

# INVITATION TO QUOTE

Sourcing Event No. 4725  
Electrical Supplies



**Deadline to submit your response electronically in the Supplier Portal:**

**Date:** 6/23/26

**By:** 4:00 PM CST

**CITY OF NEW ORLEANS  
OFFICE OF PROCUREMENT  
BUREAU OF PURCHASING**

☒ Materials, Equipment, Supplies

☐ Non-Professional Services

**Buyer-of-Record**

**Name:** Seth Leger

**Phone:** 504-658-1569

**Email:** seth.leger@nola.gov


**TITLE: Electrical Supplies**

## General Instructions to Bidders

- a. Quotes for furnishing the items specified are hereby solicited. Read the entire sourcing event, including all terms, conditions and specifications.
- b. To participate in this sourcing event, you must:
  1. REGISTER as a supplier (instructions can be found on the supplier portal or ;
  2. If you are already registered, LOG IN to the City' supplier portal, select "Events" and then "Browse Open Events";
  3. OPEN the event (by double clicking on the event or select it and click on "View Event");
  4. SELECT "Respond Now" and follow the next steps:
    - i. ACCEPT the terms and conditions (click "Next"),
    - ii. ENTER quantity (if applicable) and unit price (click "Next"),
    - iii. ATTACH a valid and binding quote in pdf form. The quote must contain the legal name of the bidder, as well as the first and last name and contact information of its representative (click "Next"), and
    - iv. SUBMIT your response.
- c. If you have any questions, please contact the Buyer-of-Record.

## Terms and Conditions

- d. General Terms and Conditions. This sourcing event is subject to the City's general terms and conditions which can be found at <https://nola.gov/getattachment/Purchasing/CNO-Purchase-Order-Terms-and-Conditions.pdf> and specific terms and conditions. Submittal of any contrary terms and conditions may cause your bid to be rejected. By submitting a bid, bidder agrees that contrary terms and conditions which may be included in its bid are nullified; and agrees that this purchase order shall be construed in accordance with this sourcing event and governed by the laws of the State of Louisiana.
- e. Specific Terms and Conditions:
- f. All bids remain valid for 45 calendar days after the date to submit quotes.
- g. Delivery. Bid prices shall include all delivery charges paid for by the bidder, F.O.B. City of New Orleans, unless otherwise provided in the specifications.
- h. Invoice. The Contractor must submit invoice(s) to the City electronically, via the City' supplier portal, for goods or services provided under this Contract no later than 10 calendar days following the end of the period covered by the invoice. Untimely invoices may result in delayed payment for which the City is not liable. At a minimum, each invoice must include the following information: contract or purchase order number issued by the City, and the name of the city department to be invoiced. The City may also require additional supporting documentation to be submitted with invoices.
- i. Payment. Unless otherwise agreed by the City, payment terms are NET 30 days upon providing that goods and/or services described under the purchase order or the contract have been delivered, installed (if required), rendered, and/or accepted and upon receipt by the City of properly submitted invoice via the City' supplier portal.
- j. Awards. Award will be made to the lowest responsive and responsible bidder. The City of New Orleans reserves the right: (1) to award items separately, grouped, or on an all-or-none basis, or to the next lowest bidder as deemed in its best interest; (2) to reject any or all bids and/or items; and (3) to waive any informalities in accordance with applicable laws and regulations.
- k. Acceptance of Bid. Only the issuance of an official City of New Orleans purchase order or contract shall constitute the City's acceptance of a bid. The City of New Orleans shall not be responsible in any way to a supplier/vendor for goods delivered or services rendered without an official purchase order or contract.

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CITY OF NEW ORLEANS OFFICE OF PROCUREMENT BUREAU OF PURCHASING  <input checked="" type="checkbox"/> Materials, Equipment, Supplies <input type="checkbox"/> Non-Professional Services		<b><u>Bid Form – Delivery, Specifications, Quote and Submission Requirements</u></b>
<b>TITLE: Electrical Supplies</b>		
<b>DELIVERY:</b> Unless specified elsewhere, ship all items to:  Department:  <b>N.O. AVIATION BOARD PURCHASING SERVICES</b> Louis Armstrong New Orleans International Airport 101 Firehouse Road Kenner, LA 70062		
<b>SPECIFICATIONS:</b>  <b>The NOAB Electrical Department is requesting the below service(s):</b>  Please see the detailed table below for the electrical supplies needed.  <b>QUOTE REQUIREMENTS: Needed as soon as possible.</b>  <b>SUBMISSION OF RESPONSE:</b>  To respond to this invitation to quote the prospective bidder <b>must</b> be sure to enter their quantity (if applicable) and unit price in the City's Supplier Portal.  The prospective bidder shall submit its detailed quote either as one attachment or with separate attachments.		