



Vendor Handbook

October 2015



County of Riverside Purchasing and Fleet Services

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Business Hours:

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

Web Page:

www.purchasing.co.riverside.ca.us



**Purchasing
& Fleet Services**

Vendor Handbook 2015

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Overview

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 handbook is intended to serve as a very general guide. However, if your question is not covered in this handbook, do not hesitate to call the Purchasing Office.

Management Team:

Lisa Brandl, Director

Teresa Summers, Assistant Director

Lisa Boerner, Purchasing Manager



Message from the Director



Thank you for reading our Vendor Handbook and for your interest in the County of Riverside. The Purchasing Department's goal is to obtain the maximum value of public funds applying integrity, professionalism, reliability and responsiveness in a fair and ethical process. As vendors, you contribute to the economy and vitality of the County of Riverside, and we want you to have the opportunity to provide your goods and services to our County customers. The team at the Purchasing Department is here to assist and answer any questions you may have. Our vendor handbook is one of the Department's tools used to instill increased public confidence, ensure fair and equitable treatment of all and provide safeguards for quality and integrity in the County's procurement process.

Sincerely,

A handwritten signature in black ink that reads "Lisa Brandl". The script is fluid and cursive.

Lisa Brandl

Director, Purchasing and Fleet Services



Mission Statement

The Purchasing Department's primary function is to provide materials and services to other County Departments and agencies within the County of Riverside.

Our mission is:

To become the Provider of Choice where employees are committed to serving their customers with integrity, professionalism, reliability and responsiveness. Recognizing that Purchasing continually strives for excellence in performance to develop a reputation for outstanding service, which motivates our customers to rely upon us for cost effective procurement of the latest products, and services that meet their requirements.

The values we will adhere to at all costs in accomplishing our mission are:

PEOPLE - People are our greatest asset. From people we derive our collective intelligence and vitality. They will be empowered and respected.

MATERIALS AND SERVICES - Materials and services are the end result of our efforts and as our customers view our results so we are judged.

COST EFFECTIVENESS - As prudent managers of public funds we will make every endeavor to insure that decisions we make will be judged reasonable and proper by our customers and taxpayers.

The guiding principles under Continuous Improvement shall be quality improvement, cycle time reduction, cost effectiveness, employee empowerment and integrity as set forth in the Institute of Supply Management and County Code of Ethics.



PURCHASING COMMODITY TEAMS

DIRECTOR	
LISA BRANDL	(951) 955-4936
ASSISTANT DIRECTOR	
TERESA SUMMERS	(951) 955-4928
PURCHASING MANAGER	
LISA BOERNER	(951) 955-4931
COMPLIANCE CONTRACT OFFICER	
VIRGINIA WILSON, MBA, C.P.M., CPPO	(951) 955-9580
CONTRACT COMPLIANCE	VWilson@co.riverside.ca.us
Department Audits	
Vendor Protests, Vendor Outreach	
Cable Franchise/Right of Way Agreements	
Public Records Requests	
Special Procurements	
BUSINESS PROCESS ANALYST II	
DIRK BUESING	(951) 955-4950
Vendor Registration	DBuesing@co.riverside.ca.us
Procurement Card Administration	
SR. PROCUREMENT CONTRACT SPECIALIST	
WALTER MACK	(951) 955-9290
Professional Service Agreements	WMack@co.riverside.ca.us
(Architectural, engineering, environmental health related services) Auditing and Financial Services	
Fuels & Lubricants (oils, diesel, gasoline, etc.)	
Forestry, Ranching, Farming Services, Travel, Furniture	
SR. PROCUREMENT CONTRACT SPECIALIST	
MARK WHITSELL	(951) 955-9675
Special Projects	MWhitesell@co.riverside.ca.us
Professional Services Agreements	
SR. PROCUREMENT CONTRACT SPECIALIST	
SCOTT HADDON	(951) 358-3957
	SHaddon@co.riverside.ca.us
PROCUREMENT CONTRACT SPECIALIST	
VACANT	(951) 955-4934
All TLMA Projects	
PROCUREMENT CONTRACT SPECIALISTS	
RICK HAI	(951) 955-3618
&	RHai@co.riverside.ca.us
MELISSA ETTER	(951) 955-7731
All Riverside County Information	MEtter@co.riverside.ca.us
Technology Projects & Commodities	
Radio, Communications and Telephone Equipment	
Document Destruction and Recycle	
PROCUREMENT CONTRACT SPECIALIST	
JAMES HEWETT	(951) 955-9750
All County Projects	JHewett@co.riverside.ca.us
PROCUREMENT CONTRACT SPECIALISTS	
JOHN MILLER	(951) 238-3602
&	JMiller@fire.ca.gov
SEAN REED	(951) 238-3622
All Fire Dept. Projects and Commodities	SJReed@co.riverside.ca.us
Fire Trucks (Including Fire Public Works)	
PROCUREMENT CONTRACT SPECIALIST	
PATTI GUERRERO	(951) 955-4821
All Probation Projects	PGuerrero@co.riverside.ca.us
PROCUREMENT CONTRACT SPECIALIST	
RAY HSIEH	(951) 955-4939
All Waste Management Projects	RHsieh@co.riverside.ca.us



