

RFP INVITATION

DATE: February 7, 2023

FROM: City of Natchitoches
Purchasing Department
1400 Sabine Street
Natchitoches, LA 71457

RFP NO. 0305

RFP TITLE: Christmas Lighting Supplies

SEALED RFP PROPOSALS WILL BE
RECEIVED UNTIL 2:00 PM,

March 1, 2023

AT THE OFFICE OF Edd Lee
DIRECTOR OF PURCHASING, 1400
SABINE STREET, NATCHITOCHES, LA
71457.

FOR ADDITIONAL INFORMATION
CONTACT THE FOLLOWING:

Edd Lee
DIRECTOR OF PURCHASING
(318) 357-3824

INSTRUCTIONS TO BIDDERS

1. Sealed RFP proposals **must** be received on the RFP Proposal Form, Page #4 and attached specifications or attachments thereto prior to opening date and time to be considered. **Please Note: RFP's must be submitted on the supplied forms or attachments to be considered.** Late proposals will be returned unopened. RFP's will be opened at 2:00 PM, March 1, 2023, at the Purchasing Department, located at 1400 Sabine St., Natchitoches, LA 71457.
2. RFP's shall be plainly marked as to the RFP number, name of the RFP, and RFP opening date on the outside of the envelope **contained in this package for this purpose.** This supplied envelope will be completely sealed and mailed or delivered to the Purchasing Department, 1400 Sabine Street, Natchitoches, LA 71457.
3. Any submitted article deviating from the specifications **must** be identified and have full descriptive data accompanying same, failure to provide the appropriate information **shall** be just cause for rejection of the RFP. Deviations **must** be submitted on separate sheet or sheets.
4. All work and supplies are to be quoted FOB Natchitoches and delivered to the City Purchasing Warehouse, 1400 Sabine Street, Natchitoches, LA 71457
5. The City of Natchitoches reserves the right to reject any and all RFP's, requires submitted RFP's remain in force for a period of sixty (60) days after opening or until award is made, which ever comes first.
6. Prices quoted shall include all transportation and delivery costs.
7. The Purchasing Department assumes responsibility for the correctness and clarity of the bid, and all information and/or questions pertaining to this RFP shall be directed to the Director of Purchasing.
8. The conditions and terms of this RFP will be considered when evaluating for award.
9. The City of Natchitoches is exempt from all sales taxes.
10. Prices shall include vehicle safety inspection, **if applies**, application for title and public plates and delivered to the City Warehouse, 1400 Sabine Street, Natchitoches, LA 71457.

11. The attached RFP specifications describe the minimum requirements. Equipment of similar type, character, quality and purpose conforming to the detailed requirements listed in the specification sheet will be considered equivalent. Bidders are cautioned to read the specifications carefully, as they may include special requirements not commonly offered by the manufacturer.

12. The Christmas lighting supplies RFP must match the existing supplies on hand for the City of Natchitoches.

13. Please note that samples as indicated on the item detail sheet **MUST** be submitted along with your bid per the attached specification sheet.

BID PROPOSAL

PLEASE MARK YOUR SEALED BID ENVELOPE: RFP NO. 0305

DESCRIPTION

QUANTITY

Christmas Lighting Supplies Per attached specifications

ALL ITEMS LISTED IN THIS BID WILL BE DELIVERED TO:
CITY OF NATCHITOCHE, 1400 Sabine Street, NATCHITOCHE, LA 71457
BIDDER MUST COMPLETE THE FOLLOWING

PRICES HELD FIRM FOR A PERIOD OF: _____ CALENDER DAYS
RFP ACCEPTANCE PERIOD OF: _____ CALENDER DAYS

DELIVERY WILL BE COMPLETED WITHIN: _____ CALENDER DAYS AFTER
RECEIPT OF CONTRACT, ORDER OR OTHER FORM AS NOTICE OF AWARD.

Total Cost of Christmas Lighting Supplies per the **GRAND TOTAL** listed on the
specification sheet \$_____

THE UNDERSIGNED BIDDER DECLARES THAT HE HAS SPECIFIC AND LEGAL
AUTHORIZATION TO OBLIGATE HIMSELF AND /OR HIS FIRM TO THE TERMS
OF THIS BID AND FURTHER THAT HE HAS EXAMINED THE INVITATION TO
BID, THE INSTRUCTIONS TO BIDDERS AND THE SPECIFICATIONS AND
HEREBY PROMISES AND AGREES THAT IF THIS BID IS ACCEPTED HE WILL
FAITHFULLY FULFILL THE TERMS OF THIS BID TOGETHER WITH ALL
GUARANTEES AND WARRENTIES RELATING THERETO. ANY AND ALL

EXCEPTIONS HAVE BEEN NOTED WITHIN.

_____	_____
BIDDER	MAILING ADDRESS
_____	_____
SIGNATURE	CITY STATE/ZIP
_____	_____
TYPE/PRINT NAME	DATE
_____	_____
TELEPHONE	TITLE