

**INVITATION TO BID**  
**CITY OF NEW ORLEANS, DEPARTMENT OF FINANCE, PURCHASING BUREAU**  
**CITY HALL, 1300 PERDIDO ST., ROOM No. 4W07, NEW ORLEANS, LA 70112**

THIS IS A FORMAL CITY BID SOLICITATION FOR PUBLIC WORKS AND CAPITAL PROJECTS. INTERESTED PERSONS SHOULD CAREFULLY READ AND ATTEND ALL STATED INFORMATION AND REQUIREMENTS, INCLUDING THOSE CONTAINED IN ATTACHMENTS.

<b>BID TYPE:</b>	<input checked="" type="checkbox"/> Public Works <input type="checkbox"/> Capital Projects	<b>BID NO.</b> 4671	<b>ISSUE DATE:</b> 4.10.2026
		<b>SPONSORING CITY DEPT. OR AGENCY:</b> PARKS AND PARKWAY	

**PROJECT DESCRIPTION:** REBID CITYWIDE TREE PLANTING

<b>BID CONFERENCE:</b>	<input type="checkbox"/> None	<input checked="" type="checkbox"/> Optional	<input type="checkbox"/> Mandatory-The City will receive bids only from persons/firms shown on the City's attendance list.
	<b>Date:</b> May 4, 2026	<b>Time:</b> 11:00 A.M.	<b>Place:</b> <input checked="" type="checkbox"/> Purchasing Conf. Room, #4W05, 4 <sup>th</sup> Floor, City Hall, 1300 Perdido Street, New Orleans, LA 70112 or Microsoft Teams Meeting ID: 293 480 722 018 403, Passcode: XW32Qo96

*Note: The City may prepare a conference report showing attendance, summarized Q&A, and matters discussed. The City will publish such report by issuing an Addendum to the Invitation to Bid. Said Addendum will be posted to the City's supplier portal at (<https://www.nola.gov/purchasing/>).*

**BID INSTRUCTIONS:**

Once a bid is submitted to the City, it becomes City property. A bidder should mark documents or information claimed confidential and justify any claimed exemption from public records disclosure. The City will not credit blanket confidentiality claims. The treatment of all confidentiality designations will be governed by Louisiana Public Records Law, La. R.S. 44:1, *et seq.*

All bids remain valid for 90 calendar days after the Bid Deadline.

Specification references to certain brands, makes, or manufacturers state only the general style, type, character, and quality desired. Equivalent products are acceptable.

The City is not responsible for bid costs.

Procurements produce no exclusive right to City work or purchases.

Project Manual and/or Specifications may provide additional information for bidders.

Bidders should closely monitor the City's purchasing website for new or revised specifications, bid instructions, notices, etc. The City will change the invitation to bid ONLY by issuing formal addendum. In no case shall verbal communication override written communication.

Bidders commit to abide by City Code, Chap. 2, Art. XIII, Sect. 2-1120 (relative to the operations and authority of the City Inspector General).

The City adheres to the Louisiana Code of Governmental Ethics, contained in the Louisiana Revised Statutes Annotated, R.S. 42:1101, *et seq.* By submitting a bid, prospective bidders warrants that there are no "conflict of interest" related to this solicitation that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

The City's protest policy applies to this invitation to bid. The policy is available at: <https://www.nola.gov/getattachment/Purchasing/Forms/No-130-Procurement-Protest-Policy.pdf/> .

Prospective bidders shall familiarize themselves with and shall comply with all applicable Federal and State Laws, parish/municipal ordinances, resolutions, and the rules and regulations of all authorities having jurisdiction over the solicitation. These laws and/or ordinance will be deemed to be included in the contract, the same as though herein written in full.

**DOCUMENTS: APPLIES?**  YES  NO Bidding Documents may be obtained online at <https://www.nola.gov/purchasing/> or through the City of New Orleans webpage [www.nola.gov](http://www.nola.gov), by selecting "Supplier Portal". Addenda will be transmitted to all bidders who login and acknowledge download of Bidding Documents online from the City's Supplier Portal, i.e. answer 'yes' when downloading Bidding Documents.

<b>A. SUBMISSION DUE:</b>	Date: May 18, 2026	Time: 11:00 A.M.	Location: Purchasing Bureau, City Hall, 1300 Perdido Street, Room 4W07, New Orleans, LA 70112
<p><b>Note:</b> <i>The City will not accept bids delivered by fax, or by email address, or at any other location than the one above, or past the date and time of submission set forth above (the "Bid Deadline"). The purchasing date and time stamp clock will be the official and sole device for determining time of receipt for all mailed and hand delivered bids. <b>Bids received after the Bid Deadline will be date stamped and returned to the bidder unopened.</b></i></p>			

<b>B. BID OPENING:</b>	The City will open the bids in public at <input checked="" type="checkbox"/> the Purchasing Bureau or <input type="checkbox"/> immediately following the Bid Deadline.
------------------------	--

<b>C. SUBMISSION OF BID PACKAGE:</b>	The bidder can submit its bid package either via a sealed envelope or online at <a href="https://www.nola.gov/purchasing/">https://www.nola.gov/purchasing/</a> <i>Note: Bidders are hereby advised that due to the nature of the internet, The City cannot guarantee that access to the BRASS System will be uninterrupted or that emails or other electronic transmissions will be sent to you or</i>
--------------------------------------	--