



Coalition To Restore Coastal Louisiana

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CRCL Plant Purchase Policy for Restoration Projects

1. Request for Project Quote
 - a. We will develop a Request for Bid (RFB) for each restoration project. When we place this RFB, we will give an approximately 2-week window of time to collect bids (i.e., quotes).
 - b. The RFB will be distributed to all certified vendors in the state, according to a list from the USDA. We will update this list annually.
2. Vendor Selection
 - a. We will favor lower cost bids, but we are not obligated to accept the lowest one.
 - b. We will consider other factors such as history of success with CRCL, success of other coastal restoration projects, timeliness, professionalism, and product quality in our selection.
 - c. After vendor selection, we may modify our purchase plan as planning advances, working from the original quote.
3. Orders
 - a. An order consists of a written document containing the following information:
 - i. Clearly specified plant type and form as specified in the RFB (e.g., species, stems, plugs, pots, size)
 - ii. Number of units to be supplied
 - iii. Price per unit to be purchased
 - iv. Delivery location, date, and time
 - b. An order is not considered "placed" unless it is signed by CRCL's Restoration Programs Director and the vendor.
4. Delivery Slips
 - a. Upon delivery, the vendor shall supply a written confirmation of the plant quantity and price.
 - b. CRCL reserves the right to reject any deliveries that do not conform to order specifications, or that contain dead or damaged plants.
 - c. This slip will be signed by CRCL's Habitat Restoration Coordinator and the vendor.
5. Invoices
 - a. An invoice must be provided or sent to CRCL immediately following each delivery.
 - b. CRCL will pay the invoices upon receipt.

Rev: 20 Oct 2016