

NOTICE OF NEW POLICY & PROCEDURE

TO

POLICY AND PROCEDURE #2

SUBJECT: PURCHASING

TO: ALL POLICY AND PROCEDURE HOLDERS

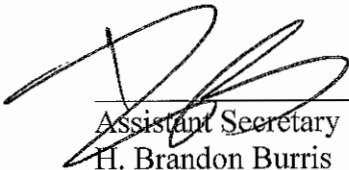
**EFFECTIVE: JANUARY 3, 1990; REVISED JANUARY 4, 1994, REVISED
MARCH 24, 1993, REVISED FEBRUARY 21, 2003.**

REVISION: October 29, 2020

This memorandum supersedes and replaces all previous information included in PPM #2 originally issued January 3, 1990. The current PPM is to be replaced in its entirety by this revised issue.

The major changes include the following:

1. Changed LaCarte and Bid purchasing threshold to \$2,500;
2. Removed Title 38 (Public Works) process and is now PPM #71;
3. Integration of Bank of America/Works Program for LaCarte;
4. All exhibits/forms referenced in this PPM are attached.



Assistant Secretary
H. Brandon Burris

This is revision No. 5 of PPM #2 (Purchasing) with an original effective date of January 3, 1990

IMPORTANT:

Insert this revision notice in the **PPM** file preceding all other information on this subject to maintain a current document file.

POLICY AND PROCEDURE MEMORANDUM NO. 2

SUBJECT: TO: PURCHASING

ALL POLICY & PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: JANUARY 3, 1990

Notice:

This memorandum supersedes and replaces all previous information included in PPM #2 (Fiscal Policies) originally issued July 1, 1978; Revised August 8, 1988.

Policy Statement:

It shall be the policy of the Office of State Parks to utilize the general State Procurement criteria as set forth in Title 39 of the Revised Statutes and the specific procedures thereof included in the Louisiana Administrative Code, Volume 4, and any subsequent memoranda issued by the Commissioner of Administration on this subject. (Executive Order No. BJ 2010-16)

Procedures:

The methods utilized to accomplish various types of procurement are identified herein and divided into four principal components: Purchasing types, Approvals & Requisitions, Purchasing Documentation, and Purchasing Process.

- A - Purchasing Types - This section details the various types of procurements types based on dollar amount, situation, vendor, and contract.
- B - Request and Supporting Documentation - This section details the specific approval request procedure and the necessary documentation to initiate the purchase.
- C - Purchasing Forms - This section details the specific usage for certain types of purchasing documents and their application.
- D - Purchase Process - This entails the actual procurement of the goods and services desired.

A - PURCHASING TYPES

Due to the diverse nature of purchasing, there are several methods through which acquisition of commodities or services can be accomplished. This section details the broad categories of purchases and provides additional information on sub-categories of each. This section, when applied to Sections B and C, enables the procurement agent to determine the proper documentation required for each Request for Purchase Authorization.

There are currently eight (8) common categories of purchasing utilized by the Office of State Parks. They are detailed below.

A-1 **La Carte:**

In order to create a more efficient means of purchasing items or services under \$ 2,500, the State of Louisiana ("State") created a credit card policy and established a relationship with Bank of America to issue VISA credit cards on behalf of the State for the procurement of commodities and services. The cards are hereafter referred to as La Carte.

The Office of State Parks issues La Carte cards to select individuals based on position, responsibility, or need.

Except for fleet fuel and fleet maintenance, the La Carte is the preferred procurement method for commodities and services under \$2,500. Refer to PPM #45 for fleet fuel and maintenance procurement policy.

A-2 **Low Dollar Order (LDO):**

A Low Dollar Order or LDO is a means by which to purchase commodities or services that are less than \$2,500. LDOs are handled in much the same way as confirmations (see A-4) in that they are not subject to bid laws.

LDOs may be used:

- a. when the vendor does not accept the La Carte card and a letter from the vendor stating such has been received, or
- b. when both the vendor and the object code are 1099 reportable. A vendor's 1099 status can be determined by contacting the DCRT - Office of Management and Finance.

A-3 **Bid (DPA - Delegated Purchasing Authority):**

It is in the best interest of the State to bid items over a certain dollar threshold. By doing so the agency encourages competition between suppliers, offers an equal opportunity to all vendors to bid, and attempts to realize savings through competition.

The Office of State Procurement has granted the Office of State Parks a Department Purchasing Authority ("DPA") of up to \$25,000 for certain items. Items exceeding \$25,000 shall be bid by the Office of State Procurement.

- Items that are excluded and shall be bid by the Office of State Procurement:
- a) Elevator maintenance contracts;
 - b) Public Works contracts over \$5,000; and
 - c) Automobile acquisitions.

Park managers are granted authority to bid commodities and services between \$2,500 and \$5,000.

Except for bulk fuel bids, at no time shall anyone other than the Administrative Office or the Office of State Procurement imply, announce, or otherwise lead a bidder to believe they have been or will be awarded a bid.

The Park Manager is limited to:

- a) establishing bid specifications;
- b) faxing and receiving bids (phone bids acceptable for bulk fuel);
- c) requesting a W-9 and proof of liability insurance;
- d) contacting the administrative office if problems are encountered;
- e) Bulk fuel (both bid and state contract) may be awarded by the Park Manager AFTER receipt of an approval as established in

There are currently three different types of bids that the Office of State Parks utilizes. They are listed below:

- 1) **Fax Bid** - fax bids are the preferred form of bidding commodities and services less than \$5,000. Fax bids should be bid for a minimum of one (1) working day. The exception to the one day bid time is bulk fuel which should be bid for a minimum of 2 hours.
- 2) **Phone Bid** - phone bids are primarily used when bidding fuel in order to expedite responses due to the volatile nature of fuel prices. Additionally, when authorized by the chief procurement officer in the Business Office, phone bids are acceptable when dealing with "urgent needs" or "emergency situations".
 - a) *Urgent Need*- a situation that has not yet presented an emergency, but failure to quickly address will adversely affect the efficient operation of the park or the safety of visitors and/or employees.
 - b) *Emergency* - a situation that is an imminent threat to the public health, welfare, safety, or public property under emergency conditions as defined in accordance with regulations (see A-4)
- 3) **La Pac Bid**- Louisiana Procurement and Contract Network (La Pac) bids are the preferred form for bidding commodities and services over \$5,000. La Pac bids will be bid for a minimum of three (3) business days.
Vendors are strongly encouraged to enroll in La Pac on the Office of State Procurement's website since La Pac bids will only be sent to participating vendors. Vendors are established on La Pac by commodity code.

A-4 Confirmations (CONF) and Bid Exceptions:

A confirmation or confirming order is not a purchasing type but rather a means by which certain types of orders are processed. A confirming order is a purchasing document that is typed after the actual purchase in order to expedite an acquisition (bulk fuel) *or* when the purchase has been exempted from bidding (See other Bid Exemptions below).

There are several items that can be confirmations and are listed below:

1) Bulk Fuel State Contract:

Although the bulk fuel on contract is technically a state contract, for the purposes of ordering it shall be treated as a confirming order due to the volatile nature of fuel prices.

On an annual basis the Office of State Procurement bids out bulk fuel to establish a state contract for participating agencies and facilities. The contract establishes a markup per gallon and type of fuel based on a weekly commodity cost that is available on State Procurement's website (<https://fuel.la.gov/BulkFuel/bulkFuel.cfm>) and valid Monday through Friday. Vendors will guarantee pricing on the bulk fuel state contract for fuel ordered and delivered during the same week so Park Managers shall order and schedule delivery accordingly.

In order to be considered as a 'participating facility' on the bulk fuel contract a site must submit annual usage and gallons per delivery by type of fuel desired to the Business Office. This must be received by October 1.

