



*How to do Business  
with the  
City of Sacramento  
Procurement Services  
Division*

**Procurement Services Division  
915 "I" Street, Second Floor  
Sacramento, CA 95814  
(916) 808-6240  
(916) 808-5747 (FAX)**

Internet: [www.cityofsacramento.org/pss/](http://www.cityofsacramento.org/pss/)

## WELCOME

The City of Sacramento welcomes your interest in providing goods and services to the City. We appreciate your taking the time to read this brochure.

This brochure has been prepared to provide you with general information about the City's procurement functions and policies. We hope these general guidelines will simplify your visits and efforts to do business with the City of Sacramento.

### ◆ Purchasing Responsibilities ◆

The Procurement Services Division is responsible for obtaining supplies and services necessary for the efficient operation of City government. To obtain maximum value and provide reliable services, most City purchases for commodities and nonprofessional services are made through the competitive bidding process, with bids awarded to the lowest responsible bidder. Professional service contract awards are usually made on a best value basis, that is determined during the proposal evaluation process.

### ◆ Vendor Registration Application ◆

Vendors wishing to do business with the City should complete a Vendor Registration Application. This application is one method used to identify potential sources of supplies and services. The application form may be obtained by contacting the Procurement Services Division at (916) 808-6240 or through the internet at: [www.cityofsacramento.org/ESBD/documents/Vendor\\_Reg\\_SBE\\_Application\\_writeable.pdf](http://www.cityofsacramento.org/ESBD/documents/Vendor_Reg_SBE_Application_writeable.pdf)

### ◆ What the City Buys ◆

The Procurement Services Division buys a variety of goods and services. Staff are assigned by commodities or service groups. You may contact the Procurement Services Division at (916) 808-6240 to obtain the name of the Procurement representative responsible for the commodities or service groups you are interested in. Should you wish to meet with Procurement staff, calling in advance to schedule an appointment would be appreciated.

### ◆ Bidding Options/Procedures ◆

The City of Sacramento actively encourages businesses to participate in competitive bidding for City goods and services. It is very important for vendors to carefully complete and sign all forms. Incomplete or unsigned bids may be rejected and will cause delays in processing your application. For informal telephone solicitations, bid deadlines will be given by City staff during the telephone conversation. Bid deadlines are clearly printed on all written request forms. Completed bid forms may be mailed or delivered in person to the address on the printed bid request. Vendors must allow adequate time for delivery. No bid modifications are allowed after the deadline and bids received after the deadline will not be considered. Vendors may call the procurement office listed in the bid information package to verify that their bid has been received before the deadline.

Due to the large numbers of vendors included in our vendors database, it may not be possible to send every Invitation for Bid to every vendor in the database. Therefore, it is important to periodically contact Procurement or check the City's Web site on a regular basis to find out about current contracting opportunities for supplies, equipment, construction and consulting services. Please make it a regular practice to seek business opportunities on our Web site at:

[www.cityofsacramento.org/finance/bids/](http://www.cityofsacramento.org/finance/bids/)

The Procurement Services Division also maintains an e-mail-based Contracting Opportunities Notification Service. Businesses can enroll in this electronic service and receive notification whenever a new contracting opportunity is made available by various City departments. Notifications will be electronically transmitted as expeditiously as practicable, but in such a manner as to not provide "advanced" notification to businesses subscribing to the service, over those businesses that are not subscribers.

Businesses subscribing to the service will receive automatic notification of each new contracting opportunity within the area(s) of interest indicated. It remains the responsibility of the business to decide the relevance of each contracting opportunity and to select those which apply, and to disregard those which do not.

If you would like to receive automatic e-mail notification of new contracting opportunities, you may register by going to Procurement's Web site at:

[www.cityofsacramento.org/pss/Forms/bid\\_notification/](http://www.cityofsacramento.org/pss/Forms/bid_notification/)

The City solicits bids for goods and services in the following ways:

#### *Purchases of for \$100,000 or More*

Most purchases of \$100,000 or more require formal competitive bidding. Formal Invitation for Bids are prepared and advertised by Procurement Services. These bid opportunities are advertised by the City Clerk in The Daily Recorder which is the official newspaper for the City and also on the web at:

[www.cityofsacramento.org/finance/bids/](http://www.cityofsacramento.org/finance/bids/)

Bids are opened and read by the City Clerk on the bid due-date. Bid openings are open to the public. All bidders are welcome to attend. Following bid tabulation and analysis, recommendations for awards that exceed \$100k appear on the City Council Agenda. Awards are normally made during regularly scheduled City Council meetings on Tuesday afternoons.

#### *Purchases between \$25,000 and \$100,000*

Procurement Services and certain designated City staff in the departments will contact vendors in the City's Vendor Database and from other sources, either by telephone or by sending an Invitation for Bid to obtain competitive pricing for supplies or services. Invitations for bids will also be announced on the City of Sacramento's Web site at:

[www.cityofsacramento.org/finance/bids/](http://www.cityofsacramento.org/finance/bids/)

The number of vendors contacted will vary, depending on the dollar amount of the purchase and the time available. If solicited by a written Invitation for Bid, vendors are to respond in writing, using the provided form on or before the deadline indicated. To expedite the process, City employees from operating departments may obtain quotations directly from vendors.

#### *Purchases of Less than \$25,000*

Items not on contract and less than \$25,000 are considered discretionary purchases and can be purchased directly by City staff without competitive bidding and *may not be advertised.*

#### ◆ **EBE/SBE Program** ◆

The City of Sacramento is committed to increasing purchase awards to emerging and small business enterprises. Currently, certified EBE/SBE firms receive a 5% bid evaluation preference for the purpose of determining the lowest responsible bidder for supplies and services. For information concerning this policy and certification, please contact the City's Department of Economic Development at (916) 808-7223 or at:

[www.cityofsacramento.org/esbd](http://www.cityofsacramento.org/esbd)

#### ◆ **Professional Consultant Services** ◆

Professional Consultant Services are usually managed at the department level. For further information, vendors should contact individual City departments and Project Managers directly. Solicitations for professional services are also advertised on the City's Web Site at:

[www.cityofsacramento.org/finance/bids/](http://www.cityofsacramento.org/finance/bids/)

#### ◆ **Local Sales Tax Preference** ◆

The City currently allows vendors located within the Sacramento City limits, a one percent (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 three clearly-printed and itemized invoices to the address provided at time of purchase. *All invoices must be numbered and reference the City's purchase order number*, and 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. All contractors doing business with the city must provide their federal tax ID or social security # if a sole proprietor. For more information about payments and invoicing, contact the City Department being invoiced.

#### ◆ **Important Addresses and Phone #'s** ◆

The following are addresses and phone numbers for City Offices vendors may wish to contact when doing business with the City:

##### **Procurement Division**

(916) 808-6240

##### **City Clerk's Office**

City Hall

915 "I" Street, First Floor

Sacramento, CA 95814

(916) 808-5426

##### **Economic Development**

(Office of Small Business)

(916) 808-7223

##### **Business Licenses (Revenue Division)**

(916) 808-8500

##### **Information Technology**

(916) 808-5763

##### **Department Of Utilities**

(Engineering Services/Water/Solid Waste)

(916) 808-1400

##### **General Services**

(Fleet Services, Facilities Maintenance,

Real Estate, Construction Services)

(916) 808-1888

##### **Department of Transportation**

(Engineering Services,

Transportation, Parking Services)

(916) 808-8300

##### **Police Department**

(Fiscal Services)

(916) 433-0850

##### **Convention Center**

(916) 808-8225