

CITY OF SANTA BARBARA



VENDOR INFORMATION GUIDE

Standards of Purchasing Practice

CALIFORNIA ASSOCIATION

OF

PUBLIC PURCHASING OFFICERS

1. To regard Public Service as a sacred trust, giving primary consideration of the interests of the governmental unit by whom we are employed.
2. To purchase the best value obtainable, securing the maximum benefit for each tax dollar expended.
3. To avoid sharp practices, giving all qualified vendors an equal opportunity.
4. To respect our obligations and require that obligations to us and our government unit be respected.
5. To accord vendor representatives the same treatment we should like to receive, remembering that they are important sources of information and assistance in our buying problems.
6. To strive constantly for greater knowledge of purchasing methods and of the materials we buy.
7. To be receptive to counsel from our colleagues and to cooperate with them to promote a spirit of unity.
8. To conduct ourselves with fairness and dignity and to demand honesty and truth in buying and selling.
9. To cooperate with all organizations and individuals engaged in enhancing the development and standing of the Purchasing Profession.
10. To remember that everything we do reflects on the entire Purchasing Profession, and to govern our every action accordingly.

PLANETBIDS™ – BID AND PROPOSAL SOLICITATIONS

The City of Santa Barbara (“City”) is now conducting all bid and proposal solicitations online through PlanetBids™. Businesses should [register](#) now for the commodities they are interested in bidding on or selling. The City is primarily conducting all bidding electronically. The initial bidders’ list will be developed from registered vendors.

1. [Click here](#)
2. Click on “Vendor Registration”
3. Complete the form by navigating through the different tabs and submit.

Once registered, you are able to begin utilizing the full benefits of the system and maintain your profile at any time by revisiting the same site above. If you have any technical issues registering, contact 818-992-1771. For general questions on the new eBidding system, contact the Purchasing Department at 805-564-5349.

INSURANCE

The City requires evidence of insurance and to be named as an additional insured in all instances in which vendor personnel enter or obtain City property to repair, install, service, construct, remodel, etc. Whenever insurance is required on a Purchase Order, the vendor will be supplied with the complete requirements. Insurance requirements are established by the Risk Management Office.

PREVAILING WAGE PROJECTS

Pursuant to provisions of Section 1770, et seq., of the Labor Code of the State of California, the Contractor shall pay its employees the general prevailing rate of wages as determined by the Director of Department of Industrial Relations (DIR). In addition, the Contractor shall be responsible for compliance with the requirements of Section 1777.5 of the California Labor Code relating to apprentice public works contracts. **Contractors and Subcontractors must be registered with the DIR** pursuant to Labor Code 1725.5. This project is subject to compliance monitoring and enforcement by the DIR. Public works projects are those which involve public buildings, land, streets, harbor, wharf, etc., and are not necessarily related to the Public Works Department. Prevailing wages are also required on many maintenance projects such as painting, roofing, etc.

LIVING WAGE PROJECTS

Municipal Code Section 9.128 requires the payment of living wages on all non-prevailing wage projects over a specified threshold. The threshold and wage rates are adjusted annually. The living wage applies on work that is not subject to prevailing wage. More detailed information is available on the City’s website.

TAXES

The City is exempt from federal excise tax, but pays sales and use taxes when applicable. Under certain circumstances, the City is exempt from sales tax, in which event the box on the Purchase Order will be checked. The City's Seller's Permit Number appears on the Purchase Order. Certificates of Exemption from Excise Tax may be obtained from the Purchasing Office.

DELIVERY

Suppliers should carefully follow shipping instructions appearing on our Purchase Orders. The City normally makes purchases F.O.B. destination and specifies the ship-to-address. When the method of delivery is not specified, the least expensive delivery method should be used unless the nature of the shipment calls for special service. Only the buyer may authorize delivery methods other than those specified on the Purchase Order. Failure to comply with the specified date may cause cancellation of the Order and will reflect adversely on your overall performance rating. Deliveries under formal contracts should follow as closely as possible to the requirements of the contract. Delays not specifically excused by the contract terms may result in our purchasing in the open market and charging you for any cost in excess of the contract prices.

CHANGE ORDERS

The Purchase Order is the City's contract with you. Therefore, any change to that contract must be in writing and authorized by the Purchasing Agent. Department personnel may not make changes to the Purchase Order. If a product is received in damaged condition, is incorrect or not acceptable for any reason, the exchange and/or return will be handled by the department or Purchasing.

INSPECTIONS

City specifications define the quality and performance required of each purchase. Variations from the specifications make a shipment subject to rejection. In addition to quality condition checks at delivery, purchases are subject to inspection for conformity with specifications. Such inspecting may be made at the supplier's plant, upon delivery or later.

PURCHASING RESPONSIBILITIES

The Purchasing Division is responsible for the procurement of supplies, equipment, and non-professional services which the City needs for efficient operation and maintenance. The Municipal Code requires a centralized purchasing process. In order to provide supplies, equipment and services at the lowest possible cost consistent with the quality needed for the efficient performance of City activities, most goods and services are purchased through a competitive bid process. We have an obligation to the citizens of Santa Barbara to obtain the maximum value for the money we spend, and to provide reliable service.

