

VENDORS PROCUREMENT PROCESS INFORMATION - AT-A-GLANCE SUMMARY

Acronyms: DIR=Department of Industrial Relations, CSLB=California State License Board, PO=Purchase Order, RFB=Request for Bid, RFP=Request for Proposal, RFQ=Request for Quote <u>Green Italic Underline</u> - Documents available as separate attachments/forms		CITY OF CONCORD	
PURCHASE TYPE <small>(See 'Purchase/Bid Types' on separate attachment)</small>	Amount Threshold	BIDDING REQUIREMENT for City Departments <small>(See 'Purchase/Bid Types' for details)</small>	DOCUMENTS REQUIRED FOR PURCHASE ORDER (PO) <small>(PO required for amounts >\$2500)</small>
For All Purchases	≤ \$2,500	No bidding or PO required (Direct Payment to Accounts Payable (A/P))	Vendors should note the following supporting documents/information required by departments requesting purchases. The items in <i>bold/italic</i> are to be provided by vendors as requested: <ul style="list-style-type: none"> <i>Copy of Quote/Invoice</i> Referenced Bid # (if applicable) <i>W-9</i> if new vendor & vendor not yet in system <i>Insurance Certificates</i>-See Insurance Requirements Summary document. Council Approval Date (>\$50K) Referenced Contract #/Amendments (if applicable) <i>Cooperative Agreement #/Cooperative Program Name/Piggyback contract (if applicable)</i> Labor Compliance requirements** for Public Works projects including:- <i>DIR Contractor Registration #, Prevailing wage classification, etc.</i>
Goods, Materials, Supplies, Equipment <small>(with or without installation), Services</small>	≤ \$10,000	No Competitive Bid-1 Quote	
	\$10,001 - \$50,000	Informal-3 Quotes (RFQ) or Informal Quote Summary	
	> \$50,000	Formal-Competitive (RFB/RFP), Published Notice-posted on website (Bid # assigned)	
Public Works-Projects <small>(Construction/ demolition) See DIR Requirements* below and Labor Compliance Requirements**.</small>	≤ \$45,000	No Competitive Bid-1 Quote	
	\$45,001 - \$175,000	Informal-3 Quotes (RFQ) or Informal Quote Summary	
	> \$175,000	Formal-Competitive (RFB/RFP), Published Notice-posted on website etc. (Bid # assigned)	
*DIR Requirements	Amount Threshold: ≥\$25,000 Construction, ≥\$15,000 Maintenance Contractor Requirements by DIR: -Contractors must be registered with DIR (Department of Industrial Relations), provide their PWC#, and comply with all labor compliance/DIR requirements in order to participate in bid process and/or perform any work for the City. See Labor Compliance Requirements including Prevailing Wage-SB854 Etc (for Contractors) for complete details. Obtain the Project ID# from the City. See below Agency Requirement for DIR. Agency Requirement by DIR: -Project managers must submit to DIR a PWC-100 form online -Notice of award must include DIR registration numbers for contractor and its subcontractors. -Withhold final payment due to Contractor until at least 30 days following submission of all required information for notice of award.		
Labor Compliance Requirements	Contractor/Vendor must comply with applicable labor compliance requirements for bidding process and if awarded a contract to perform work including but not limited to prevailing wage requirements, DIR Registration, SB 854 & SB 96, etc. Please see the 'Labor Compliance Requirements' posted on the City's Purchasing website at www.cityofconcord.org (Select Business tab/ Purchasing Link). For all public projects, Contractors should complete this form if interested in being on the City of Concord ("City") Informal Bidding Contractors List or CUPCCAA* List . Note: Even if you completed the CUPCCAA List form as a Contractor, bid notices for the informal/formal bid process will be sent to those with the appropriate classifications selected that matches the classifications selected by the Agency/City for the particular bid opportunity. ***CUPCCAA- California Uniform Public Construction Cost Accounting Act The City of Concord has adopted the California Uniform Public Construction Cost Accounting Act (CUPCCAA). Per California Public Contract Code 22032, any Public Works Project that is estimated to be below \$175,000 is subject to the Informal Bidding Procedures set forth by the State of California Uniform Construction Cost Accounting Commission. All trade categories are subject to Informal Bidding Procedures. Contractors that are interested in being on this list are required to have a current license and are subject to verification through the Contractors State license Board.		
Professional Services <small>(Expertise)</small>	Bidding not required. Handled by Departments (not Purchasing). Upon request, Purchasing facilitates RFP process. A 'Professional Services Agreement' is routed through City Clerk's office for all authorized signatures/approval including insurance & bonds (if applicable) and Contract # is assigned.		
OTHER ITEMS TO CONSIDER:		EXEMPT FROM BIDDING:	
Prior to and During Bid Process: <ul style="list-style-type: none"> Local Vendor Preference (5% preference in bid process, for projects up to \$100,000 per bid not including except sales tax.) Does not apply to public projects or professional services. Please refer to the "Local Vendor Preference Policy and Procedure No. 142" for details. After Bid Process: <ul style="list-style-type: none"> City Council Approval-All Purchases/Contracts >\$50K must be approved by City Council. Contract/Agreement may apply in addition to a PO. Vendors requested to sign. Insurance Requirements: May apply depending on project. (mostly if work performed on City grounds) See Insurance Requirements Summary document for complete details. We are not at liberty to discuss the evaluation or selection process until the contract is officially awarded/council approved. Upon approval, bidders are entitled to review winning proposal by written request. We do not as a practice release any documents that show our evaluation of the bids as these documents are protected under the deliberative process privilege. 		<ul style="list-style-type: none"> Purchases ≤ \$10,000 Justifications-Departments submit Justification form for purchases of following nature: sole source, single source, emergency, cooperative agreement, piggyback resources, etc. Cooperative Agreements or piggyback of an existing contract. Purchase from other governmental or public agencies Professional Services agreements (described above & in 'Purchase/Bid Types' document). 	