Due to the volatile nature of fuel costs Park Managers are authorized to order bulk fuel on state contract (or bids following the bid opening) AFTER receiving purchase approval; therefore, Park Managers shall process a request for purchase authorization (Exhibit I) using an estimated price per gallon prior to bidding fuel or quoting a state contract price

2) Authorized Dealer:

An authorized dealer is defined as a dealer certified by the manufacturer to sell supplies or perform maintenance on that manufacturer's equipment. Per R.S. 39:1591 to qualify as an authorized dealer the business must be a "Resident Business" meaning one authorized to do and doing business under the laws of this state, which either:

- a) Maintains its principal place of business in the state; or
- b) Employs a minimum of two employees who are residents of the state.

Since authorized dealers are exempt from bidding Park Managers are authorized to utilize authorized dealers for orders exceeding \$2,500 AFTER receiving purchase approval.

3) Emergency:

An emergency may be declared when there exists an imminent threat to the public health, welfare, safety, or public property under emergency conditions such as may arise by reason of floods, epidemics, riots, equipment failures, or such other reason as may be proclaimed by the chief procurement officer at the Division of Administration. The existence of such condition creates an immediate need that cannot be met through normal procurement methods and the lack of which would seriously threaten:

- a) The functioning of Louisiana government;
- b) The preservation or protection of property; or
- c) The health or safety of any person.

If such an event occurs the following steps will be taken:

- a) The chief procurement officer or his/her designee above the level of procurement officer may make or authorize others to make emergency procurements.
- b) Every effort shall be made to obtain written quotations from three or more vendors when supplies, services, or major repairs are to be purchased on an emergency basis, except for standard equipment parts for which prices are established.
- c) When supplies, services, or major repairs are urgently required and time does not permit the obtaining of written quotations, the chief procurement officer at the Division of Administration may obtain quotations by telephone.

Park Managers are granted the authority to declare emergencies between \$2,500 and

\$5,000.

All emergencies over \$5,000 shall be approved by the Division of Administration or State Procurement depending on the type of purchase.

4) Other Bid Exemptions:

- a) Vehicle/Equipment repairs not covered by a competitive state contract or the state fleet maintenance repair contract may be obtained from an authorized dealer. Authorized Dealer Certificate Required.
- b) Vehicle body repairs covered by insurance recovery and in accordance with insurance requirements. See PPM #30 - Insurance.
- c) For the purpose of obtaining services from state budget units, governmental agencies, or municipalities, the Park Manager shall obtain a quotation on letterhead from the agency.
- d) Parcel services, including but not limited to Federal Express, United Parcel Service, Airborne Express, and Express Mail
- e) Renewal of termite service contracts. A termite service contract may be renewed up to four (4) years after which time the service must be rebid. Original contract must have renewal clause.
- f) Commercial internet service not exceeding one thousand five hundred dollars (\$1,500) per subscription per year.
- g) For repairs to utility services (gas, electricity, and water) when the connection to the "point of service" is owned and maintained by the utility company, no approval is required. The Park Manager shall contact the utility service repair department and request the service needed.
- h) For repairs to utility services (gas, electricity, and water) - when the connection to the point of service is owned and maintained by the agency, an approval is required. This is to repair feed lines up to the meter.

A-5 State Contract (CRO - Contract Release Order):

In the interest of expediting procurement the Office of State Procurement routinely bids out certain commodities and services for use by agencies. These contracts establish categories or individual commodities and/or services offered, provide costs or % discounts on established price lists (referenced in contract), identify participating vendors and contact information, and list begin and end dates for contract use.

Although there are several types of state contracts this policy will generalize and refer to them all as "state contract".

If a vendor or manufacturer is on state contract, it does not imply *any commodity* can be purchased from that manufacturer or vendor on that contract; therefore, the Park Manager shall review the contract notes for excluded items and other contract limitations.

Park Manager are granted authority and strongly encouraged to utilize commodities and

service contracts regardless of price.

Purchase Orders will serve as a contract for several services (dish network, waste disposal, and leased copy machines); however monthly payments will be processed with a LaCarte Card.

See Bulk Fuel State Contract in section A-4

A-6 Requisitions:

It is in the best interest of the state to bid items over a certain dollar threshold. In doing so the agency encourages competition between suppliers, offers an equal opportunity to all vendors to bid, and realizes a savings through competition.

Park Managers have no authority to bid commodities and services over \$5,000; therefore, the Administrative Office will process. If the request is within State Park's Delegated Purchasing Authority, the Administrative Office will bid on La Pac; otherwise, the requisition will be sent to the Office of State Procurement for processing.

A-7 Public Works (Not 729):

A Purchase Order must be generated if the OSP enters into a contract in excess of five thousand dollars (\$5,000) for the construction, alteration, or repair of any OSP immovable property.

Park Managers shall notify the Resource Development section "to bid public works projects over \$5,000" in order to properly develop specifications required to complete the request. ***For further information on this procedure, please see PPM 71 for Title 38.

The Office of State Procurement will bid all public works requests over \$161,000. This is the threshold for fiscal year 2021 (this amount varies each year please check with the Resource Development section for the current year's threshold).

A-8 Split Purchases:

In the absence of a good faith business basis, no purchase or procurement shall be artificially divided within a cost center, or its equivalent, to avoid the competitive bidding process or the solicitation of competitive bids.

B - REQUEST AND SUPPORTING DOCUMENTATION

All purchases require the approval of an agent of the Office of State Parks or the Department of Culture, Recreation and Tourism prior to initiating the actual purchase procedures. These levels of approval have been established within the On-Base Workflow system, granting approval authority to certain management levels based on a purchase dollar amount and/or an expenditure category or object code.

Supporting documentation are items required for a level or type of purchase. The documents are the means by which needed goods or services are requested.

This request process usually begins with a Request for Purchase Authorization entered into the On-Base workflow system with appropriate supporting documentation establishing in specific detail: what is needed; in what quantities; at what location; a specified delivery date; and estimated cost. The process, if successful, concludes with an approval to purchase.

The exception to this approval process is an emergency which is initially authorized by email (or verbally when communications are down) in order to expedite. A formal On-Base request is still required and processed after the fact.

The following On-Base requisition procedures are to be used for the various categories of purchases.

B-1 Request and Supporting Documentation for purchases up to \$2,500:

Authority is granted to designated departmental managers to authorize purchases of commodities and services. The authority approving requests is based on the type of request and/or the dollar amount.

For purchases up to \$2,500 submit the approval document detailed in C-1 - Request for Purchase Authorization.

Once the On-Base request is reviewed, the requester will be notified by email.

- If approved, the requestor references the On-Base approval number on the LaCarte Works transaction.
- If not approved or if additional information is required, the requestor will be notified by email.

B-2 Request and Supporting Documentation for purchases between \$2,500 and \$5,000:

The Assistant Secretary of the Office of State Parks may reserve or delegate to the Deputy Assistant Secretary the approval of all purchases between \$2,500 and \$5,000.

For purchases between \$2,500 and \$5,000 the requestor submits the On-Base request with the following documents attached C-1- Request for Purchase Authorization, the appropriate required backup detailed in section C-4 - Bids, C-6 - Authorized Dealer Repairs and Emergencies, C-7 - State Contract Purchases over \$2,500, C-8 - State Contract- Bulk Fuel Purchases, or C-9 – Requisitions for Annual Service Contracts.

- Once the On-Base request is reviewed, the requestor will be notified by email. If approved and it is a **Bid (not bulk fuel), Annual Service Contracts, or State Contract (not bulk fuel)**, the Request for Purchase is processed at the Administrative Office Level. The manager receives a purchase order by mail/email Annual Service Contract purchase orders will not be received until June.

