Invitation to Bid
In accordance with R.S. 39:1594 for Competitive Sealed Bidding

PO Type: SB – Sealed Bid (> $60,000)

Purchasing Office Only

Purchase Order <u>is</u> issued to vendor

Purchases with an estimated cost exceeding $60,000 shall be made through the issuance of written Invitations for Bids (IFBs) to qualified vendors capable of furnishing the required supplies, services, or major repairs.

All such solicitations must also be advertised in accordance with R.S. 39:1594.

The following are required to complete the procurement process:

- Requisition Entry – A requisition must be entered in Banner based on the original bid specifications.
- Advertisement – The solicitation must be advertised in both the *Natchitoches Times* and *Capital City Press* for a minimum of 21 days.
- Bid Opening and Review – After bids are opened and tabulated, the requesting department and department head will review all responsive bids. The award will be made to the lowest responsible bidder.
- Award Letter and Contract – The Purchasing Department will issue an award letter to the successful bidder along with the original contract.
- Purchase Order – The Purchasing Department will submit the purchase order (PO) to the awarded vendor.
- Receiving – Once items have been delivered, the requesting department must complete online receiving in Banner.
- Invoice Submission – The original invoice or receipt must be sent to Business Affairs – Accounts Payable for payment processing.

Advertisement:

The Purchasing Department will be required to publicly advertise the purchase. The Purchasing Department will solicit formal Invitations for Bids via LaPAC in *a sealed bid format* for a minimum of (21) days unless a (10) day period is determined necessary by the Purchasing Department. (LA Administrative Code 34: I501.A1 & 34: I503.)

Processing & Acceptance of Bids

All bids are subject to rejection by the institution. If awarded, the contract shall be issued to the lowest responsive and responsible bidder, taking into consideration, among other factors:

- The bidder's apparent ability to perform the proposed contract,
- The conformity of the goods or services to the required specifications,
- Transportation or delivery charges,
- The delivery date specified in the invitation for bids, and
- Any other factors relevant to the best interest of the institution.

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

A complete written record of all procedures, evaluations, and justifications shall be maintained for each purchasing transaction to ensure a clear audit trail of the procurement process.

Budget Unit Heads are required to review bids or quotations for the following Purchase Order Types prior to the issuance of a Purchase Order:

- Telephone Quotes (TQ)
- Sealed Bids (SB)

Bond Requirements Relating to University Contracts

A Performance and Payment Bond written by a company licensed to do business in Louisiana, in a sum not less than 50% of the contract price, may be required on the following contracts for goods and services.

Determinations for requirement of bonds shall be subject to the discretion of the Chief Procurement Officer, or Director of Purchasing.