



# Office of Procurement and Bureau of Purchasing

Procurement Opportunities  
with the City Of New Orleans

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**City of New Orleans**

RTA's DBE/SBE Outreach Event - April 27, 2022

## *About the Bureau of Purchasing*

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- The Bureau of Purchasing serves as the central authority for all City Departments, Boards and Commissions' procurement and purchasing needs.
- Its mission is to serve the public by modernizing procurement and contracting procedures, implementing a fair and transparent procurement process while engaging local businesses, and maximizing purchasing value by applying the best procurement practices.

# Registration with the Supplier Portal

## *What is BRASS?*

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- BRASS stands for Budget, Requisition & Accounting Services System.
- New financial platform launched in June 2019.
- New platform for supplier management, bidding opportunities, PO and contract, invoice submission, and payment release.
- The Supplier Portal is the external interface of BRASS with individuals and entities who wish to do business with the City.

Home - City of New Orleans | Supplier Portal | Home - City of New Orleans | nola.gov

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Home »

# Welcome




Find services and information

ENHANCED BY Google

### OTHER COMMON SEARCHES

<b>CITY/MAYOR'S OFFICE GRANT OPPORTUNITIES</b> New Orleans Tourism and Cultural Fund (NOTCF) Grant Opportunities	<b>ONLINE 311 REQUESTS</b> <b>NEW!</b> Need to submit a request or lookup an existing request?	<b>PROPERTY SEARCHES</b> Looking for information about a property in New Orleans?	<b>POLICE REPORTS</b> Looking for a police report?	<b>TAXES</b> Looking for your sales tax, property tax or property assessment?	<b>TRAFFIC AND PARKING TICKETS</b> Looking for a parking, traffic or camera ticket?
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### Most requested services

 <b>CITY HALL</b> City Hall Hours Monday-Friday 8:00AM-5:00PM	 <b>311</b> <a href="#">Submit a request online</a> <a href="#">Look up a request</a> <a href="#">Explore all requests</a> <a href="#">Frequently asked questions</a>	 <b>BIDS &amp; CONTRACTS</b> <a href="#">BRASS Supplier Portal</a> <a href="#">Search contracts</a>
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https://nolaprod-lm01.cloud.infor.com/lmcsf/SupplyManagementSupplier/land/99-2?csk.SupplierGroup=100



Welcome



BRASS: Budget, Requisition, and Accounting Services System

## Supplier Portal for the City of New Orleans

Welcome to BRASS. This is the supplier portal for the purpose of doing business with the City of New Orleans. This website is FREE to all suppliers. Reminder that the City of New Orleans procurement activities are subject to the State of Louisiana Public Bid Law, local ordinances and policies, as well as applicable federal statutes as directed by grant providers.

Vendors who have previously created a BRASS account can access their information using the "Sign In" option in the upper right hand corner of this page. New suppliers who need to create a BRASS account can do so by clicking the "Register as a Supplier" link below.

Enrolled suppliers are viewed as possible sources; however, enrollment does not guarantee your automatic inclusion as a bidder/respondent for all applicable solicitations.

**Support:** If you are experiencing difficulties in the BRASS Supplier Portal, such as issues resetting your password or uploading an invoice, or problems making changes to any information on you supplier account, [submit a support ticket](#).

**Helpful links:** [Purchasing Office](#) | [More info about BRASS](#) | [Guide to Procurement with the City](#) | [Supplier FAQ](#) | [COVID-19 Suppliers and PPE Questionnaire](#)

**How to:** [How to Respond to a Bidding Opportunity](#)

**Disclaimer:** Please note that the information you input and/or change in the Supplier Portal will be utilized to update your company's information in the City's Financial System. We are not responsible for the deletion/overwriting of any previously existing information.

Register



### For first-time users

Please do not use the Internet Explorer web browser as it is incompatible with the Supplier Portal. Please use another web browser.

1. Use the button below to Register as a Supplier.
2. Read and accept the Terms and Conditions, then click Next.
3. Complete the Contact and Company Information pages.
4. If your company qualifies for a DBE designation, complete the Diversity Codes page. Use the icon to select from a list of codes. Click Create if you have more than one designation.

Bid Opportunities



### Opportunities to bid

To search for open solicitations, please click on the below link.