- If approved and it is a **Confirming Order (Authorized Dealer, all Bulk Fuel - Bid and State Contract, or Emergency)**, the requestor prints the approval and attaches it as required backup for the purchasing document. The State contract for bulk fuel is considered a confirming order.
- If not approved or if additional information is required, the requestor will be notified by email.

Emergency between \$ 2,500 and \$5,000 - Exception to On-Base Request for Purchase

Authorization: In a situation described in section A-4 (3) Emergency, the following steps shall be used to authorize the purchases:

- 1) Email the Assistant Secretary, Deputy Assistant Secretary and Business Administrator detailing the situation, the need for immediate action, and a quote or estimate to make the necessary repairs. This shall serve as the request for purchase.
- 2) If the Assistant Secretary or Deputy Assistant Secretary or Business Administrator concurs with the emergency he/she shall declare in writing to the park manager. This concurrence shall serve as the approval to purchase.
- 3) Once the emergency purchase is complete, the On-Base request shall be entered with the emergency email request attached.

B-3 Request and Supporting Documentation for purchases above \$5,000:

The Assistant Secretary may reserve or delegate to the Deputy Assistant Secretary the approval of all purchases above \$5,000.

For purchases above \$5,000, the requestor submits the On-Base request with the following documents attached C-1- Request for Purchase Authorization, the appropriate required backup detailed in section C-4 - Bids, C-6 - Authorized Dealer Repairs and Emergencies, C-7 - State Contract Purchases over \$2,500, C-8 - State Contract- Bulk Fuel Purchases, or C-9 – Requisitions for Annual Service Contracts.

- Once the On-Base request is reviewed, the requestor will be notified by email. If approved and it is a **Bid (not bulk fuel), Annual Service Contracts, or State Contract (not bulk fuel)**, the Request for Purchase is processed at the Administrative Office Level. The manager receives a purchase order by mail/email Annual Service Contract purchase orders will not be received until June.
- If approved and it is a **Confirming Order (Authorized Dealer, all Bulk Fuel - Bid and State Contract, or Emergency)**, the requestor prints the approval and attaches it as required backup for the purchasing document. The State contract for bulk fuel is considered a confirming order.
- If not approved or if additional information is required, the requestor will be notified by email.

Emergency above \$5,000 - Exception to On-Base Request for Purchase

Authorization:

If a situation described in section A-4 (3) Emergency, the following steps shall be used to authorize the purchases:

- 1) Email the Assistant Secretary, Deputy Assistant Secretary and Business Administrator detailing the situation, the need for immediate action, and a quote or estimate to make the necessary repairs. This shall serve as the request for purchase.
- 2) If the Assistant Secretary or Deputy Assistant Secretary or Business Administrator concurs with the emergency he/she shall declare in writing to the Office of State Procurement. If approved by the Office of State

Procurement an emergency declaration number is assigned. This emergency declaration number must be referred to in the On-Base request generated after the emergency is resolved.

B-4 Request and Supporting Documentation for Public Works Contracts over \$5,000:

To process Public Works projects requestor must consult with the Resource Development Section prior to submitting the specifications for bid.

B-5 Request for Purchase Authorization Exemption:

For the purchase of **new utility services** (gas, electricity, sewer, or water) from a public utility company involving connections to new, renovated or expanded facilities, the Project Officer responsible for the coordination of the construction project will route a written request to the Business Administrator requesting the connections, naming the applicable company, the facility location to be connected, and the date the connection is desired. Any specific details, including technical specifications, if applicable, should also be included.

If a meter is being transferred from a contractor the Project Officer shall include the meter number in the written request along with the contractor's information.

If the service requested involves any cost other than one included in a monthly utility billing statement (a connection fee), the Project Officer responsible for the coordination of the construction project will route a letterhead quotation, furnished by the utility company, to the Business Administrator.

C-PURCHASING FORMS

This section explains how to populate each of the common forms required for purchasing commodities and services.

The approved Request for Purchase Authorization detailed in C-1 serves as signature approval.

C-1 REQUEST FOR PURCHASE AUTHORIZATION (RPA)

- 1) **Locate and open the Request for Purchase Authorization form located in e-forms on Channel Z (crt.state.la.us/channelz/e-forms.asp)**

All purchases, regardless of amount, must be processed in this system.

For recurring services and commodities, only one RPA and subsequently-issued purchase orders are required; however, any increases in the cost of this service or commodity will require an additional RPA and purchase order issued.

- 2) **Prepare the Request for Purchase Authorization (Exhibit D):**
 - a) Note and log the "Purchase Request ID" on the top right of the form;
 - b) Insert a Park request number if other than a La Carte purchase;
 - c) Verify the Deliver to address (this field auto-populates based on your email address);
 - d) If Deliver To and Invoice To address are not the same, then input Invoice To address accordingly;
 - e) Input suggested vendor (required for non-La Carte purchases);
 - f) Select an object category;
 - g) Select fiscal year using the drop down list (**Select the next fiscal year for all annual service contracts**);
 - h) Use the drop down list to select the Purchase Payment. The options are:
 - i. P-Card/LDO - for purchase types in section A-1 and A-2;
 - ii. Purchase Order/Requisition - for purchase types in sections A-3, A-5, A-6, and A-7 (bulk fuel *bids* are considered confirmations);
 - iii. Confirmation - for purchase types in section A-4 and bulk fuel bids.
 - i) Input the desired delivery date (required for requisitions);
 - j) Type a brief description, object code, quantity, unit, and unit cost for each item requested from that vendor;
 - k) Input *Keys Words* to tag the request. This assists in later searches applying specific descriptive values to the purchase(s);
 - l) If needed, an additional box is provided in the *purpose/comments/special instructions* section;
 - m) Click the submit form button.
- 3) **Attaching Documentation (refer to section B Request and Supporting Documentation):**
 - a) Opening On-Base:
 - a. open Internet Explorer and type <http://onbase>, or
 - b. open Channel Z and click the On-Base button.
 - b) Click "Document Retrieval" then select "Import Document";
 - c) Click "Browse" then select the required electronic backup from your computer as detailed in sections B-2 through B-5;

- d) Select "OSP-Purchase Request Related Docs" in Document Types;
- e) Input the Purchase Request ID (see 2-a above) and type a description as input in 2-k above;
- f) Click the "import" icon at bottom left;
- g) "Import Succeeded" should appear on the top left of the screen if the import was successful.

For all approved requests not purchased with a La Carte card or purchase order, print the approved RPA and attach to your **purchasing document**. La Carte approval numbers must be noted on the La Carte log.

C-2 LDO (LOW DOLLAR ORDER)

Note only one (1) debit invoice can be processed on a single receiving report; however, a credit and a debit invoice from the same vendor may be processed on the same receiving report

Prepare a Payment Request Cover Sheet (Exhibit II)-form located in e- forms on Channel Z (crt.state.la.us/channelz/e-forms.asp):

- a) Input the vendor number;
- b) Input a receiving report number;
- c) Input a beginning balance for the General Ledger Account (G/L) used;
- d) Type the vendor name and address;
- e) Type the park name and park address;
- f) Type the G/L account and a description of the commodity or service;
- g) Input "1" in the item number. If the park elects to list more than one service or commodity in the description, then the next item number shall be "2" and continue chronologically; a debit and a credit invoice require at least two lines of description and item numbers.
- h) Input the "date received" - This is not the invoice date;
- i) Input the invoice number or numbers if a credit is also attached;
- j) Input the quantity received. If a site does not itemize "All" is sufficient;
- k) Input an item number and a line of coding at bottom (cost center and G/L account) for each item number listed on the report. A debit and credit should have at least two lines of coding;
- l) Input the dollar amount for each item number;
- m) Type or sign the name of the employee preparing the document and date;
- n) The park manager shall sign as the authorized receiving agent;
- o) If the suggested vendor does not have a vendor number in LaGov, submit a completed W-9 form (Exhibit XI).

