

# City of Shreveport Purchasing Division

Vendor Applications

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Interim Purchasing Agent

# Vendor Application Process

- ▶ The first step to begin contracting with the City of Shreveport is to complete the Vendor Application
- ▶ Information provided will be used to activate your firm as a vendor/contractor
- ▶ If your firm is a small business owned by minority, woman or other disadvantaged person(s) you may wish to register with the Fair Share Office as well
- ▶ Vendors are responsible for informing the Purchasing Division of changes to their name, tax id number, address, telephone, fax number or email address.

# How to obtain Vendor Application

- ▶ Vendor Application may be downloaded on the City's website: [www.shreveportla.gov/vendorapplication](http://www.shreveportla.gov/vendorapplication)
- ▶ Requested by phone at 318-673-5450
- ▶ Email: [purchasing@shreveportla.gov](mailto:purchasing@shreveportla.gov)
- ▶ Pickup: 505 Travis St. Suite 610 Shreveport, LA 71101-3402
- ▶ Once application is completed please email, fax (318-673-5408), or mail back to us. (**Purchasing must have the original, notarized copy of the Affidavit**)

## Required Forms to be added to LOGOS - Businesses Located **Inside Caddo Parish but Outside City Limits**

- ▶ Vendor Application w/Commodity Codes (Five-digit codes are required)
- ▶ Commodity Codes can be found at:  
<https://www.shreveportla.gov/2626/Commodity-Codes>
- ▶ Adjudicated Property Affidavit (**notarized original must be returned**)
- ▶ Certificate of Occupancy (Issued by MPC)  
(<https://www.shreveportla.gov/815/Certificate-of-Occupancy>)
- ▶ Form W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)

# Required Forms to be added to LOGOS - Businesses Located **Inside** City Limits

- ▶ Vendor Application w/Commodity Codes (Five-digit codes are required)
- ▶ Commodity Codes can be found at:  
<https://www.shreveportla.gov/2626/Commodity-Codes>
- ▶ Adjudicated Property Affidavit (**notarized original must be sent to Purchasing**)
- ▶ Copy of current Business/Occupational License
- ▶ Certificate of Occupancy (Issued by MPC)  
(<https://www.shreveportla.gov/815/Certificate-of-Occupancy>)
- ▶ Form W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)

# Vendor Changes

- ▶ Vendor must contact purchasing at [purchasing@shreveportla.gov](mailto:purchasing@shreveportla.gov) to request any information changes **with the exception of taxpayer id numbers.**
- ▶ If taxpayer id number is changed a new vendor application and W-9 will be required. Application and W-9 can be submitted to: Purchasing Division- 505 Travis Street - Suite 610 - Shreveport, LA 71101- Attn: Financial Clerk

# How to view Current Solicitations for Bids

- ▶ Advertisement in the Legal section of the Inquisitor which publish on Tuesday and Friday.
- ▶ Bidders will be able to view general bid information and receive bid notices by email, by registering with Bid Sync. **(Registration is free, but there is a fee for submission of bids).**
- ▶ To register please go to: <https://www.bidsync.com>  
If you have any issues with Bid Sync please contact them at 800-990-9339
- ▶ Visiting the City of Shreveport website:  
<https://www.shreveportla.gov/1495/Solicitations>

# How to Submit Bids

- ▶ Bid can be submitted electronically thru BidSync for a fee.
- ▶ By paper copy via mail or drop off to Purchasing Office. **Please remember if mailing to allow enough days to reach the office by the cutoff time specified in the bid documents.**

# HOW TO DO BUSINESS WITH CITY OF SHREVEPORT

- ▶ Monitor the City of Shreveport website (<https://www.shreveportla.gov/1495/Solicitations>) on a regularly basis
- ▶ Monitor BidSync (BidSync.com) on a regularly basis
- ▶ Review, download, and complete any solicitation package that you wish to be included
- ▶ Mail or hand-deliver completed bid package to the Purchasing Department- 505 Travis Street Ste. 610 by the time specified on page 2 of solicitation package. **If mailing please allow time for delivery**
- ▶ If contract is awarded, make sure you are a registered vendor with City of Shreveport if not a vendor application will have to be submitted

# Pre-Questions and Answers

- ▶ Have you awarded any non-construction contracts in the past (IT Services, Personnel, Administrative & Professional Services)? **Yes**
- ▶ How were they publicized? **Bids are advertised at BidSync.com and Shreveportla.gov**
- ▶ Where can I go find past contracts for similar services, as well as, current contracts? **Submit specific Public Records Request to the City Attorney's office at [LEGAL-DL@shreveportla.gov](mailto:LEGAL-DL@shreveportla.gov)**
- ▶ Is there a procurement forecast that can be shared? **Not at this time**
- ▶ Is there a list of expiring contracts that can be shared? **Not at this time**
- ▶ Where do I find awarded company with their bid information? **Same as above for contracts**



# Final Questions

- ▶ We look forward to doing business with you in the future. If you have any questions or concerns, please feel free to contact us at 318-673-5450 or email [purchasing@Shreveportla.gov](mailto:purchasing@Shreveportla.gov)
- ▶ Thank you for giving me your time and the opportunity to share this information with you this afternoon. Good Luck to each of you!