[Browse bid opportunities](#)



Contracts



### Looking for contracts?

You can search and view contracts at [contracts.nola.gov](https://contracts.nola.gov)

[Search contracts](#)



Keyword <input type="text"/>	Event # <input type="text"/>	Name <input type="text"/>	Type <input type="text"/>
Category <input type="text"/>	Sub Category <input type="text"/>	Reference <input type="text"/>	Commodity Search <input type="text"/>

[Clear](#) [Search](#)

Event #	Version	Name	Category	Sub Cate...	Type	Reference	Currency	Open Date	Close Date	Status
1772	4	RFP - NOAB - Luggage Cart Services			RFP	NOAB	USD	2/9/2022 8:00:00 AM	5/5/2022 4:00:00 PM	Open
1862	5	RFP Waste Collection Service Area 2 West			RFP	Sanitation	USD	3/25/2022 6:00:00 AM	4/29/2022 4:00:00 PM	Open
1863	5	RFP Waste Collection Service Area 2 East			RFP	Sanitation	USD	3/25/2022 6:00:00 AM	4/29/2022 4:00:00 PM	Open
1905	1	ITB - RR005 - Bayou St John, Fairgrounds, Seventh Ward Grp C			ITB	Department of Public Works	USD	3/18/2022 8:00:00 AM	4/29/2022 2:30:00 PM	Open
1916	3	ITB - Helicopter			ITB	Mosquito Control	USD	3/23/2022 8:00:00 AM	4/29/2022 1:30:00 PM	Open
1927	3	RFQ - New Orleans Museum of Art Phase II Repairs			RFQ	Capital Projects Administration	USD	3/30/2022 9:40:00 AM	4/28/2022 4:00:00 PM	Open
1951	1	ITQ Communications Services			INFORMAL	Healthcare for the Homeless	USD	4/22/2022 8:00:00 AM	4/28/2022 4:00:00 PM	Open
1952		ITQ Oxygen Gas Cylinders			INFORMAL	Healthcare for the Homeless	USD	4/22/2022 8:00:00 AM	4/28/2022 4:00:00 PM	Open
1966	2	ITB - RR045 - Filmore South Group D (FRC)			ITB	Department of Public Works	USD	3/30/2022 8:00:00 AM	5/10/2022 1:30:00 PM	Open
1973	1	ITB - George Washington Carver Park Improvements - Zone A (R			ITB	Capital Projects Administration	USD	3/30/2022 8:00:00 AM	5/13/2022 2:00:00 PM	Open
1984		ITB - RR061 - Gentilly Woods Group F (FRCP1) - (Re-Bid)			ITB	Department of Public Works	USD	4/1/2022 8:00:00 AM	5/3/2022 2:00:00 PM	Open
1999	1	ITB - RR125 - Dillard Group A and B ( PMOPI/FRC)			ITB	Department of Public Works	USD	4/6/2022 8:00:00 AM	5/5/2022 1:30:00 PM	Open
2030	1	ITB - NOAB - Emergency Bid - West Terminal			ITB	NOAB	USD	4/8/2022 8:00:00 AM	4/28/2022 12:00:00 PM	Open
2032		RFQ - NOAB - Outside Counsel Legal Services			RFQ	NOAB	USD	4/13/2022 6:45:00 AM	5/11/2022 4:00:00 PM	Open
2036	1	RFP Property Management Services (NOBC)			RFP	The New Orleans Building Corporation (NOBC)	USD	4/8/2022 12:00:00 PM	5/10/2022 4:00:00 PM	Open
2039		ITB - Streetlight Repair and Rehabilitation Services			ITB	Department of Public Works	USD	4/20/2022 8:00:00 AM	5/17/2022 2:30:00 PM	Open
2041		RFP - Street Light Maintenance			RFP	Department of Public Works	USD	4/20/2022 8:00:00 AM	5/18/2022 5:00:00 PM	Open
2051		ITB - Turf Maintenance - Former Agriculture Street Landfill			ITB	Department of Public Works	USD	4/22/2022 8:00:00 AM	5/20/2022 2:00:00 PM	Open
2062		ITQ - NOAB - Clean DOA Units			INFORMAL	NOAB	USD	4/20/2022 9:00:00 AM	4/29/2022 5:00:00 PM	Open
2063		ITQ - NOAB - Sewer Line Maintenance			INFORMAL	NOAB	USD	4/20/2022 9:15:00 AM	4/29/2022 5:00:00 PM	Open
2064		ITQ - NOAB - Chiller Lighting Supplies			INFORMAL	NOAB	USD	4/20/2022 9:25:00 AM	4/29/2022 5:00:00 PM	Open
2065		ITQ - NOAB - Tree Removal			INFORMAL	NOAB	USD	4/20/2022 9:35:00 AM	4/29/2022 5:00:00 PM	Open
2066		ITQ - NOAB - Chiller Repair			INFORMAL	NOAB	USD	4/20/2022 9:53:00 AM	4/29/2022 5:00:00 PM	Open
2067		ITQ - NOAB - Lumber			INFORMAL	NOAB	USD	4/20/2022 10:25:00 AM	4/29/2022 5:00:00 PM	Open
2069		ITQ REFRIGERANT			INFORMAL	New Orleans Public Library (NOPL)	USD	4/20/2022 2:15:00 PM	4/27/2022 2:15:00 PM	Open
2070		ITQ Plastic Totes			INFORMAL	New Orleans Public Library (NOPL)	USD	4/20/2022 2:45:00 PM	4/27/2022 2:45:00 PM	Open
2072		ITQ REBID DECK AND LIGHTING			INFORMAL	New Orleans Public Library (NOPL)	USD	4/21/2022 12:15:00 PM	4/28/2022 12:15:00 PM	Open
2074		ITQ HIV Medication			INFORMAL	Healthcare for the Homeless	USD	4/22/2022 8:00:00 AM	4/28/2022 4:00:00 PM	Open
2075		ITQ Hurricane Ida Green Infrastructure Restoration - Tree Wa			INFORMAL	Parks & Parkways	USD	4/22/2022 8:00:00 AM	4/28/2022 4:00:00 PM	Open

