



St. Bernard Parish Council

8201 West Judge Perez Drive Chalmette, Louisiana, 70043
(504) 278-4228 Fax (504) 278-4209
www.sbpq.net

Kerri Callais
Councilmember
at Large

Richard "Richie" Lewis
Councilmember
at Large

Gillis McCloskey
Councilmember
District A

Nathan Gorbaty
Councilmember
District B

Howard Luna
Councilmember
District C

Wanda Alcon
Councilmember
District D

**Manuel "Monty"
Montelongo III**
Councilmember
District E

Roxanne Adams
Clerk of Council

#16

EXTRACT OF THE OFFICIAL PROCEEDINGS OF THE COUNCIL OF THE PARISH OF ST. BERNARD, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING HELD IN THE COUNCIL CHAMBERS OF THE ST. BERNARD PARISH GOVERNMENT COMPLEX, 8201 WEST JUDGE PEREZ DRIVE, CHALMETTE, LOUISIANA ON TUESDAY, MAY 21, 2019 AT THREE O'CLOCK P.M.

On motion of Mr. McCloskey, seconded by Mr. Luna, it was moved to **adopt** the following resolution:

RESOLUTION SBPC #1947-05-19

A RESOLUTION AUTHORIZING ST. BERNARD PARISH GOVERNMENT TO ADOPT A PROCUREMENT POLICY.

WHEREAS, St. Bernard Parish Government must establish the procurement policy described in Exhibit A.

WHEREAS, it is in the best interest of the citizens of St. Bernard Parish for St. Bernard Parish Government to adopt said policy.

NOW THEREFORE, BE IT RESOLVED, that the St. Bernard Parish Council, the governing authority of St. Bernard Parish, does hereby adopt the attached procurement policy.

The above and foregoing having been submitted to a vote, the vote thereupon resulted as follows:

YEAS: McCloskey, Luna, Alcon, Montelongo, Callais

NAYS: None

ABSENT: Gorbaty

The Council Chair, Mr. Lewis, cast his vote as **YEA**.

And the motion was declared **adopted** on the 21st day of May, 2019.



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Extract #16, continued
May 21, 2019

CERTIFICATE

I HEREBY CERTIFY that the above and foregoing is a true and correct copy of a motion adopted at a Regular Meeting of the Council of the Parish of St. Bernard, held at Chalmette, Louisiana, on Tuesday, May 21, 2019.

Witness my hand and the seal
of the Parish of St. Bernard on
this 21st day of May, 2019.


ROXANNE ADAMS
CLERK OF COUNCIL



St. Bernard Parish Government

8201 West Judge Perez Drive Chalmette, Louisiana, 70043

(504) 278-4227 Fax (504) 278-4330

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Guy McInnis
Parish President

St. Bernard Parish Government PROCUREMENT POLICY

- All purchases require a requisition be written with a detailed description, quantities, pricing, required documentation and must receive an approved purchase order before goods or services can be ordered or completed.
- The requisition is to follow the approval levels set in MUNIS (Purchasing system for SBPG). All approvers will verify adequate funds are budgeted and available.
- Requisitions under \$500 are **NOT** required to have 3 vendor prices, however departments are encouraged to find the best pricing available regardless of price. The Department should also consider utilizing the Louisiana State Contract for purchases when available.
- Multiple purchases of the same item during the same calendar year that add up to more than \$500 require three prices. For example, if purchasing weed killer at \$319 and this item will be ordered more than once during the year then it requires three prices.
- Requisitions between \$500 and \$15,000 are required to have 3 vendor prices (telephone, fax, email or hard copy quote).
- Requisitions between \$15,000 and \$30,000 are required to have 3 vendor prices (fax, email or hard copy quote only).
- Competitive Sealed Bidding (R.S. 39:1594) LAC 34:V 301-339 should be used when State Contracts are not used and no exceptional circumstances apply (Small Purchases, Sole Source or Emergency Procurement) and the purchase is greater than \$30,000, competitive sealed bidding should be used. Competitive sealed bidding is a method that uses formal advertising in order to solicit bids from a variety of contractors or vendors to capture the best price. This will take place through the Public Works department. For further assistance please contact Teri Doskey, 504.278.4314 or tdoskey@sbpg.net.
- Public Works, as defined in R.S. 38:2211(A)(12), includes any contract for the erection, construction, alteration, improvement or repair of any public facility or immovable property owned, used, or leased by a public entity. These contracts also include labor and material. The threshold, or contract limit, is currently set at \$157,700.00 (changed in 2019 Legislative Session, added in CPI (Consumer Price Index) calculation). Public Works Projects are handled by the Public Works Department by the Public Works Director and the Public Works Office Manager.

- Sole Source Procurement is used when only ONE SOURCE is available from which to make a particular purchase. Sole Source Procurement, like Emergency Procurement, does not require competition. Products that are a “SOLE SOURCE” item or service require a letter from the vendor detailing why the item is a “SOLE SOURCE” and can’t be provided by any other vendor. Subject to Procurement Officer approval or the designee above the level of the Procurement Officer.
- “PIGGYBACK” – When using an active contract from another agency, referred to as piggybacking, a letter from that agency granting permission to SBPG is required along with a copy of the current “ACTIVE” contract being utilized.
- Emergency Procurement – The Chief Procurement Officer or the designee above the level of Procurement Officer, may make, or authorize others to make, emergency procurements when there exists an imminent threat to the public health, welfare, safety, or public property under emergency conditions as defined in accordance with regulations. Many types of conditions, including floods, epidemics, and equipment failures, can create an emergency. The Chief Procurement Officer or the designee above that level may identify other emergency conditions, which are those that create an immediate need for services, materials or supplies.

The department head / director should put in writing the reason or reasons causing the emergency to occur and why the danger is imminent. Every effort should be made to obtain quotations from three or more vendors for emergency repairs or supplies, when possible.

- Cooperative Purchasing – This allows multiple entities to procure materials and supplies in a joint effort. The entities may be a combination of public units or a mixture of public and private units. For example, to achieve a best price, a state agency, a local parish government and a university may purchase some equipment via a cooperative purchase agreement or contract.
- Shipping / Handling and / or Freight should be included in all your requisitions. Ask vendors to include this in their quotes to each department.
- Once you receive your purchase order, provide a copy to the vendor. Once goods or services have been completed you must receive the purchase order in MUNIS. Please be sure the invoice is sent to Finance for payment processing.
- **No department shall authorize purchases or services without a purchase order or direct approval from the Parish President or CAO. This means that you should have a valid purchase order before the cost is incurred. If a vendor cannot provide Finance a copy of a purchase order, Finance will direct the vendor to collect payment from the ordering party.**
- Other than the procedures listed above specific to St. Bernard Parish Government, all Public Bid Laws will be followed by St. Bernard Parish Government.

If you have any questions, please contact the Purchasing Department at (504)355-4414 or (504) 278-4252.