



Doing Business with Riverside County



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Discussion Topics

- **Learn About Public Purchase & Vendor Registration**
- **Navigating the Purchasing Website**
- **Overview of Terminology, Rules, & Regulations**
- **How to Find Bid Opportunities**
- **County Preference Programs**
- **RivcoPRO**



Doing Business with Riverside County

About the County

- **2.5 Million Residents**
- **Fourth most populous County in California**
- **Tenth most populous County in the U.S.**
- **Over 7,300 square miles**
- **Over 20,000 Employees**
- **50 Departments, Agencies & Special Districts**
- **Issued over \$1B in Purchase Orders**



Purchasing Authority

Government Code

GC 31000 – provides Board of Supervisors authority to contract

GC 25500 – provides Board to delegate authority to Purchasing Agent and sets limits

Local Ordinance 459 establishes procurement rules and regulations



What Does the County Buy?

Professional services:

Architectural

Consulting

Information technology

Interpreters

Security Guards

Environmental Services

Adult Services

Children Services

Goods:

Vehicles

Vehicle Parts/Supplies

Food and Dairy

Security

Medical Supplies

Furniture

Janitorial Supplies

Computers



What are the Procurement Methods?

- **Informal Bidding – Up to \$50,000**
- **Formal Bidding Process – Over \$50,000**
- **Piggybacking on other competitively bid government contracts**
- **Cooperative Purchasing**

DGS - State Department of General Services

OMNIA Partners

NASPO – National Association of State Procurement Officials

NIPA- National Intergovernmental Purchase Alliance



Purchasing Staff

39 Procurement Contract Specialists (PCSs)

**5 Supervising Procurement Contract
Specialists (Sup PCSs)**

43 Departmental Buyers

149 Low Value Purchase Authority Buyers



How Do I Get Started?

Register with the County – dual registration during transition to new eProcurement System

Public Purchase:

<https://www.publicpurchase.com/gems/register/vendor/register>



How Do I Get Started?

Step 1 – PLAN (Select Register for Free)

Register for Free

The Public Purchase Bid Board posts business opportunities from over 1910 Government Institutions and has millions of dollars in government bids each year. You can register directly with any of these agencies. All Business opportunities are available online and available for download. Many bids allow you to respond electronically saving your company precious time and money. Accessing the Bid Board and responding to bids is absolutely FREE.


- Sell to over 1910 Government agencies
- Respond to documents electronically such as W-9's
- Cut your costs in responding Electronically
- Free Registration


[\[More Info\]](#)

[Free Registration](#)

Step 4 Regions - "California" and "County of Riverside"

START BROWSING NOW







Helpful Hints On Registering

- **Provide a main contact to receive all bid notifications - keep info current**

You can have multiple contacts however make sure the main contract name is current as all email notifications for bids will go to the one email.



Helpful Hints On Registering

- **Select all NIGP codes for commodities or services you can provide**

(National Institute of Governmental Purchasing)

- **Bid notifications are tied to the NIGP codes you have selected. Select all that may apply.**



How Do I Get Started?