# Office of Procurement / Bureau of Purchasing

*What do departments, boards, and commissions buy?*

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- **Range of purchases:**

- Citywide: office supplies, computers, copiers, uniforms, business cards, building repairs, copy paper, janitorial services, vehicles repairs.
- Majority: security, maintenance supplies.
- Minority: medical supplies, ammunition.
- Rare: airplane parts, radiation detection equipment.

- **Types of purchases:**

- Materials and supplies: all departments, boards and commissions.
- Services: Professional (architect, lawyer) or Non-Professional (janitorial, security).
- Construction: Capital Project Administration (building), Public Works (roads), Property Management (city facilities), NORD (recreational centers), New Orleans Public Library (branches).





# Office of Procurement / Bureau of Purchasing

## *What Will You Find On The Supplier Portal?*

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- **Methods of Procurement**
  - Invitation to Quote – **INFORMAL**
    - Informal solicitation to purchase goods and non-professional services with a budget of less than \$20,000.
  - Invitation to Bid – **ITB**
    - Formal solicitation to purchase goods and non-professional services with a budget of \$20,000 or more.
  - Request for Proposals – **RFP**
    - Formal solicitation to hire a professional services provider with a budget of \$15,000 or more.
  - Request for Qualifications – **RFQ**
    - Formal solicitation to hire an architect or engineer on qualifications with a budget of \$15,000 or more.
- **Other:**
  - Request for Information – **RFI**
    - To gather information and/or interest for upcoming opportunities.



# Office of Procurement / Bureau of Purchasing

*Current Bidding Opportunities – View Those Solicitations And More On BRASS*

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- **Services**

- Event No. 1772 – RFP for NOAB - Luggage Cart Services
- Event Nos. 1862 and 1863 for Sanitation – Waste Collection Services
- Event No. 1927 – RFQ for Capital Projects – New Orleans Museum of Art Phase II Repairs
- Event No. 2032 – RFQ for NOAB - Outside Counsel Legal Services
- Event No. 2051 – ITB for Public Works - Turf Maintenance/Former Agriculture Street Landfill
- Event No. 2057 – RFQ for Mosquito - Biosafety and Biosecurity Consulting

- **Materials and Supplies**

- Event No. 1916 – ITB for Mosquito - Helicopter
- Event No. 2087 – Informal for Homeland Security - Crime Center Camera Lights
- Event No. 2088 - Informal for Homeland Security - Camera Internal Components
- Event No. 2089 – Informal for NORD - Pool Chemicals

# Office of Procurement / Bureau of Purchasing

*Current Bidding Opportunities – View those solicitations and more on BRASS*

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- **Construction (ITB)**

- Event No. 1905 – Dept. of Public Works - RR005 - Bayou St John, Fairgrounds, Seventh Ward Grp C
- Event No. 1966 – Dept. of Public Works - RR045 - Filmore South Group D (FRC)
- Event No. 1973 – Capital Projects - George Washington Carver Park Improvements - Zone A (Re-Bid)
- Event No. 1984 – Dept. of Public Works - RR061 - Gentilly Woods Group F (FRCPI) - (Re-Bid)
- Event No. 1999 – Dept. of Public Works - RR125 - Dillard Group A and B ( PMOPI/FRC)
- Event No. 2039 – Dept. of Public Works - Streetlight Repair and Rehabilitation Services
- Event No. 2058 – Parks and Parkways - Citywide Tree Planting (Re-Bid)
- Event No. 2059 – Capital Projects - NOFD Communications Bldg. Reno (Re-Bid)
- Event No. 2061 – Capital Projects - George Washington Carver Park Improvements (Re-Bid)