C-3 BIDS- DELEGATED PURCHASE AUTHORITY (DPA)

The following procedure must be accomplished for non-exempt purchases between \$2,500 and \$5,000 before a purchase can be made. All documents referenced below shall be attached to the Request for Purchase Authorization.

EMAIL & FAX BIDS

1) Prepare Request for Prices Bid Sheets (Exhibit III- 2pages):

- a) Type Field Requisition Number;
- b) Type the Bid Opening Date and Time which, except for bulk fuel, must be at least

one (1) business day after the date documents are faxed and not to open on a weekend or holiday. Bulk fuel bids shall allow a minimum of two (2) hours;

- a. The bid opening date/time is the time when the bid is officially over after which time no further bids can be accepted.
- b. In the event a completed fax bid is hand delivered or mailed to the site, the Park Manager shall indicate on the bid paperwork the date/time the bid was received and sign the bid paperwork.
- c. Type the number of days to be delivered after purchase order is issued by the Administrative Office. Ex. five (5) days ARO (ARO= After Release Order);
- d. Instruction to Vendor: freight to park and all other overhead costs are to be included in bid price;
- e. Manager's name – is listed as contact person;
- f. Type vendor's complete name, address and fax number;
- g. Type park's complete name and address in Deliver To and Invoice To;
- h. Type complete specifications - be very specific. List the brand and model number, if applicable. All bids must include the words "Or Equal" if the brand and/or model number are specified. Insert all applicable clauses as well as requirement for proof of Certificate of Liability Insurance (Exhibit XIII);
- i. List the quantity, unit, and line number;
- j. Email/Fax to at least three (3) vendors and whenever possible at least one (1) qualified bidder shall be a certified Small and Emerging Business. A list of Small and Emerging Businesses may be obtained from the State Procurement web site: <http://doa.louisiana.gov/osp/se/secv.htm>.

2) Prepare a Bid Tabulation Sheet (Exhibit IV):

- a) After bid opening the bids shall be reviewed for completeness including a price listed on each bid line number and a signature on the bottom of the form;
 - i) Bids not signed, received after the bid opening, or otherwise incomplete shall be considered a no bid and not considered. Although incomplete, the no bid shall be forwarded to the administrative office along with the bid packet.
 - ii) Fax confirmation sheets showing what was faxed, to whom, and when can serve as a no bid if the vendor does not respond.
 - iii) A fax summary log will not be acceptable documentation for a No Bid.
- b) List the appropriate information from the Request for Prices Sheet on the Bid Tabulation Sheet; List all vendors and the quoted price for each item from the Request for Price forms obtained in step 1;
- c) Establish the low bidder. The low bidder becomes the 'Suggested Vendor'.

3) Prepare a Request for Purchase (Exhibit V):

- a) Input all fields at the top of the form except 'Purchase Order' and 'OSP Req. #:'
- b) Input the Deliver To, Invoice To, and the complete description as originally bid- THESE CAN NOT BE ABBREVIATED, OMITTED, OR CHANGED IN ANY WAY;
- c) The suggested vendor's prices - as quoted - shall be listed for each line number on the Request for Purchase;
- d) Input coding for the purchase including a beginning and ending balance;
- e) Type a brief justification for the purchase in the box labeled "Purpose";
- f) Input the suggested vendor's name, address, and vendor number;
- g) Attach Certificate of Liability Insurance (Exhibit XIII);
- h) If the suggested vendor does not have a vendor number in LaGov submit a completed W-9 form (Exhibit XI).

PHONE BIDS

1) Prepare a Phone Bid Summary Quotation Sheet (Exhibit VI):

- a. Enter managers name, park name, requisition number, and phone bid date;
- b. Enter the commodity or service being bid, the quantity, the unit, and the delivery date. This exact information, including the standard language at the bottom of the description, shall be relayed to each bidder word for word. Insert all applicable clauses as well as requirement for proof of Certificate of Liability Insurance (Exhibit XIII);
- c. Enter vendor information for all vendors including business name and address, name and email address of person quoting price, and the business phone number;
- d. Enter the unit price as quoted by each respective vendor. If a vendor does not supply a quote, the vendor contact information (name, phone number and email address) shall still be recorded on the form;
- e. Establish the low bidder based on the grand total. The low bidder then becomes the 'Suggested Vendor'.

2) Prepare a Request for Purchase (Exhibit V):

- a. Input all fields at the top of form except 'Purchase Order' and 'OSP Req. #';
- b. Input the Deliver To, Invoice To, and the complete description as originally listed on the bid sheet and Bid Tabulation Sheet - THIS INFORMATION SHALL NOT BE ABBREVIATED, OMITTED, OR CHANGED IN ANY WAY;
- c. The suggested vendor's prices as quoted shall be listed for each line number on the request for purchase;
- d. Input coding for the purchase including a beginning and ending balance;
- e. Type a brief justification for the purchase in the box labeled Purpose;
- f. Input the suggested vendor's name, address, and vendor number;
- g. Attach Certificate of Liability Insurance (Exhibit XIII) (if an emergency phone bid);
- h. If the suggested vendor does not have a vendor number in LaGov, submit a completed W-9 form (Exhibit XI).

C-4 REQUISITIONS ABOVE \$5,000 EXCLUDING PUBLIC WORKS CONTRACTS

All purchases above \$5,000, except those exempted or on state contract, must be bid out by the Administrative Office/ Business Section. All documents referenced below shall be included with the Request for Purchase Authorization sent to the Administrative Office/Business Section.

The following procedure must be completed for non-public works purchases above \$5,000:

1) Develop Specifications and get a Quote/Estimate from a Qualified Vendor:

- a. The vendor with the lowest quote shall be the suggested vendor;
- b. If a vendor develops specifications for the park, that vendor shall be excluded from the bid process.

2) Prepare a Request for Purchase (Exhibit V):

- a. Enter all fields at the top of form except 'Purchase Order' and 'OSP Req. #';
- b. Enter the Deliver To, Invoice To, and the complete description as developed in step 1 above;

- c. Enter coding for the purchase including a beginning and ending balance;
- d. Enter a brief justification for the purchase in the box labeled Purpose;
- e. Enter the suggested vendor's name, address, and vendor number (a W-9 is not required).

C-5 AUTHORIZED DEALER REPAIRS AND EMERGENCIES:

1) Develop Specifications and get a Quote/Estimate from a Qualified Vendor:

2) Prepare a Request for Purchase (Exhibit V):

- a. Enter all fields at the top of form except 'Purchase Order' and 'OSP Req. #';
- b. Enter the Deliver To, Invoice To, and the complete description as developed in step 1 above;
- c. Enter coding for the purchase including a beginning and ending balance;
- d. Enter a brief justification for the purchase in the box labeled Purpose;
- e. Enter the vendor's name, address, and vendor number (a W-9 is required-+ X).

3) Prepare a Payment Request Cover Sheet (Exhibit II):

See C-3 above for instructions.

- A completed Authorized Dealer form (Exhibit VII) and Certificate of Liability Insurance form (Exhibit XIII) are required for authorized dealer repairs.
- All written approvals from either the district manager and/or Administrative Office authorizing the emergency purchase and the proof of liability insurance are required backup for emergency purchases.

C-6 STATE CONTRACT PURCHASES OVER \$2,500:

Contracts can be searched at

<http://wwwcfprd.doa.louisiana.gov/osp/lapac/eCat/dsp eCatSearchLagov.cfm> (See Exhibit VII)

1) Prepare a Request for Purchase (Exhibit V)

- a) Enter all fields at the top of form except Purchase Order and OSP Req. #;
- b) Enter the Deliver To, Invoice To, and the complete description must reference the contract and line number for each line purchased;
- c) Enter coding for the purchase including a beginning and ending balance;
- d) Enter a brief justification for the purchase in the box labeled Purpose;
- e) Enter the suggested vendor's name, address, and vendor number as it exists on the State Contract (a W-9 is not required).

