



Office of the Sheriff  
Parish of Orleans ~ State of Louisiana

**Marlin N. Gusman**  
Sheriff

**General Contractual Conditions**

Purpose: The policies and procedures presented herein are intended to provide for uniformity, economy, and timeliness in the acquisition of goods and services for the Orleans Parish Sheriff's Office in a manner consistent with generally accepted purchasing practices and legally mandated federal, state, and local statutes, ordinances, and codes.

The Purchasing Department shall be responsible for coordinating and controlling policies and procedures within its delegated authority.

Policy: It is the policy of the Orleans Parish Sheriff's Office to provide at the time and place needed in the proper quantity and of the proper quality, all goods and services required for the organization's operations. Goods and services shall be procured at the lowest possible cost consistent with prevailing economic conditions while establishing and maintaining a reputation for fairness and integrity. The procurement of goods and services shall be achieved within the mandates of federal, state, and local statutes, ordinances, and codes.

Contradiction of Laws: The Orleans Parish Sheriff's Office, if there is a contradiction of Federal and State Statutes will revert from Federal to State Law, or whichever is the most stringent possible.

Disadvantaged Business Enterprise: It is the policy of the Orleans Parish Sheriff's Office to provide for the maximum opportunity for Disadvantaged Business Enterprise to participate in the performance of contracts.

The Contractor agrees to ensure that DBE's, as defined in 49CFR26, have the maximum opportunity to participate in the performance of this contract and any subcontracts that may be let. In this regard, the contractor shall take all necessary and reasonable steps in accordance with 49CFR26 to ensure that DBE's have the maximum opportunity to compete for and perform services relating to this contract. Furthermore, the consultant shall not discriminate on the basis of race, color, national origin, or sex.

Employment Standards: It is also the policy of the Orleans Parish Sheriff's Office to provide for employment standards as approved for by the United States Governments. We follow the U.S. Department of Labor, Davis Bacon Act [Public-No. 403-74th Congress] [S.3303] that enumerates employment standards administration wages and hour division. If any company wishes for an entire copy of this act, they may contact the Purchasing Department for a copy of this Act.