City of
San Bernardino

Vendor Tool Box

How do I do business with?

What do I need to know?

Finance/Department-Purchasing
300 North “D” Street
San Bernardino, CA 92418-0001
909-384-5086
Fax 909-384-5043

How to do Business with the City of San Bernardino Purchasing Department

Overview

Introduction

If you are considering trying to sell to the City of San Bernardino, this will tell you what you need to know to get started. This information will provide you with a quick reference that will give you a summary of the important things you need to know so you can sell to the City of San Bernardino.

This information will familiarize businesses (you) with how the City of San Bernardino buys the goods and services (including Construction) it needs and how you can make yourself known to the appropriate parts of City government. With this information, you stand the best chance to become aware of what the City needs and of potential business opportunities.

The information provided below concentrates on the activities of the Purchasing Department.

In this packet

This package contains the following information:

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General Information about the City and the Purchasing Department

What do I need to know?

Does the City buy what I sell?

We buy everything needed to run City departments, including: police and fire departments, general offices, refuse department, animal control, code enforcement, development services, libraries, and maintenance and construction of buildings, roads, parks, playgrounds.

A list by commodity is attached to this package.

How do I make myself known to the City?

- For Purchasing, call (909) 384-5086.
- Fill out a Vendor Application (one is enclosed in this package).
  - For additional copies, please fax a request to (909) 384-5043

How much does the City buy?

It is important to know whether the City buys a lot of what you sell, or only a little. Call Purchasing at (909) 384-5086.

Where is the Purchasing Office?

We are located at 300 North "D" Street, San Bernardino, CA 92418-0001. We are located between 2nd and Court Streets, in the City Hall Building on the Fourth Floor, Finance Department.

Local Vendors

If your business is located in the City of San Bernardino as defined in our code below, you will qualify for the 1% comparison preference.

> Any formal or informal bid submitted by a local bidder for goods or materials pursuant to this Chapter shall receive a one percent (1%) credit for comparison purposes with other bidders. For the purpose of this Section, "local bidders" shall be bidders for which the point of sale of the goods or materials shall be within the City of San Bernardino. (MC-903, 5-2-94)

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What do I need to know?, Continued

Small Businesses

The City of San Bernardino is acutely aware of the valuable contribution small and local firms have made to our past accomplishments and will continue to make in the future. The Purchasing Department fully supports the City's objectives to utilize the full productive capacity of small and local firms. We realize that there is a substantial untapped resource in our small and local business talent that we can utilize. We welcome your interest to contribute to the City's contracting requirements.

What Should I be careful of?

Here are some things to watch out for:

Caution!	Description
Promise of an Award	Because the City relies heavily on competitive bidding, no department knows which bidder will receive an award until sealed bids are opened. This means that no one can give assurance that a vendor will receive a particular order. City government is also subject to California law regarding conflict of interest, including the receipt of gifts. In many circumstances, gifts are illegal, or at the very least may be reported by City officials on state-mandated forms.
Do not start work without an Authorized Contract	The authority and responsibility for purchasing rests with the City Purchasing Department. No service should be provided, and no goods should be delivered, before you receive a written contract and/or Purchase Order from Purchasing. Until the City executes the contract, purchase order or annual purchase order, the City has no legal obligation to pay for the order. If you begin work without the required authorization, your later options may include only taking back your merchandise or filing a claim.

Competitive Bidding for Products and General Services

How do I get started?

- Determine that the City buys what you sell and that it is worthwhile for you to become aware of upcoming bids.
- Get your company on the City Purchasing Department's vendor list.
  - Fill out Purchasing's "Vendor Application", a form that requests information on you and the goods or services you provide. (included in this package)
  - To receive a form, visit or call Purchasing ((909) 384-5086.

We want to meet you.

- If you sell supplies or general service, your first stop should be Purchasing. Call Purchasing's main number, (909) 384-5086.
- Arrange an appointment to discuss your products or services.
- Purchasing's regular hours for vendor visits are Tuesday mornings from 9-11 am.