PURCHASING COMMODITY TEAMS (con't).

PROCUREMENT CONTRACT SPECIALISTS

MELANIE HURST (951) 358-4541

& MSHurst@co.riverside.ca.us

DENEEN FLEMMING, CPCM (951) 358-6127

All Mental Health Projects DFlemming@co.riverside.ca.us

PROCUREMENT CONTRACT SPECIALIST

RICHARD STRICKLAND, CPPB (951) 358-6561

All Community Health Projects RStrickland@co.riverside.ca.us

PROCUREMENT CONTRACT SPECIALIST

SANDY HECKER (951) 358-5838

All Dept. of Public Social Services SHecker@co.riverside.ca.us

Projects & Commodities

PROCUREMENT CONTRACT SPECIALIST

JOE ANGELONE (951) 955-7989

All EDA and Facilities Management JAngelone@co.riverside.ca.us

Projects & Commodities

Public Works (construction projects)

Fencing, HVAC

Pipe, Tubing, Fittings, Plumbing Supplies, Roofing Supplies

Janitorial Supplies/Equipment

PROCUREMENT CONTRACT SPECIALISTS

SUMMER CANCEL (951) 486-5505

& s.cancel@ruhealth.org

IRENE MAESE (951) 486-4669

All Riverside County IMaese@co.riverside.ca.us

Regional Medical Center Projects

PROCUREMENT CONTRACT SPECIALIST

INES MARK (951) 955-4944

All County Projects IMark@co.riverside.ca.us

BUYER TRAINEE

SUSAN SWITZ (951) 955-8735

Special Projects & All County Projects SSwitz@co.riverside.ca.us

ADMINISTRATIVE SERVICES ANALYST II

MATTHEW JONES (951) 955-4657

Auto Shop Maintenance Equipment matthewjones@co.riverside.ca.us

Buses, Transportation Vans, Trailers

Compressors/Generators/Pumps

Fleet Projects, Vehicles, Cars, and Trucks

Heavy Equipment/Off Road, Boats

Material Handling Equipment

Police Equipment, Firearms and

Agricultural Equipment, Implements

BUYER I

ERNIE SIOSON (951) 955-4948

Appliances/Equipment Household ESioson@co.riverside.ca.us

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 (picnic tables, BBQ, playground equip.)


Security Alarms, Traffic Control Supplies, Office Supplies, Food and Dairy Products



How to Get Started...

The first step is to register your company in the County vendor database utilizing the Vendor Self-Registration. This 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.



County of Riverside
Purchasing & Fleet Department

[How Can We Help?](#) [Departments](#)

[Home](#) [Divisions »](#) [Bids »](#) [Buyers & Commodities](#) [Vendors](#) [News](#)



Divisions	Bids	Buyers & Commodities	Vendors
Central Mail Fiscal Fleet Printing Purchasing Supply	Purchasing Department Open Bids Purchasing Department Bid Results Other County Dept/Agency Bids Surplus Property Bids	Buyers & Commodities	Want to do business with the County? Vendor Protest Policy Public Records Request Standard Terms & Conditions Vendor Registration/Maintenance

Changes in Vendor Information

The County understands that from time-to-time vendors will need to update their business information. Vendors are encouraged to review their information on a regular basis by revisiting the web-page and logging in under their unique user name and password.