Bids for new construction and improvements are developed and administered by the Public Works Department, but the Purchasing Division handles the bid process.

Services of a professional nature, such as consultants, appraisers, architects and engineers, are not the responsibility of the Purchasing Division, but are selected by City departments. Contracts for professional services which exceed \$35,000 require approval of the City Council.

It is the City's Policy to develop maximum competition for all purchases and to award bids to the lowest responsible bidder. The City places orders in the following ways:

- For purchases less than \$7,500: City staff or buyers will contact vendors informally. The number of vendors contacted will vary depending on the dollar amount of the purchase and the time available.
- For purchases more than \$7,500, but less than \$75,000: Written responses are required. Buyers will send Quick Quote solicitations with specifications to vendors through [PlanetBids](#).

For purchases exceeding \$75,000: A bid package is posted to [PlanetBids](#). The Notice to Bidders is also advertised locally and on the Purchasing website. Bids are then received electronically through [PlanetBids](#) and opened electronically and posted at the date and time specified in the bid announcement. After the opening the bids are public records and may be viewed. Bid results are made available on the City's web page often by the end of the day after the opening but no later than the next business day.

BUYER-SELLER RELATIONS

Promoting good business relations is an important function in the City's procurement of supplies and services. Much of the City's and your time will be saved by observing the following rules and principles:

1. All **purchases are made by purchase order or contract except** for emergencies and credit card purchases under \$2,000.
2. **Departments cannot commit the City to a purchase.** EXCEPTION: Emergencies, but even in an emergency, a P.O. should be provided.
3. Purchasing uses PlanetBids to find vendors who are interested when certain types of goods and services are bid. Purchasing does not solicit professional services or construction projects. See the PlanetBids section if you are interested supplying services or goods to the City. The City uses PlanetBids to notify firms of bidding opportunities. In addition, Formal Bids are advertised.
4. Every employee of the City is required to remain free of obligation by refusing to accept entertainment or gifts if offered by vendors or their representatives. Therefore, firms are requested not to offer any type of gifts.

Make your sales investment wisely. Sometimes a firm will expend considerable time and money in presenting his product to an individual City department in hope of making a sale. If you do this, remember that the purchase will eventually be competitively awarded and what you spend for expense designs, demonstrations and layouts will not guarantee you an order. Specifications prepared by City departments are carefully reviewed by Purchasing to line out undue restrictions and other limitations which unnecessarily reduce competition. The help you offer the department in developing their purchase request cannot be considered when we make the purchase.

MINORITY, SMALL AND LOCAL BUSINESSES

We see new and small business as an important part of a competitive bid process which well deserve our attention. We will gladly answer questions and provide assistance on purchasing procedures, specifications, bids or award procedures.

BID, PERFORMANCE AND PAYMENT BONDS

Bid and performance bonds may be required only to protect the interest of the City on certain purchases, depending on the complexity of the procurement and dollar value. Payment bonds are required on all new construction contracts over \$25,000 and most major maintenance and improvement projects.

ACTING WITHOUT A PURCHASE ORDER NUMBER

All purchases made by the City require Purchase Orders. If a City employee calls you and places an order without a Purchase Order Number, you are cautioned to request that a number be given before the order will be honored. If the employee states that he will call back later with a P.O. number, please refuse the order until you have the P.O. number. The Purchase Order Number is vital to doing business with the City. It is your insurance that you will be paid. Invoices which are received without P.O. numbers on them cannot be honored by the City. **EXCEPTION:** There are obviously times during emergencies when an order must be placed after hours or weekends (times when the Purchasing Office is normally closed). Be assured that true emergency purchases at such times without P.O. numbers will be approved. We would appreciate it if you will notify us at the beginning of the first business day of any such orders, at which time a confirming P.O. number will be issued to you. The City appreciates the assistance our vendors give us during times of storms or disasters.

BILLING AND PAYMENT

Each shipment should be billed separately. Complete description, unit of issue, quantity, unit price and the extension is to be shown on each invoice. An invoice billing or correspondence pertaining to the payment shall include the purchase order number if prompt payment is expected. On large orders with substantial deliveries over an extended period of time, partial payments may be arranged. This should be done if possible at time of order. In no instance will the City make payments for more than the value of items delivered to and held by the City. All invoices must be submitted to the department making the order. The City processes invoices daily. Invoices without a P.O. number may be rejected.



Contact Us

Purchasing Office

310 E. Ortega Street
Post Office Box 1990
Santa Barbara, CA 93102-1990
Phone: (805) 564-5349

Hours: 7:30am to 4:30pm

Central Warehouse

635 Laguna Street
Santa Barbara, CA 93103
Phone: (805) 564-5354

Hours: 7:00am to 4:00pm

The offices are closed alternate Fridays.