We want to make your and our time as productive as possible. To help us do so, when you meet with the buyer--

- Bring your:
  - Company's literature
  - References
  - telephone contacts
  - Names of people authorized to sign contracts on your company's behalf
  - Information on any contracts you have with the federal, state or other municipal governments.
  - Samples

How does Purchasing issue bids?

After your first visit to Purchasing, your next encounter with the process could be when you receive a bid request. Except for emergency or urgent needs, Purchasing sends out written request for bids. These requests are generally of two types:

- For Purchases over $25,000, Purchasing sends formal "Proposals" to potential bidders.

- For Purchases between $500 to $25,000, Purchasing sends informal bids, called "Quotations". These quotations may be in the form of a telephone call, fax or mail quote, and are solicited from at least three prospective bidders.

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How do I learn about bids?

Action	Description
Be listed on our Vendor List	If you are on the list, you will be included in our solicitations for bid wherever possible.
Review Legal Ads	For formal solicitations--Bid notices are advertised in "The Sun" newspaper under the legal ad section.
Check our Website	RFP's notices are posted on the City of San Bernardino's Web site at http://www.ci.san-bernardino.ca.us. Notices calling for bidders are posted under the Department of Finance division. You can fax a request (909) 384-5043 or stop by the Purchasing Office during business hours to receive a copy of bid and quotation documents.

Public Internet Access

Free Public Internet access is available at many of the City and County public library branches. Here is a brief listing for your reference.

LIBRARY	TELEPHONE
A. K. Smiley Public Library	(909) 798-7565
Big Bear Lake Branch Library	(909) 866-0162
Colton Public Library—Luque Branch	(909) 370-5182
Colton Public Library - Main	(909) 370-5083
Crestline Branch	(909) 338-3294
Fontana Branch	(909) 822-2321
Grand Terrace Branch Library	(909) 783-0147
Highland Branch Library	(909) 862-8549
Kaiser Branch Library—Fontana	(909) 357-5900
Lake Arrowhead Branch Library	(909) 337-3118
Loma Linda Branch Library	(909) 796-8621
Montclair Branch Library	(909) 624-4671
Norman F. Feldheym	(909) 381-8201
Ontario City Library	(909) 988-8481
Rancho Cucamonga Public Library	(909) 948-9900, Ext. 5020

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Public Internet Access (continued)

Library	TELEPHONE
Rialto Branch Library	(909) 875-0144
Running Springs Branch Library	(909) 867-2554
San Bernardino Valley College Learning Resources Samuel E. Andrews Memorial Library	(909) 888-6511, Ext. 1628
South Ontario Branch Library	(909) 988-8481, Ext. 2250
Twentynine Palms Branch	(760) 367-9519
Upland Public Library	(909) 931-4200
Wrightwood Branch Library	(760) 249-4577
Yucaipa Branch Library	(909) 790-3146
Yucca Valley Branch Library	(760) 228-5455

Review the list of bids

- At the front counter at 300 North "D" Street, Fourth Floor, San Bernardino; Purchasing maintains a listing of pending bids.
- You may visit Purchasing during office hours to review the bid summary, ask any questions, and request a copy of the bid.
- You may request a copy of the bid summary via fax. Please fax your request to (909) 384-5043, attention: Purchasing.
- Office hours for bid inspection are Monday to Thursday 7:30 a.m.—5:30 p.m.; and Friday 7:30 a.m.—4:30 p.m.

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How do I get a copy of a bid?

Purchasing distributes bids in several ways.

- You can visit the Purchasing Department at 300 North "D" Street, Fourth Floor, San Bernardino, to pickup a copy.
- You can print a copy of the Notice from the information on the WEB site at http://www.ci.san-bernardino.ca.us/.

How do I submit a bid?

Because of the structured nature of government contracting, the City has little flexibility if the bid you submit does not include everything asked for. It is critical that you submit a bid that's accurate, because bids that contain errors or omissions may not be considered. Here are some things to keep in mind:

Step	Action	Description
1	**Be Timely**	Submit your bid by the date and time specified. Late bids cannot be considered.
2	**Read the Bid conditions**	Each bid contains a number of bid conditions, some applicable to all City bids, and some tailored to the particular bid. Prices must be firm for the period specified, from as short as 30 days to as long as 3 years. For a contract, which could extend over several years, prices may be adjusted annually. For Purchasing to consider a prompt payment discount when evaluating bids, the discount offered can be for no fewer that 30 days. This means that a discount of 2%-10 days cannot be considered in the evaluation, though it would be taken when invoices are paid.