Due to reporting requirements, all vendor name changes, mergers, and assumptions need to be facilitated by County's Auditor Controller's Office (ACO). Please contact your ACO for assistance at 951-955-3837.

Authority to Purchase

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.

County departments that have been delegated Low Value Purchase Authority (LVPA) may place orders directly with suppliers, if the total purchase amount is \$5,000 or less. Informal bids (phone, fax, email or formal written) are required for all purchases between \$5,001 and \$49,999. Formal written solicitations are required for goods or personal/professional services when the total purchase exceeds \$50,000.



How does the County Request Quotations/Proposals?

Except for emergency or urgent needs, Purchasing sends out written requests for quotations/proposals. For items exceeding \$50,000, Purchasing or Department Buyers send out formal RFQs or RFPs and post them on the following web-pages:

www.purchasing.co.riverside.ca.us
www.publicpurchase.com

Procurement Contract Specialists and Department Buyers generate bid lists from information they extract from the registered list of vendors and market research.

How to Obtain Quotations/Proposals if You are Not on the Mailing List:

Go to the Purchasing web page and follow the link to open bids:

www.purchasing.co.riverside.ca.us
www.publicpurchase.com

Scroll through the list and click on the RFQ/P that you are interested in responding to and either print or download the solicitation.



Bidding Procedures

Specific bidding procedures have been established by County Purchasing to conform with the requirements set forth by various laws regulating how the County spends public funds. These procedures provide uniform treatment of all vendors.

Within the constraints of dollar limits to purchase, quotations/proposals are obtained through either an informal (phone/fax or letter) or a formal/advertised bidding procedure. Minority, women, and disabled veterans business enterprises are encouraged to participate in the bidding procedures outlined below..

The process of purchasing by formal/advertised competitive bids is initiated by the Purchasing Department or departmental buyers. Request for Quotations/Proposals may be posted on the Purchasing Department's web-page, published in the classified section of a local newspaper of general circulation, or sent to plan rooms (required for bids for Public Works). Copies of solicitations are also available at the Purchasing Department.

Be sure to read the entire solicitation. Because of the nature of government contracting, the County has little flexibility if the response you submit does not include everything requested. It's critical that you submit a response that's right the first (and perhaps only) time, or the County may not be able to consider your response. Here are some things to keep in mind:

Be Timely - Submit your quotation/proposal by the date and time specified, and at the correct location. Late responses cannot be considered.

Read the solicitation conditions - Each RFQ/P contains a number of conditions, some tailored to the particular RFQ/P. Prices must be firm for the period specified, from as short as 90 days to multi-year.



Bidding Procedures (con't.)

TIP: If you have a product or service that deviates from the specifications of the RFQ/P and you believe that it is a better value for the County, submit an alternative quotation/proposal in addition to a response that meets the specifications of the RFQ/P.

Quotation/Proposal Modifications or Withdrawals

A bidder may modify or withdraw its quotation/proposal any time before the bid opening if the modification or withdrawal is received before the time and date set for the bid opening in the location designation for the receipt of quotation/proposals. All documentation relating to a withdrawal or modification of a quotation/proposal shall be kept as part of the procurement file.

Receipt of Quotations/Proposals

Quotations/Proposals and modifications shall be received by appropriate staff, marked with the date and time of receipt and stored unopened in a secure location until the bid opening.



Pre-bid Conferences

Conference location date and time are specified in Request for Proposal and issued to vendor a minimum of one week in advance of the conference date. Exceptions shall be addressed by the Purchasing Manager on an individual basis taking travel arrangements, and urgency of need into consideration. The Procurement Contract Specialist (PCS) will require that all in attendance sign in and will retain the sign-in sheet as part of the bid documentation.

