

SOLICITATIONS AND BID DOCUMENTS



Understanding Purchasing Protocol

Federal Purchasing

Procurements valued

<\$2,000-\$10,000* GPC Card
<\$25,000 3 quotes needed

Procurements valued \$25,000-\$250,000

#1

Small business set-aside,
which includes HUBZone or
8(a) or SDVO or ED/WOSB

#2

Full and open competition
(unrestricted; not set-aside if
no small businesses
available)

Procurements valued Over \$250,000

#1

Consider HUBZone or 8(a) or
SDVO or ED/WOSB first

#2

Small business set-aside

#3

Full and open competition
(unrestricted; not set-aside if
no small businesses
available)

Micropurchases (GPC card purchases):

<\$2,000 construction, <\$2,500 services, <\$10,000 commodities

Needs from those amounts up to \$25,000: requires three quotes only

State and Local Purchasing

MATERIALS AND SERVICES

Purchase card <\$1k

Informal Bids "Prudent Person Standard" \$1k-\$10k

3 Quotes \$10k-\$30k

Sealed Bids >\$30k

***CONSTRUCTION/Public Works**

threshold \$250,000

less than < "informal bids" (pick and choose)

variable posting time

more than > sealed bids (competitive)

posted 28 days 3x

Solicitations

Common Types

Common Terms

- Solicitation
- Request for Quote (RFQ)
- Request for Proposal (RFP)
- Invitation for Bid (IFB)/Invitation to Bid (ITB)
- Request for statement of Qualifications (RFS)
- Pre-Solicitation Notice (PSN)
- Sources Sought Notice (RFI)
- Solicitation Modification – no change
- Amendment – change or cancellation
- Combined Synopsis/Solicitation
- Award Notice

Solicitations

- Bid package is a set of documents that a bidder uses to develop a proposal
- Solicitations used by the government typically come as a –
 - Request for Quote (RFQ)
 - Request for Proposal (RFP)
 - Invitation for/to Bid (IFB or ITB)
 - *Sources Sought (RFI)

Things to pay attention to...

- Bid Opening Date, Time, and Location
- Site visit information
- Statement of Work
- Evaluation Factors
- Required registrations/certifications
- Q&A
- Attachments
- Instructions for submission
- Number of copies to submit

Bid #RFP 21-804 - Weed and Vegetation

Control Abatement Spraying Season

City of Shreveport, LA Time left: 36 days, 5 hrs

Bid started: Feb 05, 2021 9:56:33 AM CST

Bid ends: Mar 18, 2021 3:00:00 PM CDT

[? How do I place an offer?](#)

Notifications are **OFF**



With notifications turned off you will not be notified of the following information for this Bid: Addendums, Q&A, and Pre-bid conferences

[Notify me about this Bid](#)

[Download Bid Packet](#)

[Add to My bids](#)

[Details](#)

[Documents](#)

[Line items](#)

[Q&A](#)

[Vendor ads](#)

Bid #RFP 21-804 - Weed and Vegetation Control Abatement Spraying Season



Time started: Feb 05, 2021 9:56:33 AM CST

Bid contact: [See contact information](#)

Issuing agency: City of Shreveport, LA [See other Bids by this agency](#)

Bid Comments: To place a proposal digitally, please review the attached RFP document. Then click "Place Offer" where you will be prompted to upload attachments on the Right Hand side of the page.

Please deliver paper responses to:

City of Shreveport
Office of the Purchasing Agent
505 Travis Street, Suite 610
Shreveport, LA 71130-1109

If you download the RFP packet with intention of submitting a proposal, please contact the buyer via email dereka.abner@shreveportla.gov, phone 318-673-5455 or fax 318-673-5408 to be added to the plan holders list. Include your company name, address, e-mail, phone and fax numbers.

Description: RFP 21-804 Weed and Vegetation Control Abatement Spraying Season

Delivery location: No Location Specified

Classification codes: [View classification codes](#)

Contract duration: One Time Purchase

Contract renewal: 1 annual renewal

Prices good for: 45 days

Estimated Amount: \$200,000.00

Regions: [View regions](#)

[Vendor viewed report](#)

[Place offer](#)

[Place "No bid"](#)

For more information...

Wed., March 3

12:00pm – 2:00pm

Understanding Solicitations

Thurs., March 4

12:00pm – 2:00pm

Request for Proposals Deep Dive

www.nwlaptac.org/events

Contact Information

Jen Whittington, CAS, CPP

Contracting Assistance Specialist

Certified Procurement Professional

Certified Verification Counselor CVE

318-677-2530

jennifer@shreveportchamber.org

www.nwlaptac.org