lowest responsible bidder. The adoption of legislation accepting a bid is the act of awarding a contract. A contract will be executed within forty-five (45) days of the contract award date. A notice to proceed must be issued within thirty (30) days of the contract execution, unless the parties mutually agree to extend the issuance of the notice to proceed. It is important that any agreement to extend these time periods be reduced to writing and signed.

It is the responsibility of the requesting department to monitor the status of the contract to ensure that the contract is fully executed and includes all required supporting documentation.

Routing of Contracts

All contracts must be reviewed by the appropriate personnel prior to being presented to the Mayor for signature.

The requesting department is responsible for obtaining multiple signed originals of the contract from the contractor/vendor. The department should also obtain all required affidavit(s), bond(s), W9 form, certificate of insurance, corporate resolution or similar authorization, as well as a copy of the bid solicitation or Request for Proposals (RFP) and contractor/vendor's response.

The contract and related documentation must be submitted to the Finance Department for account approval. The contract is then forwarded to the Legal Department for review, before being sent to the CAO for review and approval. Finally, the contract is presented to the Mayor for review and signature. Pursuant to the Kenner Charter, the Mayor is the only official that may execute these contracts.

Payment of Invoices

Invoices received for purchases or completed work should be paid in accordance with the terms of the contract and/or bid. If no time frame is specified, then payment will be issued approximately thirty (30) days from receipt of the invoice.

Retainage: It is important to note that certain public work contracts may require that Kenner withhold a portion of the amount due to the contractor. This amount, often referred to as “retainage”, may only be released after the contractor presents Kenner with a certificate from the Jefferson Parish Clerk of Court stating that no liens or privileges have been filed concerning the contract. If a contract has retainage, then upon completion of the work, the supervising department must prepare a resolution stating that Kenner accepts the contract as complete. The Department of Finance will provide the contractor with a certified copy of the resolution. The contractor will then file the resolution in the mortgage records of Jefferson Parish. Once the resolution has been filed, the contractor must allow a minimum of forty-five (45) days to elapse prior to obtaining a certificate from the Clerk of Court stating that no liens or privileges have been filed concerning the contract. After receipt of the certificate, Kenner will release the final payment to the contractor.

Recording Certain Change Orders and Amendments

LSA R.S. 38:2222 requires that each change order to a public work contract or amendment to a contract for materials and supplies which adds ten thousand dollars (\$10,000.00) or more to the original contract amount must be recorded if that increase represents ten percent (10%) or more of the original contract amount.

EXAMPLE:

Original contract amount: \$100,000.00

Change Order No. 1 adds \$10,000.00

Change Order No. 1 must be recorded because:

- a) It adds \$10,000.00 or more to the contract price; and,
- b) The amount of the change order represents 10% or more of the original contract amount ($\$10,000.00 \div \$100,000.00 = 0.10$).

If multiple change orders have been issued for a public work contract or if a materials and supplies contract has been amended multiple times, and all of the change orders/amendments add up to \$10,000.00 or more and together represent at least twenty percent (20%) of the original contract amount, then the law requires that all of the change orders/amendments for that contract be recorded.

EXAMPLE:

Original contract amount: \$100,000.00
Change Order No. 1 adds \$7,000.00
Change Order No. 2 adds \$8,000.00
Change Order No. 2 adds \$9,000.00

None of the change orders individually amount to \$10,000.00 or greater. Change Order Nos. 1 and 2 together add up to \$10,000.00 or greater, but their sum (\$7,000.00 + \$8,000.00 = \$15,000.00) does not represent at least 20% of the original contract amount (\$15,000.00 ÷ \$100,000.00 = 0.15). Up to this point, none of the change orders must be recorded. However, once Change Order No. 3 is issued, the sum of all of the change orders (\$7,000.00 + \$8,000.00 + \$9,000.00 = \$24,000.00) is at least \$10,000.00 and together represents 20% or more of the original contract price (\$24,000.00 ÷ \$100,000.00 = 0.24). As a result, Change Order Nos. 1, 2, and 3 must all be recorded.

If a change order or amendment (or multiple change orders/amendments added together) meets these criteria, then it must be recorded in the mortgage records of Jefferson Parish no later than thirty (30) days from the date of the change order. If the original contract was not recorded, then the contract must be recorded along with the change order(s).

