

DOING BUSINESS WITH THE CITY OF RICHMOND

Vendor Engagement & Procurement Opportunities

May 9, 2025

WHY WORK WITH THE CITY?



- Over \$250M in Annual City Spending
- Transparent and Competitive Process
- Modern Vendor Portal
- Long-Term Partnership Opportunities

HOW TO REGISTER AS A VENDOR



- Visit the City of Richmond website: www.ci.richmond.ca.us/bids
- Navigate to “Business” and click on “Bids”
- Register in the vendor portal (BidsOnline)
- Select appropriate commodity codes to receive bid notifications

FINDING BID OPPORTUNITIES



- Visit: www.ci.richmond.ca.us/bids
- Register for Notifications
- Attend pre-bid meetings and networking events

TYPES OF SOLICITATION



- Request for Quotation (RFQ)
- Invitation to Bid (ITB)
- Request for Proposals (RFP)
- Request for Qualifications (RFQ)
- Emergency and Sole Source Procurements

DOLLAR THRESHOLDS



- Under \$3,000 – One written quote required
- \$3,000 – \$4,999 – Two written quotes required
- \$5,000 – \$49,999 – Three written quotes and post on Vendor Portal
- Over \$50,000 – Formal sealed bids or proposals required

PROCUREMENT CARD USE



- May be used for low dollar purchases within policy guidelines.
- Services may not be procured using the procurement card.

TIPS FOR VENDOR SUCCESS



- Register on BidsOnline Vendor Portal
- Read solicitations carefully
- Ask timely questions
- Attend pre-bid conferences
- Partner when needed
- Be responsive

STANDARD CONTRACT



- Executed contract required prior to services
- Must agree to the City's standard contract including all exhibits
- Sample contract available online

BUSINESS LICENSE



- Required for vendors with a place of business in Richmond or earning over \$10,000 from the City in a fiscal year
- License must be valid for the full term of the contract
- Apply or renew at: www.ci.richmond.ca.us/businesslicense

INSURANCE REQUIREMENTS



- General Liability
- Auto Liability
- Workers' Compensation
- Professional Liability (as applicable)
- Visit: www.ci.richmond.ca.us/riskmanagement for full details

ACCOUNTS PAYABLE - GETTING PAID PROMPTLY



- Submit invoices to: accounts_payable@ci.richmond.ca.us
- Include: Vendor name, Purchase Order number, description of goods/services, total amount, date of service
- Payment Terms: Net 45

CONTACTS



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- Patrick McKenzie, Buyer II - 510-620-6732 - Patrick_McKenzie@ci.richmond.ca.us
- Website: www.ci.richmond.ca.us/purchasing
- Vendor Portal: www.ci.richmond.ca.us/bids