2) Required Backup for all contracts over \$2,500

- a) Contract detail screen (Exhibit VIII);
- b) Item detail screen (Exhibit IX).

* If contracts are enabled as evidenced by "P-Card Enabled," the La Carte card can be used to purchase state contract items under \$2,500.

C-7 STATE CONTACT - BULK FUEL PURCHASES

The bulk fuel state contract can be accessed at:

<https://fuel.la.gov/BulkFuel/bulkFuel.cfm>

Follow the instructions listed on Exhibit X - Guidelines to Fuel Prices on State Contract.

Print the price information from the contract, follow the procedures detailed in C-6 above, and requestor must reference "Bulk Fuel State Contract" on the request for purchase and the Payment Request Cover Sheet Report.

C-8 REQUISITIONS FOR ANNUAL SERVICE CONTRACTS

Annual service contracts provide for day to day operational requirements such as pest control, waste disposal, Internet provider cost, laundry service, security, and satellite services. The various requisition methods are listed below. All requisitions shall have the fiscal coding.

1) Annual Service Contracts under \$2,500- Contracts with Municipalities, Employment Development Service, or State Agencies

- a) Follow the steps in C-1 and C-4.
- b) Include proof of Certificate of Liability Insurance (Exhibit XIII). Clearly indicate payment method as VISA if this will be a LaCarte purchase; otherwise select PO/Req.
- c) Requestor must select the next fiscal year on the Request for Purchase Authorization Form (Exhibit I);
- d) TV service, regardless of the amount, must be recorded as VISA to ensure timely payment.

2) Annual Service Contracts between \$2,500 and \$5,000

Follow the steps in C-1 and C-3.

Requestor must select the next fiscal year on the Request for Purchase Authorization Form (Exhibit I).

3) Annual Service Contracts over \$5,000

Follow steps in C-1 and C-4

Requestor must select the next fiscal year on the Request for Purchase Authorization Form (Exhibit I).

4) Contract Renewals

All contract renewals, regardless of the amount, shall also have the following attached to the RPA:

- a. A letter from the vendor agreeing to the same terms, conditions, and price for the period July 1, 20XX through June 30, 20XX; and
- b. A copy of the latest Purchase Order for that service.

C-9 REQUISITIONS FOR PUBLIC WORKS CONTRACTS OVER \$5,000:

Park Managers shall notify the Resource Development section "to bid public works projects over \$5,000" in order to properly develop specifications required to complete the request.

C-10 ADDITIONAL FORMS

Letter of Agreement (Exhibit XII)

A Letter of Agreement is used when contracting with an individual to perform certain functions (services) that benefit the park. These functions are primarily interpretive in

nature but can be many types of services where the outcome is hard to quantify.

Example: a site needs a local artisan to perform a demonstration as part of an interpretive program. This agreement sets forth specific expectations of both parties related to dates and times of service, fees, conditions, and anything relevant to the service(s) provided.

Letters of Agreement are used to:

- a) Establish a working arrangement and define the services provided including when, where, and why;
- b) Define the payment terms including total amount which should be a flat rate;
- c) Outline any additional terms of the agreement.

After receipt of an approved Request for Purchase Authorization, the park manager shall reduce the terms to writing and both the vendor and park manager shall sign and date. The completed original shall be forwarded to the State Park's Assistant Secretary or authorized designee for signature after which the agreement is valid. An executed document shall be returned by mail to the park manager who may then authorize the work.

D - PURCHASE PROCESS

Purchasing, as herein defined, is the actual purchase of goods and/or services after the Request and Supporting Documentation process has been completed.

D-1 Purchases between \$0 and \$2,500 (LaCarte):

Once approved according to the criteria in the Approval and Requisition Process, purchases can be made using the LaCarte Purchasing Card. If the vendor does not take the LaCarte card then follow the procedure in D-2.

Purchases under \$2,500 can be made with the LaCarte Purchasing Card except travel, airlines, overnight accommodations, registrations, conferences, memberships, and businesses which are restricted.

Conferences, registrations, travel, and training shall be processed on the Corporate Business Account which is maintained in the Administrative Office. These requests shall be processed in accordance with PPM #13 -Travel Regulations.

Although a purchasing card is issued to designated employees at each park, the park managers will be responsible for all purchases for their park. Use of a card by anyone other than the cardholder is prohibited.

A receipt may be signed by someone other than the cardholder only if it is being used as a delivery receipt for a phone, Internet, or other remote order. In these cases, the receipt should be signed "Received By" followed by the printed name of the employee accepting the delivery. The date of receipt should be clearly indicated. Procedure for making a purchase:

- a) When making purchases in person, the cardholder must inform the vendor they are tax exempt before the transaction begins. Once complete, the cardholder will receive and retain the charge receipt, customer copy, or proper documentation of the purchase. The cardholder must check the purchasing document to confirm the following:
 - 1) the amount for the purchase (including shipping, handling, postage, freight, etc.) does not exceed the card's single transaction dollar limit as set up by the Park Manager;
 - 2) all items were properly charged; and
 - 3) Local and/or State sales tax were not charged.
- b) When making a purchase other than in person (e.g., via telephone, computer, mail order, etc.) the cardholder should give the vendor the account number and tax exempt number and direct the vendor to include the following on the shipping label or packing slip:
 - 1) Cardholder name and telephone number;
 - 2) Park Name and complete delivery address;

3) "VISA Purchase".

- c) An original invoice or receipt shall indicate the vendor name and date of purchase. The paperwork shall also list the quantity, description, unit cost, and extended cost for each item purchased. The invoice shall clearly indicate that no taxes were charged.
- d) The cardholder is responsible for obtaining purchase documentation (including credits) from the vendor as well as all Requests for Purchase Authorization approvals (Exhibit I) to support all purchases made with the card. Acceptable documentation must include a line description and line item pricing for the purchase, along with name of vendor. The following is a list of acceptable documentation:
 - 1) Original Invoice;
 - 2) Original Packing Slip with dollar amount;
 - 3) Fax copy of Invoice with Original Packing Slip;
 - 4) Print screen of confirmation page for Internet Orders;
 - 5) Copy of Ordering document for Subscriptions (must be approved by Administrative Office);
 - 6) Original Itemized Receipt (Original Cash Register Receipt);
 - 7) Scanned copy of an invoice submitted by vendor as an attachment to an email (both email and attachment must be submitted).
- e) If the merchandise is returned, the cardholder is responsible for obtaining a credit receipt (which must be included with documentation) from the vendor and retaining the receipt with support documentation. If the merchandise is shipped back to the supplier, the package must be prepared according to supplier instructions and shipping documents must be retained until supplier issues credit or exchanges merchandise. Cardholder must obtain a credit on his/her card from the supplier for returns.
- f) The cardholder must enter the correct coding and attach the receipt to each Works transaction within the Bank of America (BOA) system. The transaction is then signed off by the cardholder. The cardholder shall also indicate the Request for Purchase Authorization approval number on each transaction. The Works' Approvers must also verify the coding and receipt for each transaction and sign off if correct. The Accountant in the AO Business Office is responsible for verifying coding and receipt for each transaction. The Accountant will make any necessary changes prior to approval and signing off.

The cardholder must printout the purchasing log report at the end of the billing cycle.

- g) BOA will mail a statement on or before the 10th of each month to each cardholder that made a charge during a month. Upon receipt of the BOA statement each cardholder must print out the purchasing log report in Works and verify this report to the BOA statement. The Cardholder must verify the information and sign and date on the BOA statement and purchasing log report. All supporting documentation is sent to the manager/supervisor for

approval.