Usual topics at these meetings include blueprints and specifications; SOWs; quotation due dates; terms and conditions of quotation/proposal; delivery schedules and materials; requirements if awarded business (such as reporting, insurance, background checks, security clearances, and permits or license); and other purchaser and supplier requirements. The PCS will answer any questions that the attendees have, deferring the technical questions to the department representative for clarification.

Prospective bidders attending the pre-bid conference will be informed that statements and explanations at the conference do not change any terms, specifications, or other requirements of the solicitation, which may be changed only by a written addendum.

PCS's may make the pre-bid conferences **mandatory**. The greater the proposal complexity, the newness of the technology, or the less clear the specifications, the greater the need for pre-bid conferences to ensure the purchaser receives useful and comparable bids. If a pre-bid conference is mandatory and attendance is made a condition for bidding, it is important that bidders are advised of this in any pre-bid notices that are sent out to them.

When planning a mandatory pre-bid conference, adequate time must be allowed for the suppliers to receive the material and make plans to attend.



Pre-bid Conferences (con't.)

If it becomes necessary to make changes in a solicitation in matters such as quantity, specifications, delivery schedule, or date for receipt of proposals, or to clarify or correct ambiguities or defects, an addendum to the RFP must be issued.

Any addendums resulting from the pre-bid/pre-proposal conference must be issued in sufficient time to permit affected offerors to consider it in submitting or modifying their proposals.

In deciding which offerors are affected by a change, the Procurement Contract Specialist must consider the stage of the procurement, as follows:

- If proposals are not yet due, the addendum must be sent to all prospective offerors that received the solicitation, and posted the same place as the solicitation.
- If the time for receipt of proposals has passed but proposals have not yet been evaluated, the addendum must be sent to the responding offerors.
- If the competitive range has been established, and the addendum would have no effect on the basis for establishing the competitive range, only those offerors within the competitive range must be sent the addendum.



Public Works

Contractors must meet the following requirements to contract with the County of Riverside for public works projects:

- Be selected through the proper bid process.
- Properly licensed by the State of California.
- Retain a current registration number with the D.I.R. (Department of Industrial Relations.) per Labor Code Section 1725.5
- If project exceeds \$1,000, contractor must pay employees the Prevailing Wage Rate.
- Must carry Worker's Compensation and Liability Insurance
- Must sign the County's Public Work Form which states the contractor will adhere to all the requirements listed above.

Bidding Requirements for Public Works:

Under \$999: Bids are NOT required. Bonds are NOT required.

\$1,000 - \$24,999: The Project Manager is required to secure at a minimum, 3 competitive bids for like scope of work. Purchasing will issue a confirming Purchase Order. Bonds are NOT required.

\$25,000 - \$174,999: Formal RFQ bidding is required through Central Purchasing who will monitor the bid process and issue the purchase order. Bonds are required. All RFQs for Public Works will be opened publicly.

\$175,000 & over: Formal RFQ bidding is required through the Clerk of the Board (Board of Supervisors) who will monitor the bid process and issue the contract. Bonds are required. Central Purchasing is not involved in this process.

Certified Payroll:

- Projects over \$1,000, the County may at their discretion request certified payroll
- Certified payroll is always required for projects that exceed \$25,000.



Public Works (con't.)

Additional Bidding Information:

- RFQ/Ps for Transportation road projects can be found on: www.rctlma.org
- RFQ/Ps for Flood Control projects can be found on www.floodcontrol.co.riverside.ca.us
- Most Public Works projects listed on EDA's website far exceed &175,000.
- RFQ/Ps for EDA projects can be found on www.rivcoeda.org
- EDA solicits RFQ/Ps for consultants services i.e., Architects, Engineers, Civil Engineers, Land Surveyors, Building Commissioning, Construction Management, Environmental, Geotechnical, Material Testing, Appraisers, Demolition/Remediation etc.
- Occasionally EDA will pre-qualify contractors for major capital construction projects.

