

# VENDOR GUIDE

# COUNTY OF SANTA CLARA

## Procurement Department

2310 North First Street, Ste. 201

San Jose, CA 95131-1040

Tel: 408.491.7400

Fax: 408.491.7496

### Office Hours

Monday through Friday

8:00 a.m. - 5:00 p.m.

[www.sccgov.org](http://www.sccgov.org)



# PROCUREMENT DEPARTMENT

## Welcome to the County of Santa Clara Procurement Office

Thank you for your interest in doing business with the County of Santa Clara. We hope this guide will benefit you as a new or present supplier. Our aim is to help you in your sales effort and to promote a climate of good business relationships with the County of Santa Clara. This Vendor Guide will outline the County's procurement policies and procedures. We want to make this experience as easy as possible for you, so please contact us with any questions.

## Mission Statement

To promote fair and open competition, procure quality products and services and meet the needs of our customers while maintaining public trust.

## Purpose

The purpose of this guide is to give you a summary of the important elements you need to know to do business with County of Santa Clara (County). The information provided will familiarize vendors with how the County purchases goods and services and how to become aware of County needs and potential business opportunities. This information concentrates on the activities of the Procurement Department.

## Organization

The County of Santa Clara Procurement Department is responsible for the procurement of all categories of supplies and services for the County, as provided for in the County's Ordinance.

The Procurement Department is a customer service oriented department committed to providing the highest quality service, and our goal is to ensure an open and fair competitive process. In addition to performing procurement and contracting functions, the department also supports the centralized reutilization and disposal of surplus equipment and salvage materials.

## Sales Calls and Contacts

Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. We know your time is valuable. To ensure you receive adequate attention, we recommend that you make an appointment before visiting the Procurement Department. You can find a Contact and Commodity List Assignment List on the link below:

<https://www.sccgov.org/sites/proc/ContactUs/Pages/home.aspx>

If this guide does not answer all your questions please contact us at (408) 491-7400

## Bid Opportunities

A list of current solicitations is available by visiting the link below, you must be a registered supplier to have access and to actively participate in current and future solicitations for the County, see Vendor Registration below.

<https://www.sccgov.org/sites/proc/DoingBusinesswiththeCounty/BidOpportunities/Pages/default.aspx>

## Vendor Registration

The County currently utilizes two (2) systems for vendor registration. All vendors interested in doing business with the County should register in both Ariba and BidSync, the County's sourcing platforms. As a registered vendor, you will become part of the County's database which will facilitate vendors to search and review solicitations posted by the County.

Both online portals allow vendors, at no charge, to register and participate in bidding opportunities within the County.

The online registration can be completed within a few minutes, you must complete the registration process in order to participate in solicitation opportunities with the County.

### ***TO REGISTER, VISIT:***

#### **Ariba:**

<http://sccgov.supplier.ariba.com/register> or call (866) 218-2155

#### **BidSync:**

[www.bidsync.com](http://www.bidsync.com) or call (800) 990-9339

### ***BENEFITS OF REGISTRATION***

- ⇒ Easy, no-charge registration
- ⇒ Become part of County's database
- ⇒ Increased visibility

For more detailed information regarding the registration process, visit the County of Santa Clara Procurement Department website at:

<https://www.sccgov.org/sites/proc/DoingBusinesswiththeCounty/VendorRegi/Pages/default.aspx>

If your company does not have Internet access, you can register online through any public library.

## Bid Results

Bid awards are a matter of public record. Bid award information is available by contacting the County Procurement Office at (408) 491-7400.

## Methods of Procurement

The County utilizes the following methods of procurement:

### **P-Card/Direct Pay:**

County personnel are authorized to make small dollar purchase of non-standard supplies on an as-needed basis utilizing P-Card and Direct Pay.

### **Informal Bids:**

Purchases over \$5,000 and less than \$10,000 require informal quotations whenever possible and are generally made through an informal bid process.

### **Formal Bids:**

Formal bidding procedures are utilized for purchases that exceed \$100,000. Award is based on the lowest responsive, responsible bidder.

### **Request for Proposals:**

Request for Proposals (RFP) are utilized when the County is seeking business solutions from qualified suppliers. Award is based on best value.

### **Minor Public Work Projects:**

- Projects with Contract Value in the amount of \$45,000 or less require informal bid process
- Projects with Contract Value in the amount \$175,000 or less require sealed bid process

## Local Business

In the formal solicitation of goods or services, the County shall give responsive and responsible Local Businesses the preference described below:

In the procurement of goods or services in which price is the determining factor for award of the contract, five percent (5%) shall be subtracted from a bid submitted by a responsive and responsible Local Business in determining the lowest responsive responsible bidder.

In the procurement of goods or services in which best value is the determining basis for award of the contract, five percent (5%) of the total points awardable will be added to the Local Business score.

“Local Business” means a lawful business with a physical address and meaningful “production capability” located within the bounty of the County of Santa Clara. Post Office box numbers and/or residential addresses may not be used as the sole bases for establishing status as a “Local Business”.

For more information please reference the Local Preference Policy section 5.6.5.2 found in the link below:

<https://www.sccgov.org/sites/bos/Legislation/BOS-Policy-Manual/Documents/BOSPolicyCHAP5.pdf>

## Insurance

In all instances in which vendor personnel enter County property to repair, install, service, construct, consult, etc., the County requires a certificate of insurance verifying coverage per County insurance requirements. Whenever insurance is required on a contract/agreement, the vendor will be supplied with complete requirements for coverage.

Please contact:

**Ebix BPO** (formerly Periculum Services Group) at:

(517) 647-1700 x 205

**Account Rep. e-mail:**

Laurie.almy@Ebix.com

**Send certificates to:**

Certsonly-Portland@Ebix.com

Or FAX:

(517) 647-7900

## Taxes

The County is not exempt from sales and use tax and pays accordingly when applicable.

## Gift & Gratuities

The County Procurement Office maintains a strict policy prohibiting the acceptance of gifts and/or gratuities from any supplier or potential supplier by its employees.

## Americans with Disabilities Act

The County is in full compliance with the American with Disabilities Act (ADA), if you or someone in your firm needs special assistance to participate in a walk-through or attend a prebid conference, please contact the Procurement Office at:

(408) 491-7400

## Helpful Links

Frequently Asked Questions:

<https://www.sccgov.org/sites/proc/FAQ/Pages/default.aspx>

Ariba Registration:

<http://sccgov.supplier.ariba.com/register>

Ariba Self-Registration Guide:

<https://www.sccgov.org/sites/proc/DoingBusinesswiththeCounty/Documents/Supplier%20Registration%20QRG.pdf>

BidSync Registration:

[www.bidsync.com](http://www.bidsync.com)

Policies on Contracting and Bidding:

<https://www.sccgov.org/sites/proc/DoingBusinesswiththeCounty/VendorRegi/Pages/default.aspx>

Roads and Airports Department Project Bid Information:

<https://www.sccgov.org/sites/rda/DBU/Pages/ProjBid.aspx>

Parks and Recreation:

<https://www.sccgov.org/sites/parks/PlansProjects/introduction/Pages/plans-projects-introduction.aspx>

SCC Agencies & Departments:

<https://www.sccgov.org/sites/scc/gov/Pages/agencies.aspx>

Contact and Commodity Assignment List

<https://www.sccgov.org/sites/proc/ContactUs/Documents/ContactCommodityAssignmentList.pdf>

Thank you for your interest in doing business with the County of Santa Clara, we look forward to working with you!