



Doing Business with the City of San José

Vendor Guide



Thank you for your interest in doing business with the City of San José. The Finance Department, Purchasing Division is responsible for awarding contracts for supplies, materials, equipment, information technology, and services.



This pamphlet is a quick reference guide for doing business with the City of San José.

Commodities:

The Purchasing Division is responsible for the procurement of supplies, equipment, and services, such as:

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

Bid Opportunities

Bid opportunities are posted on BidSync, which is the City's internet-based bid notification system. All current bids and closed bids are posted and archived on this system.

While BidSync offers optional fee-based services that are offered to registered vendors, there is no cost to use the system to participate in the bidding process for City of San José bids.

To view current and past bids, please go to www.bidsync.com.

Vendor Registration

In order to receive bid notifications and participate in the bidding process, vendors must register on BidSync at www.bidsync.com. There is no cost to register and use the system.

When registering, please make sure that your profile is accurate, complete, and kept up to date. Vendors are automatically notified by e-mail when a new bid is published by matching commodity code(s) selected by the City for the product or service being purchased with the commodity code(s) selected by the vendor when the vendor profile is created.

When registering, please be sure to select all of the commodity codes for the products and/or services that your company provides to help ensure that you are notified of a bid that may be of interest to you.

For questions regarding the vendor registration process or how to use the BidSync system, please contact BidSync vendor support at (800) 990-9339 (toll-free).

Solicitations

Solicitations for goods and services are posted on BidSync. There are three types of solicitations:

- Request for Quote (RFQ) is an informal solicitation valued at \$120,000 or below. Vendors are required to submit electronic bids on the system and the basis for award is typically to the lowest bidder.
- Request for Bid (RFB) is a formal bid with an estimated contract value greater than \$120,000. Vendors are required to submit electronic bids on the BidSync system and the basis for award is typically to the lowest bidder.
- Request for Proposal (RFP) may be for services or a combination of product and services. Typically, the basis of award is best value using a variety of factors, including but not limited to the experience of the firm, technical proposal, and cost.

Changes, addenda, questions and answers, and award notifications for all solicitation types are posted on BidSync.

Be sure that you review and understand all of the solicitation documents and bid requirements prior to submitting your bid.

Local and Small Business Preference

The City has a Local and Small Business Preference. Vendors can earn the preference as follows:

- Local Business Enterprise (LBE):
 - ◇ Vendor must have an office within Santa Clara County with at least one employee.
 - ◇ Vendor must have a current San José Business Tax Certificate.
 - ◇ If the basis of award is low bid, then the preference is 2.5% that is deducted from the total bid price.
 - ◇ If the basis of the award is best value, then the preference is 5% of additional points added to the vendor's overall score.
- Small Business Enterprise (SBE):
 - ◇ Must meet the qualifications of a LBE as noted above.
 - ◇ Must have 35 or fewer total employees (all locations).
 - ◇ If the basis of award is low bid, then the preference is 2.5% that is deducted from the total bid price.
 - ◇ If the basis of the award is best value, then the preference is 5% of additional points that is added to the vendor's overall score.

Example: A non-local vendor submits a quote of \$200 per item and a LBE submits a quote of \$204 per item. The LBE receives a 2.5% preference (credit) on the quote, which equals approximately \$5; thus, the LBE is awarded the contract because the quote is scored as if it had been submitted as \$199.

Business Tax

All vendors conducting business in San José must obtain a business tax certificate, whether or not they have offices located in San José.

For more information, please refer to the internet link below on the City's internet site.

<http://www.sanjoseca.gov/index.aspx?nid=1154>

Insurance Requirements

Vendors performing services for the City will be required to submit proof of insurance demonstrating that they have the following minimum coverage:

- 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
 - ◊ \$1,000,000 combined single limit per accident

Additional requirements may apply depending on the scope of work to be provided.

Prevailing Wage and Living Wage Requirements

Contracts greater than \$1,000 that require the use of skilled labor (typically the trades, such as electricians, plumbers, etc.) require that vendors pay a prevailing wage.

Service contracts greater than \$20,000 that require the use of unskilled labor (typical examples are food service workers, custodians, security guards, etc.) require that vendors pay a living wage.

All of the City's solicitations will include information and instructions if the payment of a prevailing or living wage is required.

The City of San José registers all contracts with a prevailing wage requirement with the California Department of Industrial Relations.

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 the following address for more information regarding the City's wage requirements.

<http://www.sanjoseca.gov/index.aspx?NID=351>

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 equally. Please refer to Section 7 of the City's Procurement Process Integrity Guidelines (see link below) which establishes the framework for all City/Vendor interactions.

<http://www.sanjoseca.gov/DocumentCenter/View/53935>.


Environmentally Preferable Procurement

The City has adopted an "Environmentally Preferable Procurement" (EPP) program. The goal is to encourage the procurement of products and services that minimize environmental impact resulting from the use and disposal of these products. For more information, please refer to the Environmentally Preferable Procurement Policy at:

<http://www.sanjoseca.gov/DocumentCenter/View/3862>

Useful Links and Contact Information

- City of San José Internet Site
www.sanjoseca.gov
- City of San José Bids
<http://www.sanjoseca.gov/index.aspx?NID=764>
- Purchasing Frequently Asked Questions (FAQs)
<http://www.sanjoseca.gov/FAQ.aspx?FID=951&NID=763>
- City of San José Office of Equality Assurance
<http://www.sanjoseca.gov/index.aspx?NID=351>
- California Department of Industrial Relations (Prevailing Wage)
www.dir.ca.gov



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Contact Information and Resources

Purchasing (main line)	(408) 535-7050
Business Tax	(408) 535-7055
Insurance Questions	(408) 535-7060
Labor and Wage Requirements:	(408) 535-8430

Finance Department – Purchasing

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