Advertising: The County, at a minimum will send Public Works solicitations to the following publications:

San Diego Daily Transcripts

2131 Third Ave

San Diego, CA 92101

Phone: 619-232-4381 Ext. 2276

Fax: 619-239-6625

e-mail: deidad.covarrubias@sddt.com

plans@sddt.com

BidAmerica

41085 Elm Street

Murrieta, CA 92562

Phone: 909-677-4819

Fax: 909-600-0615

A G C

6212 Ferris Square

San Diego, CA 92121

Phone: 858-874-8560

email: planroom@agcsd.org



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Bid Times & Formal Bid Openings

Bidding Time - Bidding times are set to afford bidders a reasonable time to prepare the quotation/proposals.

- A minimum of 14 days is provided unless a shorter time is deemed necessary for a particular procurement as determined by the Purchasing Manager.
- When a Bid includes a pre-bid conference, the bidding time is to be extended to close a minimum of 14 calendar days after the bidders conference.

Formal Bid Opening - RFQ's are opened publicly and we invite the public and those who have submitted bids to be present. This permits those who have entered quotations to become better acquainted with our policies and procedures.

- The bids are opened at the time, date and location advertised in the bid document.
- The name of each bidder, the bid price, and other pertinent information is read aloud and recorded.
- Bids are available for inspection by those bidders attending the bid opening. After Purchasing awards any contract, all bids become a public record.
- For your convenience, County Purchasing now posts bid tabulations on it's web-page.



Specifications

The specifications are detailed statements that describe the materials, dimensions, performance requirements, or workmanship of something to be built, installed, manufactured or processed to define what constitutes an acceptable product or service.

Basically, the quality/functionality required of an item or service is stipulated in the specifications. Frequently, these specifications become quite technical.

Statements of Work (SOW)

The SOW provides potential suppliers with a clear description of the work to be performed, including inspections, testing and acceptance, quality, support services, documentation, maintenance, results to be achieved, and any other requirement.

Equal Clause

Equal Clause - Whenever reference to a specific brand name is used in the specifications of an RFP or RFQ, it is illustrative and to be construed as a specification which describes a component that has been tested or evaluated by the County as best meeting specific operational, design, performance, maintenance, quality and reliability standards and requirements of the County, thereby incorporating these requirements by reference within the specification.



Equal Clause (con't.)

An equivalent ("or equal") may be offered by the bidder, subject to testing or evaluation by the County prior to award of contract.

The County shall be the sole judge of whether any proposed item will fulfill its requirements for the County's intended purpose and reserves the right to reject proposed item as non-responsive.

It shall be the sole responsibility of the bidder to provide, at bidder's expense, any product information, test data and other information or documents the County may require to fully evaluate or demonstrate the acceptability of the offered substitute.

Where appropriate, independent testing or evaluation (including destructive testing) may be required as a condition of acceptance at a qualified test facility at the bidder's expense.

Insurance Requirements

Bidders shall submit evidence of all required insurance listed in the solicitation. Proposals must include with their submission a current Certificate of Insurance or a signed statement indicating that the Proposer understands the insurance requirements and will comply in full if awarded a contract.

Respondents shall certify to the possession of any and all current valid licenses in compliance with any and all local, state and federal laws and regulations pertaining to the licensing requirements relative to the intent and requirements set forth in this solicitation.



Insurance Requirements (con't.)

The County does not want bidders to purchase additional insurance unless they are awarded a contract. It is only necessary that **you agree to purchase** the appropriate amount of insurance specified in the solicitation(s).

Tabulations and Awards

All formal solicitations are tabulated by the Procurement Contract Specialist or Department Buyer administering the solicitation. Tabulation documents for RFQs are available for review on the Purchasing web-page.

RFPs allow the County to utilize a weighted point method as a quantitative tool to assign different levels of importance (weights) to various factors during the evaluation process. Because all evaluation materials are kept confidential, RFP tabulations will not be disclosed or posted on the web-page. Instead, a list of suppliers who responded to the RFP and the name of the awarded supplier will be available for review at the Purchasing Department and posted on the web-page.

Protesting a Contract Award

Any participating bidder may file a protest of a contract award or proposed contract award. The protest or appeal must be made in writing within 5 business days of award notification and contain at least the following information.



Protesting a Contract Award (con't.)

- The name, address and telephone number of the protestor
- The signature of the protestor
- The bid number and date of bid closing
- A statement of the legal and/or factual grounds on which the protest or appeal is based, including copies of information relevant to the bid.

