



*Doing Business with the
City of San José*

VENDOR GUIDE



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

This pamphlet is a quick reference guide for
doing business with the Finance Department's
PURCHASING DIVISION.



COMMODITIES

The Purchasing Division of the Finance Department is responsible for the procurement of supplies, materials, equipment, information technology, and non-consulting 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 **Biddingo**, the City's internet-based bid notification system. All City bids are posted on this system.

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

For more information on City of San Jose bid opportunities, please go to <https://www.sanjoseca.gov/your-government/departments/finance/purchasing/bid-opportunities>.



VENDOR REGISTRATION

In order to receive bid notifications and participate in the bidding process, all vendors must first register on Biddingo at <https://www.biddingo.com/sanjose>. ***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. Please select commodity codes for all products and/or services that your company provides to help ensure 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 Biddingo system, please contact Biddingo vendor support at (800) 208-1290 or info@biddingo.com.

SOLICITATION TYPES

The City generally uses three types of solicitations:

- ***Request for Quote (RFQ)*** is an informal solicitation valued at \$130,000 or below per year. Vendors are required to submit electronic bids on the system, and the basis for award may be based on lowest price or best value.
- ***Request for Bid (RFB)*** is a formal bid with an estimated value greater than \$130,000 per year. Vendors are required to submit electronic bids on the system, and the basis for award is to the lowest bidder.
- ***Request for Proposal (RFP)*** may be for services or a combination of product and services. The basis for 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 Biddingo.

Be sure to review and understand all solicitation documents and bid requirements prior to submitting your bid response.

LOCAL AND SMALL BUSINESS PREFERENCE

Chapter 4.12 of the San José Municipal Code provides a preference for Local and Small Business Enterprises in the procurement of goods and services except when funding or grant programs prohibit the application of preferences.

Preferences are determined based on the type of procurement, and if the vendor qualifies as a Local Business Enterprise (LBE) or a Local and Small Business Enterprise (LBE/SBE).

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

To receive the LBE preference, you must have both of the following:

- ***A valid San José Business Tax Certificate Number:***
- ***A legitimate business presence in Santa Clara County with at least one full time employee:*** The City has interpreted a legitimate business presence to require:
 - ◇ the local address for which the preference is being requested is of a commercial nature and the primary purpose of the location is to serve as a principal, regional, branch, or satellite business office; or

LOCAL AND SMALL BUSINESS PREFERENCE (CONT.)

- ◇ in the case of a business located in a residential dwelling, the business must either be a valid home occupation as an incidental use of the business owner's primary dwelling, or the residential dwelling is exclusively used for a commercial nature and the primary purpose of the location is to serve as a principal, regional, branch or satellite business office.
- ◇ The City reserves the right to request additional documentation and supporting information to confirm that the preference should be applied, including, but not limited to, lease agreements, proof of payments, employee information, signage, website, and location.

You must first qualify as an LBE to qualify for the SBE Preference. If you receive the LBE preference and the total number of employees for your firm (regardless of where they are located) is 35 or fewer, you also qualify to receive the SBE preference.

BUSINESS TAX

All vendors conducting business with 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:

<https://www.sanjoseca.gov/business/register-for-a-business-tax-certificate-2>

INSURANCE REQUIREMENTS

Vendors performing services for the City will be required to submit proof of insurance demonstrating 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***
 - ◇ Workers' Compensation as required by Statute and the Labor Code of the State of California
 - ◇ Employers' Liability: \$1,000,000 each 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 (typical examples are 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 City of San José 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](#) for more information regarding the City's wage requirements.

<https://www.sanjoseca.gov/your-government/department-directory/public-works/labor-compliance/labor-compliance>

PROCESS INTEGRITY

The City of San José 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](#) which establishes the framework for all City/Vendor interactions.

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

ENVIRONMENTALLY PREFERABLE PROCUREMENT

The City of San José has adopted an ***“Environmentally Preferable Procurement” (EPP) policy***. 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](#).

<https://www.sanjoseca.gov/home/showdocument?id=1268>

USEFUL LINKS AND CONTACT INFORMATION

City of San José Internet Site

<https://www.sanjoseca.gov>

City of San José Bids

<http://www.biddingo.com/sanjose>

Purchasing Frequently Asked Questions (FAQs)

<https://www.sanjoseca.gov/residents/advanced-components/list-detail-pages/faq-list/-selcat-96>

City of San José Office of Equality Assurance

<https://www.sanjoseca.gov/your-government/department-directory/public-works/labor-compliance/labor-compliance>

CA Department of Industrial Relations (Prevailing Wage)

www.dir.ca.gov

Notes

Notes



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

Contact Information and Resources

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

Finance Department – Purchasing

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