Conflicts of Interest Standards

The City hereby adopts the following policy applicable to all employees, officers or agents who must adhere to the following written standards of conduct regarding conflicts of interest and governing actions in the selection, awarding and administration of contracts as required by 2 CFR 200.318(c).

DEFINITIONS

- Personal - An employee may not participate in any part of the procurement process, including the selection, awarding and administration of purchases or contracts supported by a Federal award, if he or she has a real or apparent conflict of interest. A conflict occurs when the employee and any member of the employee's family, his or her partner or an organization which employs or is about to employ the employee's family or partner has a financial, tangible or other benefit from a contractor considered for award.
- Organizational - City must avoid an organizational conflict of interest where City would be unable to be impartial in conducting a procurement action because of an existing relationship with a parent company, affiliate or subsidiary organization.

STANDARDS

- No officer, employee or agent may participate in the selection, awarding or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an

organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

- No officer, employee or agent must solicit or accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, Except for those food items as allowed under the Louisianan Code of Ethics.
- **Gratuities, Kickbacks and Required Contract Clause.**
 - **Gratuities.** It is a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefor.
 - **Kickbacks.** It is a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
 - **Contract Clause.** The prohibition against gratuities and kickbacks prescribed in this Section must be conspicuously set forth in every contract and solicitation therefor.

EMPLOYEE DISCLOSURE REQUIREMENTS

- **Disclosure of Benefit Received from Contract.** It must be the policy of City to disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity within 14 days of learning of the conflict of interest. Any employee who has, or obtains any benefit from, any Louisiana contract with a business in which the employee has a financial interest must report such benefit to City and copy the Louisiana; provided, however, this Section must not apply to a contract with a business where the employee's interest in the business has been placed in a disclosed blind trust.
- **Failure to Disclose Benefit Received.** Any employee who knows or should have known of such benefit, and fails to report such benefit to the Louisans Ethics Commission, is in breach of the ethical standards of this Section and must be subject to disciplinary actions for violations of such standards by officers, employees or agents of the City.

Avoidance of Acquisition of Unnecessary or Duplicative Items

The City hereby adopts the following policy applicable to all Federally funded contracts relating to the avoidance of the acquisition of unnecessary or duplicative items as required by 2 CFR 200.318(d).

- Contract only for current and reasonably expected needs and avoid acquisition of unnecessary or duplicative items.
- Written justification must be provided prior to the initiation of any procurement process.
- Consideration must be given to consolidating or breaking out procurements to obtain a more economical purchase.
- Where appropriate, an analysis must be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach

Granting Awards to Responsible Contractors

The City hereby adopts the following policy applicable to all Federally funded contracts relating to the granting of awards only to responsible contractors as required by 2 CFR 200.318(h).

- Prior to any contract award, the contractor must be screened to ensure it is in good standing to perform the contract.
- The contractor must be in good standing with the Secretary of State and vetted through both State and Federal databases to ensure the contractor is not debarred or suspended.
- These databases are: www.sam.gov and <https://coraweb.sos.la.gov/CommercialSearch/CommercialSearch.aspx>

Maintaining Records to Detail History of Procurement

The City hereby adopts the following policy applicable to all Federally funded contracts relating to the maintenance of records sufficient to detail the history of all procurement as required by 2 CFR 200.318(i). Documents required must include but may not be limited to the following:

- Rationale for determining the need for project.
- Rationale for the method of procurement selected, ie. micro purchases, small purchase procedures, sealed bids, competitive proposals and noncompetitive proposals.
- Selection of contract type, ie. lump sum, unit price, cost reimbursement, time and materials.
- Copy of RFP/RFQ.
- List of all responsible bidders.
- Documentation evidencing appointment of selection committee.
- Basis for selection of contractor to include all grading sheets of selection committee evidencing bidder evaluations; include reasons for rejection of any bid.
- Copy of contract.
- In the case of an RFQ, copy of the independent cost analysis conducted prior to entering into negotiations.

Use of Time and Materials (T + M Contracts)

The City hereby adopts the following policy applicable to all Federally funded contracts relating to the use of time and materials (T + M) **contracts maintenance** of records sufficient to detail the history of all procurement as required by 2 CFR 200.318(j).