- h) In the event cardholder finds items on the monthly BOA statement that do not correlate with retained receipts and supporting documentation, transactions not made by the cardholder, incorrect transaction amounts, or if there is an issue with service or quality, the cardholder's first recourse is to contact the vendor to try to resolve the problem. Note: The first time there is a charge dispute on a card, the cardholder should contact the Program Administrator for assistance in resolving the dispute.
 - 1) If the vendor agrees the error has been made, they will credit the cardholder's account. The credit will appear on the next monthly BOA statement. Cardholder should check the next statement for credit.
 - 2) If the problem with the vendor is not resolved, contact the Program Administrator immediately.
 - 3) The transaction will be paid, therefore, it is important for cardholder to mark purchasing documentation "DISPUTED" and code the transaction. Cardholder should retain a copy of the disputed documentation and follow up on future statements for credits. Once the credit is issued, a copy of the original debit transaction should be attached to the LaCarte transaction.
- i) Upon receipt of the LaCarte packet from the Cardholder, the manager/supervisor reviews, signs and forwards the completed original to the Business Section by the 20th of the month.
- j) Upon receipt of approved cardholder documentation, the Business Office will review to ensure that the required reconciliation is accurate, audit the documentation, and forward to the Office of Management and Finance.
- k) In the event the cardholder is on leave, resigns/retires, or is otherwise unable or unwilling to prepare the required monthly reconciliation, the cardholder's direct supervisor shall be responsible for preparing and submitting the required documentation.

D-2 Purchases between \$0 and \$2,500 Low Dollar Order (LDO):

After the purchase, the Park Manager prepares a Payment Request Cover Sheet Report (see C-3 for instructions). Once completed, the manager shall submit the following paperwork to the Administrative Office/Business Section on the order below:

- 1) Original invoice;
- 2) Payment Request Cover Sheet Report;
- 3) Approved Request for Purchase Authorization.

D-3 Purchases Orders and Contract Release Orders:

When a request is approved and processed by the Administrative Office, the

Business Office will email the Park Manager a copy of the purchase order or contract release order. The Business Office will mail the appropriate number of hard copies to the site.

The front page of the hard copy will have a receiving stamp that is to be completed as follows:

Prepared by:	Initials of person completing the receiving report;
Authorized by:	Signature of person authorizing the purchase;
Date Received:	Date of the service (indicate the last invoice if multiple invoices are submitted);
Amount:	The amount of the invoice (or the sum of the invoices submitted if more than one).

On the right margin of each page of the order with goods or services listed, the abbreviation "QTY REC." must be stamped. The person completing the receiving report will indicate the quantity received which shall:

- 1) Correspond to the amount listed on the invoice(s) submitted;
- 2) Not exceed the total units listed on the purchase order. For annual contracts, the Park Manager shall track the amount processed to date and the remaining balance to ensure subsequent invoices will not exceed the total units.

If, the Park Manager receives an invoice for a partial delivery, then the Receiving Report, identifying only those goods received, will be routed to the Administrative Office. When the balance of the goods and services are received and the order is complete, the Receiving Report is routed to the Administrative Office for final payment to be made. If additional receiving reports are needed, contact the Business Office.

After the final invoice for the purchase order or contract release order is submitted, requestor will write "Final" over the receiving stamp so any remaining encumbered amount will be cleared and the order is cancelled after payment.

D-4 Confirmations:

As referenced in section A, after receiving purchase approval, certain items may be procured without ever receiving a purchase order or contract release order. Once the goods or services are received, the Park Manager shall use the procedures detailed below and route the completed paperwork, in the order indicated, to the Administrative Office.

Bulk Fuel

Once the bulk fuel purchase has been approved through the Request for Purchase Authorization, the Park Manager shall bid or identify, on a state contract, the cost for the quantities requested and order the goods. The Request for Purchase Authorization takes place before the bid or state contract request.

State Contract Bulk Fuel

The Park Manager shall verify the invoiced amount equals the current contract amount. Once complete, the Park Manager shall prepare a Payment Request Cover Sheet Report (see C-3 for instructions). The Payment Request Cover Sheet Report shall indicate "State Contract". The manager shall submit to the Administrative Office, in this order, the following paperwork:

- 1) Original invoice;
- 2) Payment Request Cover Sheet Report;
- 3) Approved Request for Purchase Authorization;
- 4) Contract printout with the appropriate line number(s) highlighted.

Bid Bulk Fuel

The Park Manager shall verify the invoiced amount equals the requested bid amount. Once complete, the Park Manager shall prepare a Payment Request Cover Sheet Report (see C-3 for instructions). The manager shall submit to the Administrative Office, in this order, the following paperwork:

- 1) Original invoice;
- 2) Payment Request Cover Sheet Report;
- 3) Approved Request for Purchase Authorization;
- 4) All Bid backup.

Authorized Dealers

Once the purchase has been approved through the Request for Purchase Authorization, the Park Manager shall order the goods as originally requested and will receive an invoice.

The Park Manager shall verify the invoiced amount is proximate to the original quoted amount. Once complete, the Park Manager shall prepare a Payment Request Cover Sheet Report (see C-3 for instructions). The manager shall submit to the Administrative Office, in this order, the following paperwork:

- 1) Original invoice;
- 2) Payment Request Cover Sheet Report;
- 3) Approved Request for Purchase Authorization;
- 4) Original quote received;
- 5) Completed Authorized Dealer certification.

D-5 Public Works Contract over \$5,000:

PPM 71 for Title 38.

D-6 Letters of Agreement:

After approval of the request for purchase authorization, and prior to the service, the Park Manager shall execute a Letter of Agreement (see C-11) and retain the original. Upon completion of the service, the Park Manager shall complete a Payment Request Cover Sheet Report. The manager shall submit to the Administrative Office, in this order, the following paperwork:

- 1) Original invoice;
- 2) Payment Request Cover Sheet Report;
- 3) Approved Request for Purchase Authorization;
- 4) Original Letter of Agreement signed by all parties;
- 5) Vendor's completed W-9.

D-7 Receiving Report Document Color:

In order to quickly identify certain types of purchases, the Business Office has developed a system to visually cue the processing agent of certain conditions. These paper colors are visual cues and have the following meanings:

- 1) Goldenrod - this color indicates a low dollar order, confirming order, or letter of agreement;
- 2) Buff - this color indicates all orders over \$2,500 that are not taggable equipment or an insurance claim;
- 3) Green - this color indicates Professional Service Contracts
- 4) Rose or Salmon - this color indicates taggable equipment;
- 5) Purple - this color indicates an insurance claim;
- 6) Blue - this color indicates a public works contract processed through the Parks Repair and Improvement Fund (See PPM #59).
- 7) Pink - this color indicates Public Works Contracts Processed under Title 38.

EXHIBIT I

DCRT - Office of State Parks

Request for Purchase Authorization

Requested by: gbwirth	Request Date: 10/29/2020	Park Req #:	Purchase Order #:	Purchase Request ID:
Deliver to:	Invoice to:	Suggested Vendor:	Budget Coding:	
			Fund: ~select Fund Source from list~ Cost Ctr: ~select Cost Center from list~ GL Code: ~select GL code from list~ WBS element: Class: Functional Area Code: ~ Fund Code	
Site:	Fiscal Year: FY2020-21	Purchase Payment: P-CARD/LDO	Desired Delivery Date:	

Description	Part #	Quantity	Unit (mark for change)	Unit Cost	Extended Cost
1		0		\$ 0	\$ 0
2		0		\$ 0	\$ 0
3		0		\$ 0	\$ 0
4		0		\$ 0	\$ 0
5		0		\$ 0	\$ 0
6		0		\$ 0	\$ 0
7		0		\$ 0	\$ 0
8		0		\$ 0	\$ 0
9		0		\$ 0	\$ 0
10		0		\$ 0	\$ 0
11		0		\$ 0	\$ 0
12		0		\$ 0	\$ 0

Key Words: | | <- for search reference!