Resolution of Protests - The Compliance Contracts Officer will respond within 30 business days after the protest has been filed.

Types of Awards

The County utilizes a variety of vehicles to procure goods and services, including:

1. Super Low Value Purchase Orders (SLVPO) - The SLVPO spending limit is \$400 per vendor, per day. No PO is required.
2. Low Value Purchase Orders (LVPO) - The LVPO spending limit is up to \$5,000 per, vendor per day. LVPOs cannot be used to procure ammunition, explosives, software, or Public Works.
3. Extended Low Value Purchase Orders (ELVPO) - The ELVPO spending limit is \$25,000. LVPO processors are allowed to issue purchase orders for items currently on award or under contract up to \$25,000. ELVPOs cannot be used to procure ammunition, explosives, software, or Public Works.
4. Procurement Card (P-card) - The P-Card is limited to the purchase of personal property. (See page 24)



Local Preference

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.

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.

Disabled Veteran Business Enterprise Preference

The County of Riverside has implemented a Disabled Veteran Owned Business preference policy. A three (3%) percent preference shall be applied to the total bid price of all quotes/bids/proposals received by the County from certified disabled veterans owned businesses. If the bid is submitted by a non-Disabled Veteran owned business, but lists subcontractors that are identified and qualified as Disabled Owned Business, the total bid price will be adjusted by 3% of the value of that subcontractor's portion of the bid.

Veteran Incentive Purchasing Program

The County of Riverside has adopted a five percent (5%) preference for Veteran Businesses and Veteran Qualified Businesses to be utilized in solicitation evaluations. A 5% preference shall be applied to the total bid price of all quotes/bids/proposals received by the County. A "Veteran Business" means a business that is at least fifty-one percent (51%) owned by one or more veterans. A "Veteran Qualified Business" means a business which can provide proof of their workforce containing no less than 10% veterans. "Veteran" means a person who has served or is currently serving in the U.S. armed services, reserves or active, and is serving honorably or has been honorably discharged.



Veteran Incentive Purchasing Program (con't.)

It shall be the bidder's responsibility to declare themselves as a Veteran Business or Veteran Qualified Business and advise the County of their eligibility under this policy. Bidders shall provide and advise the County of their eligibility under this policy. Bidders shall provide documentation, if requested by the County, to substantiate their eligibility.

Recycle Policy

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.

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. Unless negotiated differently, the County default payment terms are Net 30.

Sales and Use Tax

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

Shipping Point

Unless otherwise specified on the purchase order/contract, the supplier shall be responsible for delivery and shall pay all costs, including drayage, freight and packaging, for F.O.B. locations in the County. Each item shall be securely and properly packaged, and clearly marked as to contents and purchase order number indicated. All shipments must be accompanied by a packing slip.



Procurement Card Program

The Director of Purchasing's authority, and ultimately the "Card-holder's" authority is limited by Board policy to the purchase of personal property. The P-Card Program is a payment vehicle only and does not exempt the card-holder from complying with the procurement policies and procedures described in the Purchasing Manual and set forth in County Ordinance 459 (current revision).

The P-Card must not be used to purchase the following:

- Alcohol, alcohol products, or alcohol beverages
- Ammunition and weapons
- Automotive parts, repairs, or maintenance (excludes Fleet Services)
- Cash advances through bank tellers or teller machines
- Chemicals & hazardous materials
- Consultants, instructors or speakers
- Drugs and narcotics
- Fixed asset purchases (an item or equipment with a cost of \$5,000 or more)
- Gasoline, diesel fuel, oil, and grease
- Insurance
- Items available through Internal Service Departments (Supply Services, Printing)
- Legal fees
- Maintenance contracts and service
- Material requiring a license to purchase and/or use
- Membership dues
- Non-approved merchant type codes
- Operated and maintained equipment rentals (trucks, tractors, other equipment)
- Personal computers, peripheral equipment, and printers from other than County contract supplier



Procurement Card Program (con't.)

- Rental, lease, or purchase of Real Property
- Splitting of purchases to circumvent the dollar limitation
- Systems office furniture
- Telecommunications equipment
- Work on County property by outside contractors.

