



***Vendor Guide to Doing
Business with the
City of San José***



Thank you for your interest in doing business
with the City of San José.

This document is a quick reference guide for
doing business with the Finance Department's
Purchasing Division.



**Recipient since 2004*

OVERVIEW

The Purchasing Division of the Finance Department is responsible for the procurement of supplies, materials, equipment, information technology, and general services such as:

- **Services:** Janitorial, Maintenance, Landscaping, Information Technology, Printing, Plumbing, Electrical, Painting, etc.
- **Products:** Vehicles, Automotive Parts, Audio/Visual Equipment, Electrical Parts, Office Products, Capital Equipment, Computers, Peripherals, etc.

Procurement of consulting services are handled by the individual department requiring those services.

Procurement of construction and construction-related services are handled by the Department of Public Works.

BID OPPORTUNITIES

The City uses the Biddingo platform to host its electronic procurement system. Most City solicitations are posted on this platform. Similarly, most responses to the City's solicitations are received through this platform. There is no cost for vendors to use Biddingo to access City solicitations or submit responses to such solicitations.

For more information on City bid opportunities, please visit our website at <https://www.sanjoseca.gov/your-government/departments-offices/finance/purchasing>.



VENDOR REGISTRATION

To receive bid notifications and participate in the City's bidding process, vendors must first register on Biddingo at <https://www.biddingo.com/sanjose>. There is no cost to register for City bids.

The information vendors provide in their Biddingo profile determines the commodity types, frequency, and delivery point of the bid notifications they will receive. It is important, therefore, that vendors carefully review their information at the time of registration and periodically thereafter to ensure it is complete, current, and accurate. Vendors may select commodity codes for all products and/or services that they can provide to ensure they receive relevant bid notifications.

For questions regarding the vendor registration process or how to use the Biddingo system, please contact Biddingo's vendor support at (800) 208-1290 or info@biddingo.com.

SOLICITATION TYPES

The City generally uses three types of solicitations:

- **Request for Quote (RFQ):** An informal solicitation process for procurements with values between \$10,000 and \$250,000. Vendors are required to submit bids electronically. The basis for award may be lowest price or best value.
- **Request for Bid (RFB):** A formal solicitation process for procurements with estimated values greater than \$250,000. Vendors are required to submit electronic bids on the Bidding platform. The basis for award is cost, and award is made to the lowest priced responsive and responsible bidder(s).
- **Request for Proposal (RFP):** A formal solicitation process for procurements with estimated values greater than \$250,000. Vendors are required to submit electronic bids on the Bidding system. The basis for award is best value, and award will be made to the vendor that will provide the best overall value to the City. The basis for award is best value, and award is made to the vendor(s) who are determined to provide the best overall value to the City.

Changes, addenda, questions and answers, and award notifications for solicitations are posted on the Bidding platform as applicable. Vendors should be sure to review and understand all solicitation documents and requirements prior to submitting a response.

LOCAL AND SMALL BUSINESS PREFERENCES

[Chapter 4.12](#) of the San José Municipal Code provides a procurement preference for local and small businesses located within the boundaries of Santa Clara County. Note that in certain situations, the preferences may not apply such as when funding sources or grant programs prohibit application of preferences. The applicable preferences as noted below are based on the type of procurement and if the vendor qualifies as a Local Business Enterprise (LBE) or both a Local and Small Business Enterprise (LBE & SBE).

- **Best Value (evaluative):** LBE preference = 5% and LBE and SBE preference = 10%; preferences are applied based on the applicable percent of the total available points. Best Value (evaluative): LBE preference = 5% and LBE and SBE preference = 10%; preferences are applied based on the applicable percent of the total available points.
- **Lowest Price (price determinative):** LBE preference = 2.5% and LBE and SBE preference = 5%; preferences are applied as a credit to the dollar value of the bid or quote. Lowest Price (price determinative): LBE preference = 2.5% and LBE and SBE preference = 5%; preferences are applied as a credit to the dollar value of the bid or quote.

To receive the LBE preference, vendors must have both of the following as of the solicitation due date:

- **A valid San José Business Tax Certificate Number**
- **A legitimate business presence in Santa Clara County with at least one full time employee**

To qualify for the LBE and SBE preference, vendors must first qualify as a LBE and have no more than a total of 35 employees (regardless of where they are located). The City reserves the right to request additional documentation and supporting information to confirm that the preference should be applied.

BUSINESS TAX

Vendors conducting business with the City must obtain a business tax certificate, whether or not they have offices located in the City of San José. For more information, please visit our internet website at <https://www.sanjoseca.gov/your-government/departments-offices/finance/business-tax-registration>.

CALIFORNIA SECRETARY OF STATE REGISTRATION

Vendors intending to or actually conducting business with the City must comply with relevant registration requirements with the Office of the California Secretary of State or provide sufficient evidence to sustain a claim of exemption from such registration requirement. For more information, visit the California Secretary of State website at <https://bizfileonline.sos.ca.gov/>.

INSURANCE REQUIREMENTS

Prior to commencing any work for the City (providing commodities or services), vendors will be required to submit acceptable proof of insurance demonstrating **at least** the following **minimum coverages**:

- **Commercial General Liability:**
 - ◇ \$1,000,000 per occurrence
 - ◇ \$2,000,000 annual aggregate

- **Automobile Liability:**
 - ◇ \$1,000,000 combined single limit per accident

- **Worker's Compensation and Employer Liability (for vendors with employees):**
 - ◇ Workers' Compensation as required by Statute and the Labor Code of the State of California
 - ◇ Employers' Liability: \$1,000,000 each accident

Additional requirements (either increased limits or other insurance product lines) may apply depending on the scope of work to be provided.

WAGE REQUIREMENTS

City solicitations will include information and instructions on how to comply with applicable wage requirements.

- **Prevailing Wage:** Vendors who provide the City with services that (i) are valued at greater than \$1,000 and (ii) require the use of certain types of labor such as electricians, plumbers, etc. are subject to the prevailing wage requirements of the State of California.
- **Living Wage:** Vendors who provide the City with *services* that (i) are valued at greater than \$20,000 and (ii) require the use of certain types of labor such as food service, custodians, security guards, etc. are subject to the living wages requirements of the City.
- **Wage Theft Policy:** Vendors doing business with the City must comply with the City's Wage Theft Policy which is available at: <https://www.sanjoseca.gov/home/showpublisheddocument/96686/638176810489930000>. Compliance with this Policy will be verified by the City during the procurement process.

The City's Office of Equality Assurance monitors all living and prevailing wage contracts. Please refer to the City's Office of Equality Assurance website at: <https://www.sanjoseca.gov/your-government/departments-offices/public-works/labor-compliance> for more information regarding the City's wage requirements.

PROCESS INTEGRITY

The City maintains the highest ethical standards in its purchasing practices to ensure that the vendor selection process is transparent and competitive and that all participants are treated fairly.

Please refer to Section 7 of the City's Procurement Process Integrity Guidelines at:

<https://www.sanjoseca.gov/home/showdocument?id=19565>

which establishes the framework for all City/vendor interactions.

ENVIRONMENTALLY PREFERABLE PROCUREMENT

The City has adopted an "Environmentally Preferable Procurement" (EPP) policy. The goal is to encourage the procurement of products and services that minimize environmental impacts resulting from the use and disposal of these products.

For more information, please refer to the City's Environmentally Preferable Procurement Policy at:

<https://www.sanjoseca.gov/home/showpublisheddocument/93172/638070472572000000>.

CONTACT INFORMATION

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Labor and Wage Requirements: oea@sanjoseca.gov
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