Purpose/Comments/Special Instructions

TOTAL COST

Submit Form \$ 0

Park Manager Approval
PENDING

District Manager Approval
PENDING

Section Head Approval
PENDING

Parks HQ Budget Approval
PENDING

Agency Approval
PENDING

OMF Budget Approval
PENDING

Undersec. Approval
PENDING

EXHIBIT II

**STATE OF LOUISIANA
PAYMENT REQUEST COVER SHEET**

VENDOR NO.	
310080554	
VENDOR INFORMATION	
NAME	Baton Rouge Bar Association
	P.O. Box 2241
	Baton Rouge, LA 70821

☐ Payment Expenditure coding same as Purchase Order Account Coding
 Partial PO _____ Payment _____ Final Payment

PURCHASE ORDER NO.
SRR
INVOICE DATE
10/15/2020
INVOICE NUMBER
2021 DUES
AGENCY NAME
OFFICE OF STATE PARKS
DIVISION/ PARK
ADMIN
EQUIPMENT SERIAL NUMBER

Single Check Needed X PLEASE LET HILLARY KNOW WHEN AVAILABLE

For non-PO invoices please complete below.

BUSINESS AREA	FUND	COST CENTER	GL ACCOUNT	GRANT	WBS ELEMENT	ORDER	AMOUNT
	2640000000	2641016101	5310010				\$ 180.00
					TOTAL		\$ 180.00

I certify that the articles described on this order have been received, counted, and accepted by me, and that the quality is satisfactory.

Prepared by:

Prepared by: _____ Date: _____

Prepared by:	Date	Authorized or Receiving Agent
--------------	------	-------------------------------

HILLARY VEILLON

HILLARY VEILLON October 15, 2020

OFFICE OF MANAGEMENT AND FINANCE ONLY

BUDGET APPROVAL - Budget has certified that the approve coding is correct and funds are currently available for payment.

Date Rec'd

Date Rec'd		Approved by
------------	--	-------------

Date Rec'd		Approved by		Date
------------	--	-------------	--	------

Document Number

Receiving Number

Service Entry Number

Document Number	Check #
-----------------	---------

Receiving Number		Date
------------------	--	------

Accounting Approval

Enter/Audited

Date _____

Enter/Audited	Approver
---------------	----------

Date		Date	
------	--	------	--

GRANT PAYMENT WITH FEDERAL REIMBURSEMENT

FED FUND DEPOSIT DATE

FED FUND DEPOSIT DATE		GRANT NUMBER
-----------------------	--	--------------

DEPOSIT TICKET NUMBER

DEPOSIT TICKET NUMBER		GRANT NAME
-----------------------	--	------------

Use this if federal funds are drawn before payment and payment must be made in a certain timeline of the federal fund deposit

USE ONLY IF Journal Voucher Required

FV50 Number

FV50 Number	Date
--------------------	-------------

BUSINESS AREA	FUND	COST CENTER	G/L ACCOUNT	GRANT	WBS ELEMENT	Debit	Credit
					TOTAL		
Enter/Audited			Date		Approver	Date	

EXHIBIT III

LOUISIANA OFFICE OF STATE PARKS

REQUEST FOR PRICES

VENDOR INFORMATION & FAX NUMBER:		Field Req #: 0		
		Delivery Date: 1/0/1900		
		F.O.B.: Park		
		Manager: Manager Name		
		Contact#: (222) 222-2222		
DELIVER TO INFORMATION:		BID OPENING		
Park Name		1/0/00 12:00 AM		
Park Address		No responses considered after this time.		
Park City, State Zip				
Description	Line	Qty	Unit Price	Amount
GRAND TOTAL (All Lines)		\$		

Complete contact information on next page

LOUISIANA OFFICE OF STATE PARKS

REQUEST FOR PRICES

Conditions

- 1) Read the entire bid including all terms, conditions and specifications. Note any attachments referenced in description.
- 2) All bid prices must be typed or written in ink. Any corrections, erasure or other forms of alteration to unit prices should be initialed by bidder.
- 3) This bid is to be manually signed in ink by a person authorized to bind the vendor and faxed back to the agency.
- 4) Bid opening is the date and time by which all bids shall be received in order to be considered.
- 5) Bid prices shall include delivery of all items F.O.B. destination or as otherwise provided.
- 6) Bids must be received at the fax # provided on the solicitation fax cover sheet by the bid opening date in order to be considered. Retain your fax bid confirmation sheet in order to contest bid award.
- 7) Unless otherwise specified by the State of Louisiana in the solicitation, bid prices must be complete, including transportation prepaid by the bidder to the destination and firm for acceptance for a minimum of 30 days (or desired delivery date if sooner). All other fees, assessments, etc should be built into the price of the commodity or service.
- 8) Vendor is responsible for including all applicable taxes in the bid price. State agencies are exempt from all state and local sales and use taxes.
- 9) All bids, unless otherwise provided for, must be signed and submitted in the same manner they were received. Failure to do so will eliminate your bid from consideration by the requesting agency.
- 10) Bidders proposing an equivalent brand or model should submit illustrations, descriptive literature, technical data with the bid forms sufficient for the State of Louisiana to evaluate quality, suitability, and compliance with the specifications in the solicitation. Failure to submit such information may cause the bid to be rejected.

Company Name: _____

Delivery Date: _____

Contact & Phone: _____

Signature: _____

By signing I understand and agree to all terms and conditions set forth above
and acknowledge I am authorized to obligate the company.

EXHIBIT IV

Bid Tabulation Sheet							
Field Req #: Agency: DCRT - Office of State Parks (06-264) Park: Park Name Manager: Manager Name							
Description	Line	Qty	Total Line Amt	Total Line Amt	Total Line Amt	Total Line Amt	Total Line Amt
VENDOR TOTALS							
							Winning Bidder

Bid Tabulation Instructions

Enter the total amount for each line. Do Not Enter unit amounts!

If all lines were not completed by vendor it shall be considered a "No Bid" and left blank.

Once the bid tabulation is complete the winning bidder will be indicated on the bottom right of this page.

In the event of a tie bid you will be prompted to call the Administrative Office - Business Section.

REQUEST FOR PURCHASE

[illegible]

Administrative Program Director

Page 1 of 1

EXHIBIT VI
PHONE BIDS
SUMMARY QUOTATION SHEET

MANAGER _____ REQ. NO. _____ AGENCY: _____ TELEPHONE BID DATE: _____			VENDOR 1	Contact Person: _____	Address: _____	Telephone Number: _____	VENDOR 2	Contact Person: _____	Address: _____	Telephone Number: _____	VENDOR 3	Contact Person: _____	Address: _____	Telephone Number: _____
DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT						
DELIVER BY:														
All freight, applicable tax and any additional cost shall be included in the quoted price.														
Bids will be evaluated on grand total quoted cost.														
TOTAL														

EXHIBIT VII

AUTHORIZED DEALER CERTIFICATION

The Office of State Parks requires that maximum competitive bids shall be obtained where the cost exceeds \$2,500.00.

An exception to minimum competitive requirements where no competitive bidding is required is as follows:

Repairs to equipment and/or parts associated with a specific repair job shall be obtained by use of an "authorized dealer".

An authorized dealer is defined as a dealer certified by the manufacturer to sell or perform maintenance on their equipment. Per Louisiana R.S. 39:1591, to qualify as an authorized dealer the business must be a "Resident Business" meaning one authorized to do and doing business under the laws of the state, which either:

- 1) Maintains its principal place of business in the state; or
- 2) Employs a minimum of two employees who are residents of the state.