- T + M type contracts may be used only after a determination that no other contract is suitable.
- Such a contract must include a ceiling price that the contractor exceeds at its own risk.
- A high degree of oversight must be maintained in order to obtain reasonable assurance that the contractor is using:
 - Efficient methods and
 - Effective cost controls.

Policy for Protest Procedures

The City hereby adopts the following policy which applies to protest procedures relating to Federally funded contracts as required by 2 CFR 200.318(k).

AWARD PROTEST

Any protest against the award of a contract must be received in writing within ten (10) calendar days of the date provided on the written notice of contract award from City, or the protest will not be considered. Protests must be received by 4:00 pm on the tenth calendar day. If the tenth calendar day falls on a weekend or holiday, the tenth day will be considered the next business day.

DESIGNATION OF PROTEST OFFICIAL

All protests must be submitted to the City designated protest official, who must set a hearing date and time if requested by the protesting bidder. Protests must be sent to the protest official by certified mail or hand delivered to the following address:

Susan Ferran

Contract Specialist

1610 Reverend Richard Willison Dr.

Kenner, Louisiana 70062

The protest official must issue a written decision on the matter within fourteen (14) calendar days of the hearing unless circumstances dictate otherwise. In no case must the decision be issued more than thirty (30) days past the hearing date.

APPEAL OF PROTEST DECISION

The decision of the protest official will be final unless the protester files an appeal within five (5) business days of receipt of the written decision to the City Attorney or her designee and addressed to:

Leigh H. Roussel

City Attorney

1801 Williams Blvd, Ste. 300

Kenner, Louisiana 70062

Appeals should contain a statement of the factual and legal grounds on which reversal or modification of the decision is warranted, specifying any errors of law or fact made or

information not previously considered. A new protest or additional changes to the original protest will not be allowed within the appeal process.

City Attorney has the discretion to request oral argument. City Attorney must issue a final decision no later than thirty (30) days from receipt of bidder's appeal.

Selection Procedures for Procurement Transactions

The City adopts the following policy for all Federally funded contracts as required by 2 CFR 200.319(c).

- There must be a clear and accurate description of all technical requirements for the material, product or service to be procured.
- The description of such set items must not contain features that unduly restrain competition.
- The description of set items must, at a minimum, state any essential characteristics or standards required for its intended use.
- Identify any and all other requirements that the offeror must fulfill in evaluating business proposals.

Methods for Conducting Technical Evaluations

The City hereby adopts the following policy which applies to the selection of contractors relating to Federally funded contracts as required by 2 CFR 200.320(d)(3).

EVALUATION TEAM

In consultation with the requesting department, the finance department must appoint an evaluation team. The evaluation team must consist of at least three (3) but not more than seven (7) members.

ADMINISTRATIVE AND MANDATORY SCREENING

All proposals will be reviewed by the evaluation team to determine compliance with administrative and mandatory requirements as specified in the RFP/RFQ. Proposals found not to be compliant will be rejected from further consideration. The evaluation team will determine the proposal most advantageous to the City applying the evaluation factors set forth in the RFP/RFQ.

CLARIFICATION OF PROPOSALS

The City reserves the right to seek clarification of any proposal for the purpose of identifying and eliminating mirror irregularities or informalities.

ORAL PRESENTATIONS/DISCUSSIONS MAY BE REQUIRED

The City, at its sole discretion, may require proposers to provide an oral presentation following submission of proposals.

EVALUATION AND REVIEW

Responsive proposals will be evaluated based on the following criteria:

CRITERIA	MAXIMUM SCORE
Technical Evaluation	(Worth 75 points)
1. Corporate background and experience	15

2. Approach and methodology	30
3. Resumes, proposed staff qualifications	20
4. Hudson/Veterans Small Entrepreneurship	10
Cost Evaluation*	25
Total Score	100
Oral presentation (if required)	10

The evaluation team will compile the scores and make a recommendation to the requesting department on the basis of the proposal with the highest score.