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How do I submit a bid? (continued)

Step	Action	Description
3	**Ask Questions**	If you are unsure of something on the bid...Ask! Please fax your questions to Purchasing at (909) 384-5043 or telephone us at (909) 384-5086.
3	**Be Responsive**	Bid on items and in quantities the bid requests. If you add any qualifications or reservations to your bid, the bid may be considered conditional or non-responsive and can be rejected.
4	**Respond with a "NO BID"**	Failure to respond to an invitation for bid mailed or faxed to you may result in your removal from the Bidder's Mailing List for the type of supplies or services covered by the solicitation. (Response shall consist of either the bid it self or a statement of "NO BID").
5	**Failure to comply with bid conditions**	**FAILURE TO ADHERE TO BID CONDITIONS MAY RESULT IN REJECTION OF THE BID.**

Can I attend a bid opening?

Yes. The bid request notes when bids will be opened. You may sit in on the proceedings.

How do you evaluate bids?

Depending on the complexity of the bid, it can take from several days to several weeks to evaluate all the bids submitted. Purchasing makes certain that bidders are bidding on the same items and in the same units and quantities. Sometimes a bid states "brand name or equal," which means that if you bid on an item other than the one specified, your item must perform as well as the specified item.

When bids have been analyzed, Purchasing sends a summary to the requesting department for review and recommendation.

Purchasing awards to the lowest reliable and responsible bidder.

For a bid with many items, Purchasing in its discretion may award the entire contract to one bidder based on comparisons of the aggregate bids, or may make individual line-item awards to the lowest bidders. This option will be stated in the bid package.

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Competitive Bidding for Products and General Services,
Continued

How do you evaluate bids? (continued)

Can I inspect bids? ...Get bid results?

Bids are available for inspection by those bidders attending the bid opening.

After Purchasing awards any contract, all bids become a public record.

Because of the number of bids and bidders, Purchasing is unable to notify unsuccessful bidders of the bid results. You may come to the office and inspect the bid tabulation. To find out if the bid has been tabulated and award made, fax (909) 384-5043 or call Purchasing at (909) 384-5086 at least 7-10 days after the bid opening date. You will be informed whether the bid tabulation is available from the Purchasing Department.

How do departments buy on their own up to $500?

All City departments are authorized to issue their own purchase orders called "Short Form PO's".

Departments contact the vendor directly to place an order and give them a "Short Form PO number". Except for developing the procedures that departments follow, the Purchasing Department is not involved in these types of orders.

To compete for these orders, vendors must make themselves known to departments, both directly and by making sure that they are in the Purchasing department's vendor list.

Types of Awards

Purchase Order	A purchase order is used for a one-time purchase of a definite quantity of goods.
Contract Purchase Order	For construction, professional services and other transactions, the City prepares a Purchase order and a separate contract. The Purchase Order verifies that funds have been encumbered so performance can begin, and the separate contract provides a detailed description of the duties and responsibilities of the vendor and the City.
Annual Purchase Order	An Annual Purchase Order is awarded for an annual dollar amount of goods or services during a fiscal year. Purchasing or other City departments may place orders through the year, using Annual Purchase Order Releases. An Annual Purchase Order enables a department to order directly from the vendor in accordance with the annual's terms.
Short Form Purchase Orders	Departments may place orders less that $500, directly with vendors, according Purchasing's guidelines. Purchasing suggests that departments try, when practical, to solicit competitive quotes for these purchases.

Delivery and Acceptance

Where and How to Deliver

For most orders, the delivery point is the location in the requesting department where the item or service will be used.

You should note carefully the Delivery Address in the bidding and order documents.

You are responsible for delivering to the final destination specified in the order.

Deliveries to City departments typically are made by common carrier, by the vendor's trucks, or through the U.S. Postal Service.

DO NOT SEND THE ORDER TO THE BUYER IN PURCHASING WHOSE NAME MAY BE ON THE TRANSACTION.