You will see Riverside County Open Solicitations after Registering

Title	Start Date	End Date	Time Left	Addendums
RFQ #SHARC-486 - Auto Body Collision Repair and Paint Services	Apr 11, 2023	Apr 25, 2023 1:30:00 PM PDT	22 hours 3 min	No Addendums
RFQ #SHARC-487 - Auto Maintenance and Repair Service	Apr 11, 2023	Apr 25, 2023 1:30:00 PM PDT	22 hours 3 min	No Addendums
RFQ #HSARC-328 - ENDING THE HIV EPIDEMIC SERVICES	Apr 3, 2023	Apr 26, 2023 1:30:00 PM PDT	1 day 22 hours	Apr 20, 2023 Apr 20, 2023
RFQ #FMARC-305 - Pest Control Management & Extermination Services	Apr 6, 2023	Apr 27, 2023 1:30:00 PM PDT	2 days 22 hours	No Addendums
RFP #SHARC-482 - RIVERSIDE COUNTY SHERIFF CAPITAL IMPROVEMENT PROGRAM ANALYTICAL SOFTWARE SOLUTION	Apr 4, 2023	Apr 27, 2023 1:30:00 PM PDT	2 days 22 hours	No Addendums
RFI #OAARC-0022 - SENIOR NUTRITION PRODUCTS & SERVICES	Mar 27, 2023	Apr 27, 2023 1:30:00 PM PDT	2 days 22 hours	No Addendums
RFP #SHARC-478 - ARCHITECTURAL, ENGINEERING and DESIGN SERVICES FOR LARRY D. SMITH CORRECTIONAL FACILITY KITCHEN MODERNIZATION PROJECT	Mar 9, 2023	Apr 27, 2023 1:30:00 PM PDT	2 days 22 hours	Mar 9, 2023 Apr 17, 2023
RFQ #ITARC-RFQ-0000000500 - Cisco Backbone Switches One-Time Purchase	Apr 20, 2023	Apr 28, 2023 1:30:00 PM PDT	3 days 22 hours	No Addendums
RFQ #1700 - Countywide Armed and Unarmed Security Guard Services	Apr 4, 2023	Apr 28, 2023 1:30:00 PM PDT	3 days 22 hours	Apr 17, 2023
RFQ #TLARC-2023-RFQ-733 - 3/8" SC800 Cold Mix Asphalt	Apr 4, 2023	May 1, 2023 1:30:00 PM PDT	6 days 22 hours	No Addendums
RFQ #TLARC-2023-RFQ-732 - ROAD PAVING 5/16" SEAL COAT CHIP ROCK	Apr 4, 2023	May 1, 2023 1:30:00 PM PDT	6 days 22 hours	No Addendums
RFQ #TLARC-2023-RFQ-731 - PROVIDE AND APPLY MAGNESIUM CHLORIDE (MgCl ₂) AND CALCIUM CHLORIDE (CaCl ₂)	Apr 4, 2023	May 1, 2023 1:30:00 PM PDT	6 days 22 hours	No Addendums
RFQ #MCARC-348 - HEALTH MOBILE UNIT	Apr 4, 2023	May 1, 2023 1:30:00 PM PDT	6 days 22 hours	No Addendums
RFQ #PUARC-1699 - Fuel, Oil, Air and Miscellaneous Automotive Filters	Apr 12, 2023	May 3, 2023 1:30:00 PM PDT	8 days 22 hours	No Addendums
RFQ #MCARC-351 - BIO-HAZARD WASTE REMOVAL AND DISPOSAL RIVERSIDE UNIVERSITY HEALTH SYSTEM	Mar 31, 2023	May 4, 2023 1:30:00 PM PDT	9 days 22 hours	Apr 20, 2023
RFP #RFP-SHARC 480 - ARCHITECTURAL, ENGINEERING and DESIGN SERVICES for the PALM DESERT SHERIFF STATION EXPANSION PROJECT	Mar 16, 2023	May 4, 2023 1:30:00 PM PDT	9 days 22 hours	Mar 20, 2023 Apr 18, 2023 Apr 24, 2023
RFP #HRARC-093 - Investment Consulting Services	Apr 7, 2023	May 5, 2023 1:30:00 PM PDT	10 days 22 hours	Apr 7, 2023 Apr 7, 2023
RFQ #TLARC-2023-736 - BATTERY BACK-UP SYSTEMS	Apr 11, 2023	May 8, 2023 1:30:00 PM PDT	13 days 22 hours	No Addendums
-----	Apr 11, 2023	May 8, 2023 1:30:00 PM PDT	13 days 22 hours	No Addendums



Helpful Hints On Registering

- **Vendors that have registered will receive notification of released bids based on the NI GP codes provided in their registration.**
- **We recommend you also check the Purchasing website for the posting of all bids.**



Procurement Preference Programs (P3)

The County's Preference Program B-34 can be located at <https://rivcocob.org/sites/g/files/aldnop311/files/migrated/wp-content/uploads-2019-06-POLICY-B34.Revised.05-21-19>



Procurement Preference Programs (P3)

- 1. Service-Disabled Veteran-Owned Business (SDVOB) (5% preference)**
- 2. Veteran-Owned Business (VOB) (5% preference)**
- 3. National Guard and Reserve Veteran-Owned Business (5% preference)**
- 4. Active members of the U.S. Armed Forces, National Guard or Federal Reservist-Owned Business (5% preference)**



Procurement Preference Programs (P3)

5. Veteran-Qualified Business (VQB) (5% preference)

6. Small Business (5% match)

7. Local Business (5% match)

Note: local preference programs may be restricted from State and Federally funded purchases only one preference will be applied.



County Requirements

- **Required insurance and/or bonding listed in the solicitation**
- **Valid licensing or certification if applicable**
- **In compliance with any and all local, state and federal laws and regulations.**



County Requirements

- **Maintaining Current Registration with the California Secretary of State**
- [Business Entities :: California Secretary of State](#)
 - **Riverside County Staff will utilize the Business Search link to confirm a status of good standing [Search | California Secretary of State](#)**
- **When Applicable for Solicitations involving Charities and Fundraisers – Riverside County staff will utilize the Registry Search Tool to verify registration in good standing <https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>**



County Requirements

- **Vendors may purchase required insurance and/or bonding listed in the solicitation through the County's Risk and Insurance Program.**
- **Riverside County Risk Management can assist with providing you a mechanism to secure General Liability and Professional Liability Coverage**
 - RiskManagement@Rivco.org
 - (951) 955-3540



Helpful Hints Bids & Proposals

- **Attend pre-bid meetings**
- **Be clear and concise in your bid response**
- **Address/include all requested information**
- **Know the evaluation/bid process as described in the bid**
- **Submit bids on time**

Ask Questions

- **De-briefing**



Helpful Hints

Know your customer

- **Customer Needs**
- **Customer Expectations**
- **Keep In Communication**
- **Inform us of other contracts in place with municipalities and cooperative groups**

Purchasing & Fleet Services

**Monday through Friday
8:00 a.m. to 5:00 p.m.**

<http://www.purchasing.co.riverside.ca.us/>

ACOVendorProcessing@RIVCO.ORG

**3450 Fourteenth Street Ste. 420
Riverside, CA 92501
951-955-4937**