TECHNICAL EVALUATION CRITERIA

- Corporate background and experience: 15 points
 - The proposer will be evaluated on past experience with similar projects and pertinent corporate resources. The evaluation team will review the proposer’s experience rendering similar services to those stated in the RFP/RFQ.
 - The evaluation team will assess the proposer’s corporate resources to determine proposer’s ability to support the project. Such resources may include facilities, equipment and available staff with unique qualifications and experience.

- Approach and methodology: 30 points. Each proposal will be evaluated on the proposer’s project approach and methodology. The evaluators will be looking for the following items:
 - Project Organization (including identification and role of subcontractors)
 - Program Manager
 - Team Staffing Resources
 - Support Resources
 - Project Management Planning and Tracking System
 - Project Reporting
 - Monthly Progress/Status Reporting
 - Quality Assurance
 - Subcontractor Management
 - Management Planning and Reporting
 - Ability to coordinate effectively
 - Flexibility and capacity to provide a full range of services ie: short suspense, around the clock, etc.

- Resumes, proposed staff qualifications: 20 points. The evaluation team will assess the resumes of the staff supplied by the proposer to determine the qualifications of the staff relevant to the RFP.

- Hudson/ Veterans Small Entrepreneurship Program: 10 points
 - Veteran-Owned and Service-Connected Small Entrepreneurship (Veteran Initiative) Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation
 - Ten percent (10%) of the total evaluation points on this RFP are reserved for proposers who are certified Veteran or Hudson Initiative Small Entrepreneurships.

- Cost Evaluation: 25 points

The cost evaluation will be based upon the hourly labor rates for the positions submitted by the proposer. The total cost will be determined by the sum of all hourly rates stated. The proposer with the lowest cost will receive a score of 25 points for the cost category. The remaining proposers will receive a score based upon the following formula:

$$CS = (LPC/PC \times 25)$$

CS = Compared cost score for proposers

LPC = Lowest proposed cost for all proposers

PC = Proposer's cost

- Oral presentation: 10 points. In the event oral presentation are requested, they will be evaluated on the clarity of the approach and the methodology.

Utilizing Small Businesses, Minority-Owned Firms and Women Business Enterprises

The City hereby adopts the following policy applicable to all Federally funded contracts utilizing small businesses, minority-owned firms and women business enterprises as required by 2 CFR 200.321.

Accordingly, City must take the following steps regarding all Requests for Proposals (RFPs) and Requests for Qualifications (RFQs) issued by City.

In an effort to assure that small and minority owned firms and women business enterprises are solicited as potential sources for contract opportunities issued by City, all RFPs and RFQs issued must be sent to the organizations in the Appendix A

In addition to the above, City must take the following steps to engage small and minority owned firms and women business enterprises in the contracts issued by City as follows:

- Whenever possible divide total contract requirements when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
- Establish delivery schedules, where the requirements permit, which encourage participation by small and minority businesses, and women's business enterprises.
- Require the prime contractor, to solicit as subcontractors, small and minority owned firms and women business enterprises by taking the same steps stated above.
- Maintain and update the organizations listed above on an annual basis.
- Maintain and update a list of small and minority owned firms and women business enterprises as those firms become known to City.

Procurement of Recovered Materials

The City hereby adopts the following policy applicable to all Federally funded contracts relating to the procurement of recovered materials as required by 2 CFR 200.322.

- Recovered materials must be procured to the maximum extent practicable.

- Procure only items designated within guidelines of the Environmental Protection Agency (EPA) in 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000. The designated items are:
 - Paper and paper products
 - Vehicular products
 - Construction products
 - Transportation products
 - Park and recreation products
 - Landscaping products
 - Non-paper office products
 - Miscellaneous products
- Procure solid waste management services in a manner that maximizes energy and resource recovery; and
- Establish an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines above. The required elements of said affirmative program is as follows:
 - Preference programs for purchasing the designated items
 - Promotion programs
 - Procedures for obtaining estimates and certification of recovered materials content, and for verifying the estimates and certifications
 - Annual review and monitoring of the effectiveness of the program
- This policy must extend to all contractors and to all subcontractors.