ONLINE VENDOR REGISTRATION INFORMATION

Whether you are a current vendor or not, in order to view bids, participate in the bidding process, and/or receive email notifications for bid opportunities, you **must be registered** with us by completing our free online Vendor Registration process.

Note: The registration process is through our third party vendor (Public Purchase) who administers our online registration/bid information. Please read the instructions carefully and follow all of the steps, as this is a two-step process. (First register with Public Purchase, then register with City of Concord by using your new login to search or select 'City of Concord' (by clicking on the 'Tools' tab & clicking on 'Agencies').

If you need any assistance with this process, please contact Public Purchase at vendorsupport@publicpurchase.com or 801-932-7000. See '[Online Vendor Registration Instructions via Public Purchase](#)' document which can be downloaded on the City Purchasing Website for details (link provided below).

Bid Documents/Information:

You may view current, past, and updated information for bids/opportunities at any time by going to the **Bid Opportunities** web page on the City's website (under the Business Tab/Bids and Proposals Section/Bid Opportunities) or directly at <http://www.cityofconcord.org/page.asp?pid=204> (using the login information provided from the registration process to access bids). Hard copies may also be requested at the Purchasing Division, Finance Department, Civic Center, 1950 Parkside Drive, Concord, California, 94519 by emailing purchasing@cityofconcord.org for an appointment or by contacting the person specified in the bid document. Finance Office's main phone number is 925-671-3178, office hours are 9:00 to 12:00 p.m. & 1:00 to 4:00 p.m., Monday through Friday, excluding City holidays. (Note: Bid Notices are also posted in the glass box outside of Wing C in the Finance & Information Technology Building at the Civic Center.)

Posted bid information: Not all projects are posted on the Purchasing website depending on the project amount, bid process (informal/formal) etc. You may go to the City's Purchasing website for more information (under the Business Tab/Bids and Proposals Section/Purchasing) or directly at <http://www.cityofconcord.org/page.asp?pid=2010>.

Also, the City of Concord does not use any bidding service nor is responsible for notifying potential bidders of upcoming bids even if you have completed the online vendor registration. Depending on the project amount or circumstance, not all bids are processed through the Purchasing Division. It is the potential bidder's responsibility to be informed of any upcoming bids, addendum, revisions, or updates by going to City's Purchasing website noted above or as instructed on the bid document.

Addendum to bid documents, if necessary, will be posted on this page prior to bid opening. Any bidder choosing to download the bid packages from this web page accepts the responsibility to verify that the entire bid package is submitted inclusive of any or all addenda. Posted bid opening information and/or bid results are NOT the final determination. After the bid deadline dates, the bid information will be moved to the *Closed Bid* section.

CONTACT INFORMATION / REFERENCED LINKS

City of Concord – Purchasing Division, Finance Department

1950 Parkside Drive, Concord CA 94519 * Email: purchasing@cityofconcord.org * www.cityofconcord.org

PURCHASING INFORMATION: For details on the City's purchasing policies and procedures including all information above, you may go to the Purchasing web page directly at <http://www.cityofconcord.org/page.asp?pid=2010> or go to City of Concord's website at www.cityofconcord.org under Business tab/Purchasing Link.

City's Purchasing Web Page	http://www.cityofconcord.org/page.asp?pid=2010
Bid Opportunities Page	http://www.cityofconcord.org/page.asp?pid=204
Online Vendor Registration: Direct Login via 3 rd Party system, Public Purchase	www.publicpurchase.com
City Council Agenda Information	http://www.cityofconcord.org/page.asp?pid=a00

LABOR COMPLIANCE REQUIREMENTS – PREVAILING WAGE, SB854, SB 96 ETC.

General prevailing wage rate for each craft/classification or other information: <http://www.dir.ca.gov/dlse/PWCRAffadvitFormQuestionsFinal.pdf>

Frequently Asked Questions on prevailing wage: <http://www.dir.ca.gov/dlse/PWCRAffadvitFormQuestionsFinal.pdf>

Public Works Contractor Registration (PWCR) Online Form: <https://efiling.dir.ca.gov/PWCR/>

For the Contractor Registration User Guide: <http://www.dir.ca.gov/dlse/PWCRAffadvitFormQuestionsFinal.pdf>

ADDITIONAL INFORMATION

Departments are required to comply with the City's Purchasing Policy depending on the amount thresholds. For purchases over \$10K/yr, competitive bidding is required (informally or formally depending on purchase type/amount). You must be registered with us to receive bid notifications etc. Please keep sales calls/emails to Departments and Purchasing Division at a minimum. We appreciate your product/service information and will contact your company should need arises.

It is the Purchasing Division's obligation to ensure that equal opportunity is given to all qualifying vendors wishing to conduct business with the City of Concord (COC). No favoritism shall be extended to any vendor. Vendors must not offer gifts, gratuities, or monetary rewards to City employees. Vendors voluntarily providing information/products/analysis to COC do not constitute any advantage towards obtaining any future contract award and must comply with bidding requirements like any other vendor.