WELCOME

- Welcome to the Doing Business with the City of Richmond meeting!

- **Purpose**: Help vendors navigate procurement

- **Today's Goal**: Build partnerships and promote competition

AGENDA

- Why Work with the City
- Types of Procurement
- Vendor Registration
- Finding Bids
- Solicitations
- Procurement Card
- Vendor Tips
- Contracting
- Insurance Requirements
- Accounts Payable
- Resources

Why Work with Us?

- More than $250M in Annual City Spending
- Wide range of services and goods needed
- Transparent and Competitive Process
- Support for local and small businesses
- Modern Vendor Portal
- Stability & Reliability
- Long-Term Partnerships Opportunities

Procurement Types

Goods and Supplies

Services (Professional, Technical, Non-Professional)

Construction & Public Works

State and Federal Funded Projects
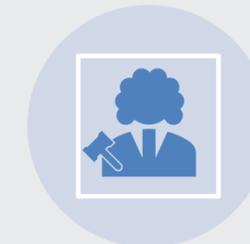
Our Procurement Values

Transparency

Fair and open competition

Fiscal responsibility

Compliance with federal, state, and local laws

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

Quotes Bids Proposals

| Purchase Amount	Requirement
< $3,000	1 Written Quote required
$3,000 – $4,999	2 Written Quotes
$5,000 – $49,999	3 Written Quotes & Post on Vendor Portal
>$50,000	Sealed Bids or Proposals

Procurement Card Use

For low-dollar Purchases goods/products under $3,000

NO Services on the CAL-Card

Services Require a Contract and Insurance

Tips for Vendor Success

- ✓ Register as a Vendor on BidsOnline Vendor Portal

- ✓ Read Solicitation Carefully

- ✓ Ask questions Timely

- ✓ Attend pre-bid conferences

- ✓ Partner When Needed

- ✓ Be responsive
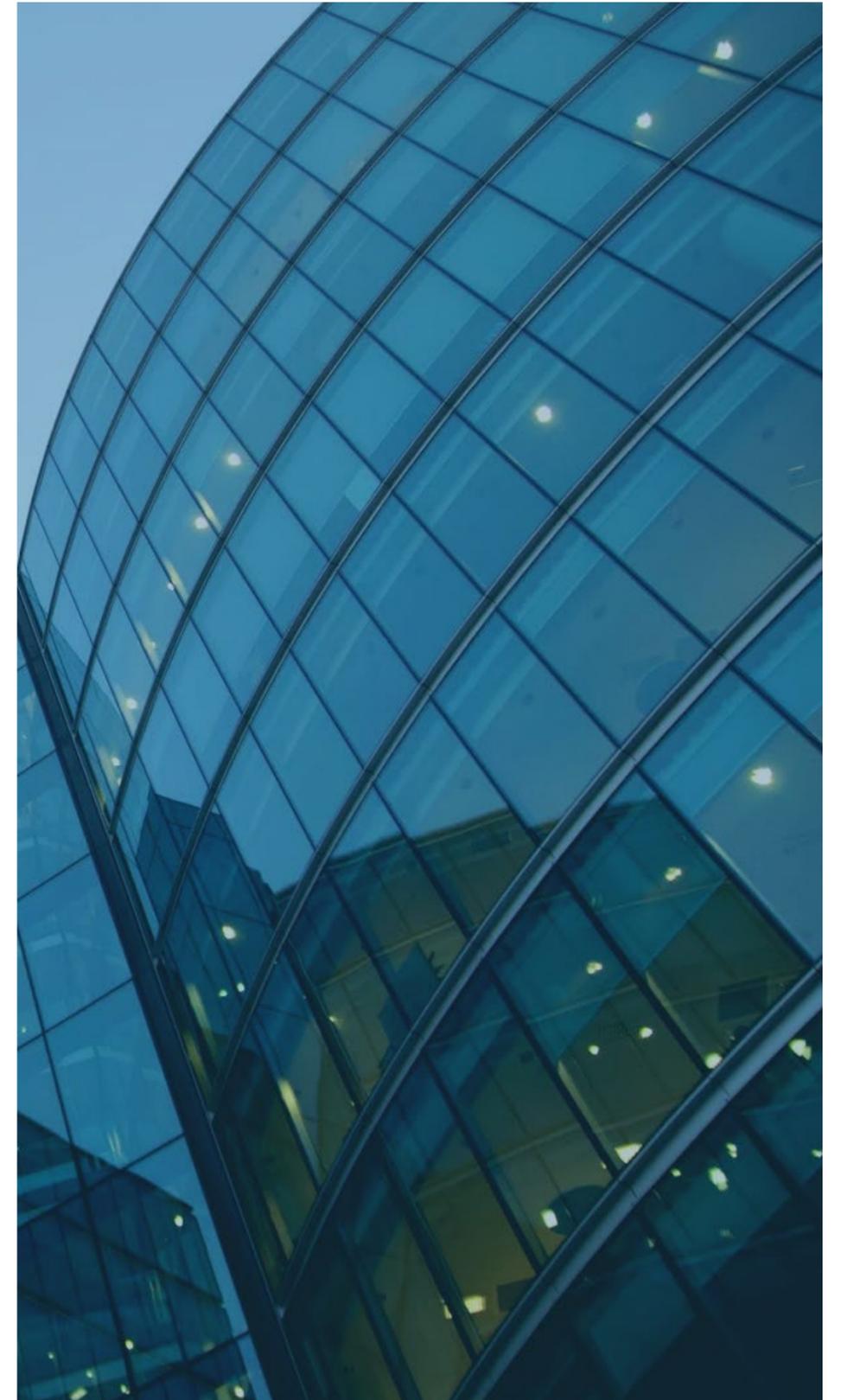
City of Richmond Purchasing Division