Contract Administration/Oversight
Procedures + Project Monitoring Clause

ADMINISTRATIVE DOCUMENTATION AND FILE MANAGEMENT

All administrative record- keeping and file management requirements shall be maintained. Contract files shall be organized and sufficiently annotated to document the actions taken and the supporting rationale for the entire procurement process. Electronic business tools are key in ensuring data accuracy and overall transparency and should be used to the maximum extent practicable to automate aspects of contract administration. Contract administration documentation involves proper record keeping and ensuring the documentation is adequate for an audit trail. The following steps shall be taken to help ensure the contract file tells the entire acquisition story:

Furnish essential facts (include a description of the acquisition environment) used as a basis for informed decisions at each step in the process:

- Document the rationale for actions taken, for example, deciding an agreed- upon price was fair and reasonable and restricting competition
- Furnish a complete audit trail that may be used to support reviews and future investigations, litigation, or congressional inquiries.

- File contents. The following records shall be maintained in contract files, if applicable:
- Purchase requests (PRs), acquisition planning information, and other pre- solicitation documents
- Justifications and approvals (J&As), determinations and findings (D&Fs), price negotiation memorandums, and associated supporting documents
- Lists of sources solicited
- Steps taken to use small, minority, women's- owned, or labor surplus area businesses
- Copies of solicitations and all amendments
- Copies of each offer or quotation and related abstract and records of determinations concerning late offers or quotations
- Contractor contingent fee representations and other certifications and representations
- Source selection documentation
- Certified cost and pricing data
- Cost or price analysis, Independent estimates, Pre- award survey reports
- Notices of award, post- award conference records
- Notices to unsuccessful bidders or offerors and records of any debriefings
- Original signed contracts, all contract modifications, Change Orders issued under the contract and documents supporting modifications
- Bills, invoices, vouchers and supporting documents
- Records of payments or receipts
- Receiving documentation including purchase, pickup, receipt, delivery and inspection
- Contract completion documents
- Copies of applicable Quality Assurance Surveillance Plans (QASP) and surveillance schedules
- Records of inspections performed and the results
- Memoranda of record of minutes of all meetings/discussions/written correspondence with contractor about performance

MONITORING AND REPORTING

All appointed personnel must have the technical training, experience and ability to monitor contractor performance and must be appointed in writing before contract award, and whose appointment authority shall not be re-delegated. Appointed personnel are strictly prohibited from doing any of the following:

- Obligating funds.
- Directing the contractor by words, or actions (failure to act), to take on new work
- Interfering with contractor performance.
- Supervising contractor or sub- contractor's employees.
- Authorizing the contractor to obtain property or use government property from another contract.
- Modifying contract terms and conditions by words, actions, or failure to act.
- Suggesting the contractor hire, fire, or manage employees.

- Making statements promising future contract work or awards or threatening to have the contractor removed.

TERMINATION OF CONTRACT

Typically a contract contains two provision which allow for termination:

- Termination for Cause: implies a breach of contract by the contractor and typically requires a period to cure any contract breach.
- Termination for Convenience: City has the right to terminate the contract for any reason.

In each case the specific terms of the contract will control and, the City should notify the contractor in writing of the following:

- Reason for termination
- Effective date of termination
- Order to stop work immediately
- Submit request to City for any amounts due for work performed

Kenner Purchasing Procedures Appendix A

Women's Business Enterprise Council South

www.wbecsouth.org

Blanca Robinson, President

blanca@wbecsouth.org

2800 Veterans Memorial Boulevard, Suite 180

Metairie, LA 70002

Phone: 504-830-0149

Legislative Black Caucus (NO PUBLISHED LIST)

www.llbc.louisiana.gov

Katrina Jackson, Chairwoman

jacksonk@legis.la.gov

Phone: 225-342-7342

New Orleans Regional Black Chamber of Commerce - NORBCC, Inc.

