

More FAQs...

Q: What is Local Preference?

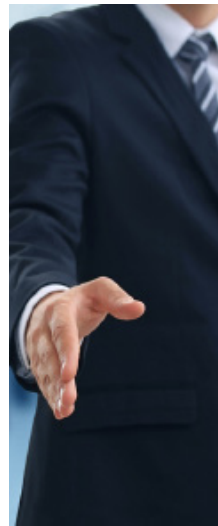
A: The County of Riverside has adopted a local preference program for those bidders located within the County of Riverside. A five percent (5%) price preference may be applied to the total price during the evaluation of the responses.

Q: How do I qualify for the local preference?

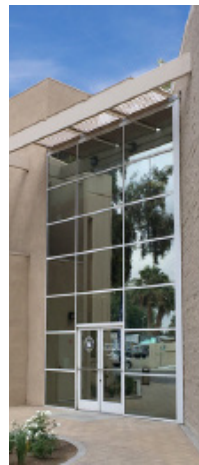
A: To qualify as a local business, the business must have fixed offices within the geographical boundaries of Riverside County and must credit all sales taxes paid resulting from the RFQ/P to that Riverside County location. A vendor must include a copy of their Business Tax Certificate that supports the local preference with each quotation/proposal response.

SPECIAL NOTE:

The Purchasing Office has established a code of ethics governing the performance of all persons exercising delegated purchasing authority by the Purchasing Agent in transacting Riverside County business and to prevent potential conflicts of interest. As public servants we must adhere to the County policy and not accept gifts or entertainment. Suppliers are requested to cooperate in this regard by not making any such offers to employees. Thank you for your cooperation.



Vendor's Guide to Doing Business with the County of Riverside 2017



County of Riverside Purchasing and Fleet Services

2980 Washington Street
Riverside, CA 92504
Voice: (951) 955-4937
Fax: (951) 955-3730



Business Hours:
M-F 8:00 am to 5:00 pm

Web Page:
www.purchasing.co.riverside.ca.us

Purpose

Thank you for your interest in the County of Riverside. The County of Riverside Purchasing Department is constantly looking for suppliers of the varied goods and services it procures. **What do we purchase? Almost everything!** The business of County government consumes large amounts of goods and services. In the last twelve months, Riverside County Purchasing expended over **\$800,000,000 through the issuance of over 80,000 purchase orders.**

The purpose of this guide is to introduce representatives who sell products and/or services to the County's procurement system. The content of this pamphlet is intended to serve as a very general guide. However, if your question is not covered in this pamphlet, do not hesitate to call the Purchasing Office.

Purchasing Policies

The Board of Supervisors delegated authority to purchase/contract to the Purchasing Agent, via County Ordinance 459 (current revision). Authority to purchase/contract is with few exceptions, the exclusive right of the Board of Supervisors and the Purchasing Agent. In short, all contracts (purchase orders) to procure goods or services must be approved by the Purchasing Agent or Board of Supervisors.

How to get started

The first step is to register your company in the County vendor database utilizing the Vendor Self-Registration. This form will tell us about your company and enable us to place you in our commodity database based on the goods and services you provide. Go to <http://www.purchasing.co.riverside.ca.us> and press the Vendor Self-Registration link. When needs arise, the County utilizes this database in conjunction with a third party online software called Public Purchase at www.publicpurchase.com to request quotes and bids. Because of the number of active vendors in our database, we cannot guarantee you will receive notice of every opportunity to sell to the County. Therefore, we encourage you to visit our Bidding Opportunities page on a regular basis for a listing of current bid solicitations and visit our facilities and staff.



GENERAL PROCUREMENT POLICIES

Payment Terms

For calculating due dates for payment terms, the County will use either the date an acceptable invoice is received by the County or the date the goods/services are received and accepted, whichever is later.

Sale/Use Tax

The County shall pay only the California Sales and Use Tax when applicable and listed separately on the invoice.

Recycled Material

Wherever possible, the County of Riverside is looking for items made from, or containing in part, recycled material. Bidders are encouraged to bid items containing recycled material as an alternative for the items specified; however, the County reserves the right to reject those alternatives as non-responsive.