Delivery and Acceptance

The date of delivery stated on the Purchase Order is binding upon the Supplier, unless otherwise agreed to in writing by the County. Notwithstanding delivery, the County shall not be deemed to have accepted any Goods or Services until they have been inspected and checked against the relevant packing slip and has passed any acceptance tests, which the County deems necessary.

The County will use reasonable endeavors to inspect/test the product(s) received in accordance with the terms and conditions of the purchase order/contract and in a timely manner.



Glossary of Terms

Awarded Vendor (Supplier) – A registered vendor who has gone through a proposal procedure (normally a best value bid process) and has won an award to do business with the County by providing goods and/or services.

Best Value – The expected outcome of an acquisition that, in the County's estimation, provides the greatest overall benefit in response to the requirement.

Bidders List (a.k.a. Source List) – List of registered suppliers that offer the needed commodity or service. These suppliers will be invited to participate in the bidding process. Potential bidders can be located in PeopleSoft (ERP system), Yellow Pages, trade magazines, etc. and then compiled into a bidders list for a particular RFP/Q.

Competition – Two or more valid responses to a bid invitation, request for quotation, or request for proposal.

Competitive Bidding – A common method of selecting sources for contract awards. Suppliers interested in participating in the process are asked to submit information on prices and other specified elements of performance. Major public sector purchases commonly are awarded on a sealed bid basis, with the law requiring that the award be made to the lowest responsive and responsible bidder.

Independent Contractor – An individual hired to perform a specific service. Commonly referred to as a consultant, freelancer, contractor, etc., he or she is the master of his or her own time. Usually, a contractual relationship exists whereby the independent contractor is responsible for all aspects of the means and methods of the job. He or she is fully liable for any job related actions and is not eligible for employee benefits. The County may require proof of adequate insurance from independent contractors.



Glossary of Terms (con't.)

Pre-bid or Pre-Proposal Conference – When bids are complex in nature due to specifications, the number of suppliers bidding, the amount of business to be awarded, the critical nature of the resulting contract, and so on, a pre-bid or pre-proposal conference may be an appropriate way to communicate information to the potential suppliers.

Prevailing Wage Rate – The wage that **CONTRACTORS** must pay its employees for a public works project, in accordance with Section 1720-1861 of the California Labor Code. The Director of the Department of Industrial Relations of the State of California, in the manner provided by law, has ascertained the general prevailing wage rate per diem wages and rate of legal holidays and overtime work. Contractor must pay any labor therein described or classified in an amount not less than the rates specified.

Price Reasonableness – A price that does not exceed that which would be incurred by a prudent person in the conduct of a competitive business. A reasonable price is established by competition, market test, price or cost analysis, or through the experience and judgment of the Purchasing Director, or designee.

Public Works – Construction of, improvements to, repairs to, or remodeling of public owned land, buildings or attachments thereto.

Registered Vendor (Supplier) – A company who has gone through the process of applying as a vendor for the County and that has established a vendor code in the County network (PeopleSoft). The vendor code is needed in order for purchase orders to be processed and the company to get paid.

Request for Proposal (RFP) – A competitive solicitation that is used whenever the County cannot specify with certainty the item or service needed and the vendor 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.



Glossary of Terms (con't.)

Request for Quotation – 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 bid is opened publicly and award is generally to the lowest cost bidder meeting the minimum specifications as specified in the bid document and has the ability to fulfill the obligation.

Responsible Bidder – A bidder who has the capability in all respects to perform the contract requirements fully, and whose integrity and reliability will assure good-faith performance.

Responsive Quotation/Bid – A quotation/bid determined by the Director of Purchasing, or designee, to be in substantial conformance with the specifications, delivery requirements, and conditions prescribed in the request for quotations or request for proposal, free of material mistakes or errors.

Single Source Purchase – A purchase of a commodity or service without obtaining competitive bids although more than one source is available.

Sole Source Purchase – A purchase of a commodity or service that is noncompetitive in price, specifications, use, or scope of work. The commodity or service is proprietary and no other vendor is qualified or willing to meet the County's specified requirements.



