

# LIVINGSTON PARISH

Department of Purchasing



**Randy Delatte**  
**Parish President**

**Mickey McMorris**  
**Director of Finance**

## WELCOME TO THE PURCHASING DEPT

We appreciate your interest in doing business with the Parish of Livingston. All our vendors make a valuable contribution to the health, safety and welfare of our community and we appreciate the effort you make to provide the Parish of Livingston with quality products and services. We hope this guide will benefit you as a new or present supplier. Our aim is to help you in your sales effort and to promote a climate of good business relationships with the Parish of Livingston. This pamphlet will outline our purchasing policy and procedures. In the event you need more information, please feel free to contact us.

## PURPOSE

The Purchasing Department's vision is to maintain continuity of services and supplies to support the various Parish departments. The purpose of this guide is to explain how a vendor may participate in Parish business. The Parish is always interested in securing responsible vendors who can supply its needs promptly, economically, and in the desired quality and quantities.

## ORGANIZATION

Except for the procurement of purchases made by our Grant and Office of Emergency Preparedness (LOHSEP) Depts, Procurement services for all other Parish departments are centralized in the Purchasing Dept under the direction of the Purchasing Agent.

## SALES CALLS AND CONTACTS

Office hours are from 7:00 a.m. to 5:00 p.m., Monday through Thursday. To conserve time and ensure you receive adequate attention, we urge you to make a definite appointment before coming to the Purchasing Dept. Routine "courtesy" visits are not encouraged as they can disrupt the daily workflow.

## VENDOR REGISTRATION

Submitted Vendor Information is maintained by the Purchasing Dept. To add your company to our list, you may download the Vendor Application form. Please fill out the form and email back to [jfradella@lpgov.com](mailto:jfradella@lpgov.com). Because the number of supplies the Purchasing Dept deals with, submitting a Vendor Application does not guarantee a vendor will be notified every time a quotation or bid for a particular supply or service is issued. In addition, failure to respond to one invitation to bid or quote may result in the removal of your firm's name from the supplier list. Our Bids and RFPs are posted on the Central Auction House, Central Bidding website. You may view them at <https://www.centralauctionhouse.com>.

## FOR MORE INFORMATION, PLEASE CONTACT

Jennifer Fradella, Purchasing Agent at [jfradella@lpgov.com](mailto:jfradella@lpgov.com)

Heather Crain, Grants Coordinator at [hcrain@lpgov.com](mailto:hcrain@lpgov.com)

Chris Anderson, Director of LOHSEP at [LOHSEP2@lpgov.com](mailto:LOHSEP2@lpgov.com)

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