_____ certifies that that they are an
Vendor (Business Name)
"authorized dealer" to repair or furnish parts associated with a specified repair to the following described equipment:

Type of
equipment: _____

Brand
Name: _____

By: _____
Owner or Authorized Representative of Vendor

Date _____

Vendor's Telephone Number: _____

Vendor's Email Address: _____

EXHIBIT VIII

DIVISION OF ADMINISTRATION



Office of State Procurement

Contract Detail

Contract #	444001291	T-number	9266 - REVENUE, UTILITY/ALL THROUGH
Description	GOLF CART & UTILITY VEHICLES, STATEWIDE		
LAPIS Contract	No	From Vendor Name	CONQUEST GOLF CARS INC
REBO Number	No	OFFICE Vendor	No
POE Number	No	DI/GE Vendor	No
Effective From-To	6/21/2019 - 01/26/2021		Comp Processor
Delivery Days ASD	45		
P-card Accepted	Yes		
Discounts Apply	No		

LOCATIONS

Stavitskiy

Buyer Information

Buyer Code	50926657	Purchasing Agency	Office of State Purchasing
Buyer Name	JAY GOTTRELL	Contact Email	
Contact Phone	7233423475		

Vendor Distributor

Vendor Name	SERO	SAFRA	YSE	DYDE	Order/Contract Address
					6871 N. GARDEN LAKEVIEW SPRINGS, LA 70126
COURTESY GOLF CRAFT LLC	NO	NO	NO	NO	Contact: David Jones Email: david@courtesygolf.com Phone: 214-567-9105 FAX: 214-567-9130 Contact: David Jones Email: dj@courtesygolf.com Phone: 214-567-9105 FAX: 214-567-9130

Contract Items

Item #	Product Category	Material/ Part Number	Line Item Description	No. of Casting Sheet	Unit	Unit Price
2	25101503		Ball Valve and Body Valves		10	\$0.00
View Content		View Notes	Return	New Search	Export Catalog Items to Excel	
Store Additional Attachments						

Abstract—The purpose of this study was to determine if there were differences in the prevalence of musculoskeletal disorders between two groups of nurses working in different departments of a hospital. The sample consisted of 100 nurses from the intensive care unit (ICU) and 100 nurses from the medical-surgical department. Data were collected by means of a questionnaire containing information about sociodemographic characteristics, work conditions, and musculoskeletal symptoms. The results showed that the prevalence of musculoskeletal disorders was higher among ICU nurses than among medical-surgical nurses. The most prevalent disorder was low back pain, followed by neck pain, shoulder pain, and wrist/hand pain. The findings suggest that interventions aimed at reducing the prevalence of musculoskeletal disorders should focus on improving work conditions in the ICU.



State Procurement

Catalog Item Detail

Contract #	4470007151	Contract Summary Item #	1
Product Category	2524350 - SPECIALIZED AND MECHANICAL VEHICLES	Delivery Days AEO	7
FROM Catalog Ref. Number	1202706	Effective From - To	05/28/2010 - 05/28/2020
Supplier Part Number	Yonkers CR2251W	Emergency Item?	YES
P-card Accepted	Yes	Region	
FROM Notes			
FROM Special Instructions	FOR MORE INFORMATION ON THE CONTRACT, PLEASE REFER TO THE URL: https://www.pd.state.tx.us/procurement/contracts/contractDetails.do?contract=4470007151		
ACQUIS Contract #/Items #			
Short Description	Gulf Coast Yamaha Drive-2 Wheel MC		

Learning

Summary

Q394	Gross Price	Discount	Maximum Qty
Each	\$4,350.00	4.0%	1

Global Non-Lazy Descriptions

Golf Cart: Yamaha Drive-All Front Electric, 48 Volts, DC, 3.5 HP, 2-Forward Speed: 13 MPH

New Search Restore

EXHIBIT X

GUIDELINES TO FUEL PRICES ON STATE CONTRACT

Go to website: <https://www.prd.doa.louisiana.gov/osp/fuelbid>

You will come to: **Office of State Purchasing
Fuel Bid Application**

1. Click - **Reports Menu**

Example

Office of State Purchasing Fuel Bid Application
Main Menu
1) <u>Reports Menu</u> 2) <u>Database Maintenance</u> (authorized personnel only) 3) <u>Download Prices</u>

2. Next page: **Administrator Login** Enter User ID: and Password:

Example

Office of State Purchasing Fuel Bid Application
Administrator Login
UserID: <input type="text"/> Password: <input type="text"/>
<input type="button" value="Login"/>

3. Click on "By Items"

Example

Office of State Purchasing Fuel Bid Application	
Reports Menu	
Calculated Fuel Prices	<input type="button" value="Enter"/>
<input checked="" type="radio"/> By Bidders	
<input checked="" type="radio"/> By Items	

● Base Price by week	Enter

4. Enter: Month: Day: Year: *already there*

Example

Office of State Purchasing Fuel Bid Application			
OPIS Prices			
Month:	<input type="text"/>	Day:	<input type="text"/>
	<input type="button" value="Enter"/>	Year:	<input type="text" value="2007"/>

5. This screen below will appear.

Scroll down to the applicable line number. The last figure is the price for fuel for the week. (calculated for you is the base price, applicable tax, vendor markup)

Example

DIVISION OF ADMINISTRATION
STATE OF LOUISIANA
CURRENT ITEM PRICES BY ITEM
FUEL PRICES FOR WEEK OF 07/01/2007 (Week beginning 6/25/2007)

	TERM	TERMINAL			FUEL				PRICE/
ITEM	CODE	LOCATION	BIDDER	BIDDER NAME	TYPE	BASE	MFT	MARKUP	GALLON
1	C	Convent	15	Slarc	U	2.2401	0.2000	0.2500	2.6901
2	C	Convent	10	Marcello Oil	U	2.2401	0.2000	0.0890	2.5291
3	C	Convent	15	Slarc	UL	2.1714	0.2000	0.2500	2.6214

Notes:

Type in your User ID and password as follows:

User ID: pub_user Password: ospru_01

Item: This column shows the line # of the contract. You will look up your parks

contract line number and find it in this column to find your fuel prices.

Terminal Location: This column shows the storage location of your fuel.

Bidder: This column shows the name of the vendor to which your park will deal with.

Fuel Type: (U) Unleaded, (UL) Ultra Low, (H) High Sulfur, (P) Premium

Base: Vendors base price before taxes and markup.

MFT: Fuel tax.

Markup: Self explanatory

Price/Gallon: This is the price you will be charged. This price should be on your

Invoice!

EXHIBIT XI

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-					
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, C corporation, or S corporation. Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/identityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

EXHIBIT XII

Sample Letter of Agreement

(To be used to procure personal services up to \$1,000)

Date

Name

Business Name, if any

Address

Address

RE: Brief description of contract (what, where, when)

Dear Name:

This letter is considered a Letter of Agreement (LOA) between you (or "your company") and the Department of Culture, Recreation and Tourism, sometimes hereinafter referred to as "State" or "DCRT," to provide the following services:

Describe what services will be provided, when, where, and why. List deliverables that must be submitted to the State and the date that the deliverables are due and services must be complete.

In consideration of the services described above, the State shall make payment in accordance with the following terms of payment:

Insert here the total (maximum) payable to the contractor – easiest to use a flat rate

State shall make payment in full upon your completion of all services to the satisfaction of the State, State's receipt of all deliverables, and State's receipt of an original invoice."

To indicate your agreement with the terms listed above, please review, sign and return this letter to my office, Attention: Name, Office of _____, Address, Address, by _____ (Date). Any revisions to the LOA must be in writing.

Sincerely,

Name

Title, Contract Monitor

APPROVED:

APPROVED:

Name, Title

Name of Company, if any

Tax ID _____

Name, Assistant Secretary

Department of Culture, Recreation and Tourism

Office of State Parks

Date: _____

Date: _____

**EXHIBIT XII****CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C No. Ext):	FAX (A/C No.):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A:	
INSURED	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL. INSUR. WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A			WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE