

## WELCOME

The City of Sacramento welcomes your interest in supplying goods and services to the City.

The following general information about the overall procurement process is provided to enable you to conduct business with the City in an effective manner.

### ◆ City Solicitation and Contracting ◆

The City uses a center-focused procurement model to acquire the goods and services necessary to perform the City's business. Procurement Services, along with departmental contract managers, prepare and distribute solicitations for a variety of goods, professional/non-professional services and public construction projects. Solicitation Requests for Bids (RFB), Proposals (RFP), Information (RFI), and/or Qualifications (RFQ) may be viewed on the City's eBid Portal (Portal) at:

<https://ebids.cityofsacramento.org>

Closed solicitation information is available to view as well.

### ◆ Bidder Registration ◆

eBids.cityofsacramento.org is the City's official portal for managing our digital solicitation process. All bidders wishing to participate in the City's solicitation process must register through this portal.

All registered bidders must provide their federal tax ID (or social security number if a sole proprietor). A City of Sacramento Business Operations Tax ID number along with the W-9 and 590 forms must be submitted before a contract may be awarded.

Notification of upcoming solicitations are sent out automatically to appropriate registered bidders. There is no cost to register as a bidder through the City's Portal. To access the City's Contracting Opportunities webpage, view the drop-down list for "Online Services" and click on "eBid Portal" or go to:

<https://ebids.cityofsacramento.org>.

### ◆ Supplier Registration ◆

Bidders that are awarded contracts will be approved as suppliers prior to goods or service delivery, invoicing or payment. After a Supplier is registered, they may visit the portal to manage their supplier account information such as 1) contact information; 2) tax identification; and 3) registered categories.

The screenshot shows the 'Login' page of the eBid Portal. It features a 'User ID' and 'Password' input field, a 'Sign In' button, and a 'Forgot Password?' link. Below the login section, there are two registration options: 'Register as a Sourcing Bidder' (with a sub-link 'Click here to register as a bidder and to be able to bid on events.') and 'Create New User Accounts' (with a sub-link 'Click here to Register a New User to an existing Supplier account'). At the bottom, there is a 'Portal Training Guides' section with four numbered links: 1. How to Register on the Portal, 2. Getting Started: Introduction to the Portal, 3. How to Maintain your Portal Profile, and 4. How to View and Respond to City Events.

### ◆ Procurement Responsibilities ◆

The Procurement Services Division and other City staff are responsible for obtaining goods and services necessary for the efficient operation of City government. To obtain maximum value and provide reliable services, most City purchases for goods and non-professional services are made through the competitive bidding process, with contracts awarded to the lowest responsible bidder.

Professional services contract awards are usually made on a best value basis that is determined during the proposal evaluation process.

Procurement staff is assigned by category. You may contact the Procurement Services Division at (916) 808-6240 to obtain information regarding the appropriate Procurement Services representative or department contract services manager responsible for areas of interest to you.

### ◆ City Solicitation and Contracting ◆

#### Purchases of \$100,000 or above

Purchases of \$100,000 or above usually require formal competitive bidding. At a minimum, these solicitation opportunities are advertised on the City's Portal. Bids are digitally received via the City's Portal and opened after the bid submission deadline. Bid openings are open to the public and all bidders are welcome to attend in person.

Contract awards \$100,000 or above require Council approval and after tabulation/analysis is completed, a recommendation will appear on a regularly scheduled City Council Agenda for consideration.

#### Purchases of \$25,000 (or above) and below \$100,000

Most purchases of \$25,000 or above require formal competitive bidding. Bids are digitally received via the City's eBid Portal and opened following the bid submission deadline.

Purchases of \$25,000 (or above) and below \$100,000 may be approved by the City Manager or designee.

#### Purchases of \$5,000 (or above) and below \$25,000

Most purchases of \$5,000 (or above) and below \$25,000 are solicited by informal quotes requested by the City departments. The department designee attempts to request an informal quote from a minimum of three potential vendors directly, when possible. Such quote requests may or may not be advertised on the City's Portal.

#### Purchases below \$5,000

Items that are less than \$5,000 are considered discretionary purchases and can be purchased directly by City staff without competitive bidding and are not usually advertised on the City's Portal.

City of  
SACRAMENTO

## ◆ Local Business 5% Preference ◆

On April 3, 2012, the City Council adopted a Local Business Enterprise program (LBE) to provide enhanced opportunities for local businesses.

On November 19, 2013, the City Council increased the LBE preference from 2% to 5%.

A bid or quotation submitted by a firm that is located within the City limits or within unincorporated Sacramento County will receive a 5% bid evaluation preference. This preference will be used for the purpose of determining the lowest responsible bidder for supplies and non-professional services under \$100,000 and professional services.

The Small Business Enterprise (SBE) and the Emerging Business Enterprise (EBE) preferences have been eliminated.

## ◆ Local Sales Tax 1% Preference ◆

The City currently allows vendors located within the Sacramento City limits a 1% bid evaluation preference on taxable purchases.

## ◆ Invoicing and Payment ◆

Each shipment of goods must be invoiced separately. To receive payment, vendors are required to submit an itemized invoice to the address as instructed in the contract or as stated on the Purchase Order. **All invoices must be numbered and reference the City's purchase order number.** The City is not liable for any goods or services rendered without an authorized City issued purchase order. Please follow best practices and have purchase orders in place before accepting orders.

Invoices must describe in detail the goods or services provided. **Payment is usually made within 30 days after a properly completed invoice is received.** Whenever possible, the City tries to take advantage of prompt-payment discounts. For more information about payments and invoicing, contact the City Department being invoiced.

Suppliers must provide their federal tax ID (or social security number if a sole proprietor), W-9 and 590 forms as well as a City of Sacramento Business Operations Tax ID number before payments can be made. This information can be provided during the bidder registration process via the eBid Portal at:

<https://ebids.cityofsacramento.org>

## ◆ City Contact Numbers ◆

The following are telephone numbers for City Offices that might be useful to vendors wishing to do business with the City:

### Sacramento City 311 (Information)

311 - Within City Limits  
(916) 264-5011 - Outside City Limits

### Business Operations Tax (Revenue Division)

(916) 808-8500

### City Clerk's Office

New City Hall  
915 "I" Street, Fifth Floor Sacramento, CA 95814  
311 or (916) 264-5011

### Community Development

Animal Care  
311 or (916) 264-5011

### Convention Center

(916) 808-8225

### Department of Public Works

Engineering Services, Facilities / Real Property,  
Fleet Management, Parking Services,  
Recycling and Solid Waste, Transportation  
(916) 808-8300

### Department of Utilities

Engineering Services & Water  
(916) 808-1400

### Economic Development

(916) 808-7223

### Human Resources

(916) 808-5731

### Information Technology

(916) 808-5763

### Parks & Recreation

(916) 808-5200

### Police Department

Fiscal Services  
(916) 808-0850

### Procurement Services Division

(916) 808-6240

City of  
SACRAMENTO



*How to Do Business  
with the  
City of Sacramento*

**Procurement Services Division  
915 I Street 2<sup>nd</sup> Floor  
Sacramento, CA 95814-2604**

**(916) 808-6240**

**(916) 808-5747 (FAX)**

**Website:**

<http://www.cityofsacramento.org/Finance/Procurement>

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