www.norbchamber.org

Patrice A. Williams-Smith, President/CEO

pwilliams@norbchamber.org

601 Louisiana Avenue, Suite 200

New Orleans, LA 70115

Phone: 504-948-0991

North East Louisiana African American Chamber of Commerce

Millie.atkins@centurylink.com

Millie Atkins, Economic Development Manager

100 Centurylink Drive

Monroe, LA 71203

Phone: 318-388-9000

Shreveport-Bossier African American Chamber of Commerce

www.sbaacc.org

Jonathan Reynolds, Director

info@sbaacc.org

1315 Milam St.

Shreveport, LA 71101

Phone: 318-220-9098

Greater Southwest Louisiana Black Chamber of Commerce

www.gslbcc.org

Courtney Reynolds, President

creynolds@gslbchamber.org

GSLBCC-Southern Consumers

1006 Surrey Street

Lafayette, LA 70501

Phone: 337-224-4190

Louisiana Economic Development

www.opportunitylouisiana.com/smallbusiness

Stephanie Hartman, Business Development Officer

Stephanie.hartman@la.gov

1051 North 3rd Street

Baton Rouge, LA 70802

Phone: 225-342-5677

Louisiana Municipal Association

www.lma.org

Toye Taylor, Assistant Director

ttaylor@lma.org

700 N 10th Street

Baton Rouge, LA 70802

Phone: 225-344-5001

Department of Transportation and Development

www.dotd.louisiana.gov/ucp/

Stephanie Ducote, DOTD Program Director

Stephanie.ducote@la.gov

Post Office Box 94245

Baton Rouge, Louisiana 70804-9245
Phone: 225-379-1363

Small Business Administration

www.sba.gov/offices/district/la/new-orleans

Jo Ann Lawrence, Supervisory Business Development Specialist

jo.lawrence3@sba.gov

365 Canal St. Suite 2820

New Orleans, LA 70130

Phone: 504-589-6690

Procurement Technical Assistance Center (PTAC) Louisiana

<http://www.la-ptac.org/homePage.do>

Sherrie Mullins, Program Manager

sbm3321@louisiana.edu

PO Box 44172

Lafayette, LA 70504-4172

Phone: 337-482-6422

Goodwork Network

www.goodworknetwork.org

Phyllis Cassidy, Director

phyllis@goodworknetwork.org

2028 Oretha C Haley Blvd

New Orleans, LA 70113

Phone: 504-309-2073

Urban League Women's Business Resource Center

www.urbanleagueneuorleans.org

Lynnette Colin, Director

icolin@urbanleagueneuorleans.org

3308 Tulane Avenue, Suite 301

New Orleans, LA 70119

Phone: 504-620-9647

City of New Orleans Office of Supplier Diversity

www.nola.gov/economic-development/supplier-diversity/

supplierdiversity@nola.gov

1340 Poydras Street, Suite 1000

New Orleans, LA 70112

Phone: 504 658-4200

Minority Business Development Agency

www.mbda.gov/businesscenters/neworleans

Alvin O. Williams, Project Director

awilliams@lambc.org

400 Poydras Street, Suite 1965

New Orleans, LA 70130

Phone: 504-293-0400

City of Baton Rouge Purchasing Department

www.brgov.com/dept/purchase/

Patti J. Wallace CPPB Director

purchasinginfo@brgov.com

Phone: 225-389-3259

Caddo Parish Fair Share

www1.caddoschools.org/pages/fair-share1

Lisa S. Lloyd, CPPB Director - Fair Share

Caddo Parish Public Schools

1961 Midway Avenue

Shreveport, Louisiana 71108

Phone: 318-603-6481

Caddo Parish Purchasing

www.caddo.org/index.aspx?NID=213

Valarie Jamison-Gunn, Purchasing Manager

vgunn@caddo.org

505 Travis St. Suite 850

Shreveport, LA 71101

Phone: 318-226-6903 Ext. 2

Shreveport Fair Share

www.shreveportla.gov/index.aspx?nid=138

Karen Barnes, Director

Karen.Barnes@shreveportla.gov

505 Travis, Suite 200

Shreveport, LA 71101

Phone: 318-673-5060

East Baton Rouge Parish School System Fair Share

www.ebrschools.org/apps/pages/index.jsp?uREC_ID=238725&type=d&pREC_ID=461001

Fredell Butler, CCA, Fair Share Coordinator

FButler@ebrpss.k12.la.us

SEED Center Lake Charles

www.theseedcenter.org

Adrian L. Wallace, Executive Director

awallace@allianceswla.org

4310 Ryan St.

Lake Charles, LA 70605

Phone: 337-433-0977

Southern Regional Minority Supplier Development Council

www.srmsdc.org

Phala K. Mire, President/CEO

pkmire@srmsdc.org

400 Poydras St #1960,

New Orleans, LA 70130

Phone: 504-293-0400