COUNTY OF RIVERSIDE, PURCHASING

DIRECTOR	
TERESA SUMMERS, MA, CPPO.....	(951) 955-4936
ASSISTANT DIRECTOR	
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Department Audits	
Vendor Protests, Vendor Outreach	
Cable Franchise/Right of Way Agreements	
Public Records Requests	
Special Procurements	
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SR. PROCUREMENT CONTRACT SPECIALIST	
WALTER MACK.....	(951) 955-9290
Professional Service Agreements	WMack@rivco.org
Auditing and Financial Services	
Fuels & Lubricants (oils, diesel, gasoline, etc.)	
Forestry, Ranching, Farming Services, Travel, Furniture	
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All County Projects	IMark@rivco.org
PROCUREMENT CONTRACT SPECIALIST	
MELISSA ETTER.....	(951) 955-9750
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IRENE MAESE.....	(951) 955-4939
Appliances/Equipment Household	IMaese@rivco.org
Automotive Parts and Repair	
Cafeteria, Kitchen Equipment	
Clothing, Uniforms, Textiles, and Boots	
Decals, Stamps, Draperies, Equipment Maintenance	
First Aid and Safety Equipment	
Floor, Window & Wall Coverings (carpet)	
Industrial Hardware, Hand Tools, Cable, Building Supplies	
Laundry Equipment and Supplies	
Paint, Paint Equipment	
Promotional Items, Recreation Equipment	
Security Alarms, Traffic Control Supplies, Office Supplies,	
Food and Dairy Products	
BUYER II	
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DEPARTMENT LIAISONS

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SEAN REED.....	(951) 238-3622
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BEHAVIORAL HEALTH	
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	MHurst@rivco.org
TRISHA HERNANDEZ.....	(951) 358-6127
	TriHernandez@rivco.org
RIVERSIDE UNIVERSITY HEALTH SYSTEM	
MEDICAL CENTER	
PROCUREMENT CONTRACT SPECIALISTS	
SHAWANA JENNINGS.....	(951) 486-5438
	S.Jennings@ruhealth.org
TERRI SANCHEZ.....	(951) 486-5505
	T.Sanchez@ruhealth.org
RIVERSIDE UNIVERSITY HEALTH SYSTEM	
PUBLIC HEALTH	
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RICHARD STRICKLAND, CPPB.....	(951) 358-6561
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SHERIFF	
PROCUREMENT CONTRACT SPECIALIST	
CEDRIC CASON.....	(951) 955-4948
	CCason@rivco.org
TRANSPORTATION LAND MANAGEMENT AGENCY	
PROCUREMENT CONTRACT SPECIALIST	
HENRY ROBLES.....	(951) 955-4934
	HenryRobles@rivco.org

Frequently Asked Questions

Q: How does the County Request Bids?

A: Except for emergency or urgent needs, Purchasing sends out written requests for quotations/ proposals. **For quotations or proposals exceeding \$50,000**, Purchasing or Department Buyers send out formal RFQs or RFPs and post them on its web-page: <http://www.purchasing.co.riverside.ca.us> This web page provides a link to our third party on-line bidding system at www.publicpurchase.com where vendors can respond electronically to solicitations.

Q: What is the difference between an RFQ and an RFP?

A: An **RFQ** (Request for Quotation) is a competitive solicitation that is used whenever the County can specify with certainty the performance, functional or technical characteristics or the item or service needed. This quotation is opened publicly and award is generally to the lowest cost supplier meeting the minimum specifications as specified in the solicitation document and has the ability to fulfill the requirement.

An **RFP** (Request for Proposal) is a competitive solicitation that is used whenever the County cannot specify with certainty the item or service needed and the supplier is asked to propose a solution to a particular situation. These proposals are not opened publicly and bidders may be called to clarify their responses and allow for further negotiations of the prices, terms, and conditions of their offer. These are generally awarded to the vendor that best meets all the requirements listed in the RFP evaluation criteria.