

**IMPORTANT ENROLLMENT AND DISCLAIMER INFORMATION
FOR
CITY OF BATON ROUGE/PARISH OF EAST BATON ROUGE
VENDORS**

By enrolling to conduct business with the City-Parish, Vendors are advised of the following important information and disclaimers:

- *Vendors wishing to participate in the competitive process for City-Parish procurements must express their interest completing a Business Profile Data Form.*
- *The City-Parish Purchasing Division sources prospective bidders from the list of those vendors officially enrolled in the applicable commodity for the solicited goods/services. NOTE: the Purchasing Division does not currently issue bid packages for all City-Parish projects, although the bid responses are normally received by our office.*
- *The Purchasing Division assists in directing vendors to the appropriate personnel in departments, such as the Public Works Department, for those projects not issued through our office.*
- *Each vendor application submitted does not automatically qualify the applicant to be placed on all solicitation mailing lists for the registered commodities. Once a vendor has been qualified, they will normally receive bid invitations for the listed areas and commodities as appropriate. However, due to the large number of bidders, bid invitations may not include all bidders for that commodity all the time.*
- *City-Parish solicitations and awards of procurements are governed by multiple Louisiana statutes, City-Parish rules, regulations, plans, ordinances, and policies.*
- *City-Parish observes minimum solicitation requirements and procedures for competitive purchases as set forth per the applicable laws, rules and policies. Most of these are outlined in the currently published Purchasing Manual.*
- *NOTE: Material and supply purchases not exceeding \$500 may be made non-competitively without solicitation and purchase order.*
- *City-Parish shall not be held responsible for any Vendor's untimely receipt of and/or response to a solicitation for any reason, regardless of City-Parish's chosen delivery/transmission methods.*
- *The Vendor is solely accountable and responsible for timely monitoring and maintaining its Business Profile Data Form information.*
- *City-Parish assumes no liability for missed opportunities, delayed payments, etc., due to:*
 - *Vendor's failure to timely monitor and respond to any and all designated addresses for City-Parish business transmissions.*

- *Vendor's failure to provide immediate written notification to the Purchasing Division of any changes to any address type or field entry; and/or*
- *Vendor's equipment failures or downtimes.*
- *The Vendor accepts full responsibility for maintaining the accuracy and currency of all information provided in this application, and for providing prompt written notification of any desired changes to the City-Parish Purchasing Division.*

We recommend that the Vendor print and maintain a permanent file copy of its Business Profile Data Form as originally submitted, to be used by the Vendor as its internal record and reference for periodic reviews and subsequent requests for changes/updates.

Requests for changes to your application and enrollment information must be made in writing on the Vendor's letterhead, signed by a person of authority, and submitted to the City-Parish Purchasing Division via email to purchasinginfo@brgov.com or via fax to (225) 389-4841.