# Office of Procurement / Bureau of Purchasing

*Upcoming Bidding Opportunities in Q2/Q3 of 2022*

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- **Services**

- Turf Restoration Services – Parks and Parkways - INFORMAL
- IT Staff Augmentation – Information and Technology Innovation – RFP
- Oil, Lubrication, and Vehicle Fleet Maintenance Services for Automobiles and Light Trucks – Equipment Management Div. – 3 ITBs

- **Materials and Supplies**

- Coloring Books – NOAB – INFORMAL
- Ice – Parks and Parkways – INFORMAL
- Pool Supplies – NORD - INFORMAL

# Office of Procurement / Bureau of Purchasing

*Upcoming Bidding Opportunities in Q2/Q3 of 2022*

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- **Construction – ITBs for Dept. of Public Works**
  - DPW068 – Gardena Drive (St. Bernard Ave. – Paris Ave.)
  - DPW199 – Camp Street (Louisiana Ave. – Washington Ave.) – (Re-Bid)
  - DPW018 – Camp Street, Chestnut/Coliseum, Leontine/Valmont
  - DPW549 – St. Roch Drainage Upgrades
  - RR159 – St. Anthony Group A (PMOPI)
  - RR105 – Lower Ninth Ward NE Group C (FRC)
  - RR210 – Hollygrove Groups D and E

# Office of Procurement / Bureau of Purchasing

*Upcoming Bidding Opportunities in Q2/Q3 of 2022*

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- **Construction – ITBs for Capital Projects**
  - NOFD Headquarters – Phase II
  - Armstrong Park Lagoon Repairs

# Office of Procurement / Bureau of Purchasing

## *Tips to Successfully Respond to a Bidding Opportunity*

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- Select Commodity Codes
- Read everything
- Ask questions
- Do not wait until the last minute
- Research the prior procurement and/or contract
- Monitor the notifications for any modification of the solicitation
- Use the City's forms
- Check your math
- Include all required documentation

# Office of Procurement / Bureau of Purchasing

## Thank You and Contacts

Julien Meyer, Chief Procurement Officer (CPO)

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Kai Wells, Assistant Purchasing Administrator

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Erin Gallagher, Purchasing Agent-Federal Grants Procurement

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Cheryl Morgan, Purchasing Agent

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Assists the Following City Departments: Capital Projects Administration, Department of Public Works (DPW), Project Delivery Unit (PDU)

Tania Laurent, Purchasing Agent

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Assists the Following City Departments: Capital Projects Administration, Department of Public Works (DPW), Project Delivery Unit (PDU), City Council and Civil Service Commission

Haley Slocum, Purchasing Agent

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Assists the Following City Departments: Capital Projects Administration, Department of Public Works (DPW), Project Delivery Unit (PDU), Mosquito, Termite & Rodent Control Board and Orleans Parish Register of Voters Office.

Tineka West, Purchasing Agent Assistant

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Stephanie Warren, Buyer III

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Assists the Following City Departments: Office of Community Development (OCD), Coroner's Office, New Orleans Police Department (NOPD), Department of Sanitation and Vieux Carre Commission

Douglas Chastain, Management Development Analyst I

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Direct Line: (504) 658-1567

Assists the Following City Departments: Chief Administrative Office (CAO), City Attorney's Office/Law Department, Emergency Medical Services (EMS), and Department of Property Management

Deniece Andrews, Management Development Analyst I

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Direct Line: (504) 658-1551

Assists the Following City Departments: Department of Finance, New Orleans Recreation Development Commission (NORDC), Office of Police Secondary Emoloyment, New Orleans Office of Inspector General, Juvenile Justice Intervention Center and Office of Independent Police Monitoring

Alvin Anderson, Management Development Analyst I

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Assists the Following City Departments: Homeland Security & Emergency Preparedness (NOHSEP), New Orleans Fire Department (NOFD), Department of Parks and Parkways, Health Department,

Seth Leger, Management Development Analyst I

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Assists the Following City Departments: New Orleans Aviation Board (NOAB)

Demetris Barrow, Management Development Analyst I

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Assists the Following City Departments: Mayor's Office, Information Technology and Innovation (ITI), New Orleans Public Library and Department of Safety and Permits