Be sure to include ...

You must include the Purchase Order, Annual Order, or Small Dollar order number on the outside of the package.

This will enable the City to identify the correct department or individual as the recipient in case there are any problems.

Inspection and Acceptance

All goods and services are considered received by the City only after the requesting department inspects to be certain all items are received and in good condition, or that the service has been performed satisfactorily.

After inspection and any necessary tests have been performed, the department will approve the invoice.

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Delivery and Acceptance, Continued

Problems with Orders...

Circumstances that may interfere with City's accepting and paying for an order include:

- **Wrong delivery address:**
  - Occasionally, vendors send orders to the Purchasing department instead of the requesting department.
  - This causes delays as Purchasing determines the ultimate recipient and forwards the order.

- **Failure to show the order number on the package:**
  - If there is a problem with the delivery address, knowing the order number can be a significant help to the City in identifying the ultimate recipient.

Paying the Invoice

General Info.	This information is applicable to purchase orders, contract purchase orders, and annual purchase orders signed by the Purchasing Department
Send the Invoice to?	Send your invoice to the "Bill to " address specified in the order. This will speed payment. For all types of orders, the billing address is that of the City department receiving the good or service. Include the Purchase Order, Contract, or Annual Purchase Order Number on the invoice. This will help us match the invoice to the correct order.
User Departments will...	The City must verify that the order was received complete and in good condition. The invoice is matched with the original order and any receiving document so that the City can determine that what was delivered is what was ordered. The receiving department completes a form indicating receipt of the complete order and requesting payment, and then sends the form to the Finance Department for payment.
What happens before the check is written?	The Finance Department, accounts payable office reviews the invoice and receiving information, and then prepare the warrant and either mail it to the vendor, or return it back to the requesting department.
I have questions about payment of my invoice?	Call the City Department you mailed the invoice to. Have the Purchase Order number or other identifying City transaction number handy.

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Paying the Invoice, Continued

What can I do to help the Payment process?

If you observe the following tips, things should go smoothly:

- Make sure you sent the shipment to the correct City address. In general, do not send the shipment to Purchasing. Note carefully the " Deliver To" address on the City Purchase order, Annual Order, or Small Dollar PO#.

- Include the order number on the outside of the package.

- Send an invoice for the complete shipment, and do this only after the shipment has been received. Invoices sent too early may become difficult to locate once the shipment arrives.

- Send the invoice to the correct City address. Pay close attention to the Purchase Order, Contract Order, or Small Dollar PO#, which shows the "Bill To" address.

- Include the correct Purchase Order number, Annual Order number, or Small Dollar PO number on the invoice. The City needs that identifying number to match shipments or services with the procurement documents.

CITY OF SAN BERNARDINO

Purchasing Department Bidders List

VENDOR APPLICATION

Return to: 300 N. "D" St., San Bernardino, CA 92418-0001
FAX (909) 384-5043

COMPANY INFORMATION: **DATE:**

Vendor Name (legal entity name):	
Federal ID# or SS#	
Address to Mail Quotes/Purchase Orders	
Address to mail payments	
Telephone number	
Fax number	
e-mail address	
Web address	

TYPE OF OWNERSHIP:

Check one	Type	Owner's Name	Owner's SS#
	Sole Proprietor		
	Partnership		
	Corporation		
	Nonprofit		
	Other		

How long in Business?	
Yrs.	Mo.

Persons Authorized to sign Bids and contracts (if agent, so specify):

Name	Official Capacity	Telephone number

Type of Goods and/or Services Your Firm Provides (attach additional sheet and literature if needed):

REFERENCES (other public agencies with whom you do business):

Agency Name	Person to Contact	Telephone

INSURANCE- Vendors making deliveries or providing services on City premises shall provide certificates of insurance and shall obtain endorsements naming the City as additionally insured when requested by the Purchasing Department.

I certify that the information supplied herein is correct and that neither the applicant nor any person (0r concern) in any connection with the applicant as a principal or officer so far as is known, is debarred or otherwise declared ineligible by any public agency from quoting or furnishing materials or services to any agency thereof.

_____ **Date**_____

Signature and title