Ofelia Alvarez, Sr. Buyer – 510-620-6699
Ofelia_Alvarez@ci.richmond.ca.us

Patrick McKenzie, Buyer II – 510-620-6732
Patrick_McKenzie@ci.richmond.ca.us

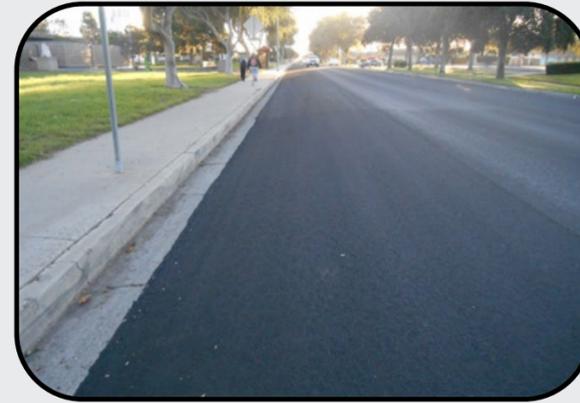**Website: www.ci.richmond.ca.us/purchasing**

Vendor Portal: www.ci.richmond.ca.us/bids

Resources & Contacts

Upcoming Procurement Opportunities

Richmond Art and Lighting

Street Paving – Cape Seal

Carlson Crosstown Project Phase II

Martin Luther King, Jr. Community Center and Park Renovation

Fire Station 66

Booker T. Anderson Community Center Phase III

- An executed contract is required for all services prior to work being performed

- Vendor must agree to the City's standard contract including all exhibits

- A contract sample can be found at the link below: Standard-Contract-2024-08-updated

Standard Contract

Business License

Required if:
- Vendor maintains place of business in the City of Richmond or provides services to the City
- Vendor's cumulative fiscal year total is greater than $10,000

Business license required for full period of contract.

www.ci.richmond.ca.us/businesslicense

Business License

Permits - Planning & Zoning
Intuitive Municipal Solution
Issues - Rent Program
SCAN ME
Richmond, CA

and Business License Tax

- Starting April 28ᵗʰ, 2025, the City the City of Richmond has partnered with Intuitive Municipal Solutions (iMS) to offer our community an efficient streamlined process for Business License Tax (along with Permitting, Planning, and Code Enforcement activities)

- ✓ Create an account online
- ✓ Submit new business license tax application
- ✓ Pay your tax online
- ✓ Receive your business tax certificate via email

Insurance Requirements

- All vendors must comply with insurance requirements when doing business with the City

- Insurance protects both the City and vendors from potential liabilities

- Required Insurance may include:

  - General Liability

  - Auto Liability

  - Workers' Compensation

  - Professional Liability

- Coverage must be current and certificates submitted before work begins

- Visit: www.ci.richmond.ca.us/riskmanagement for complete requirements
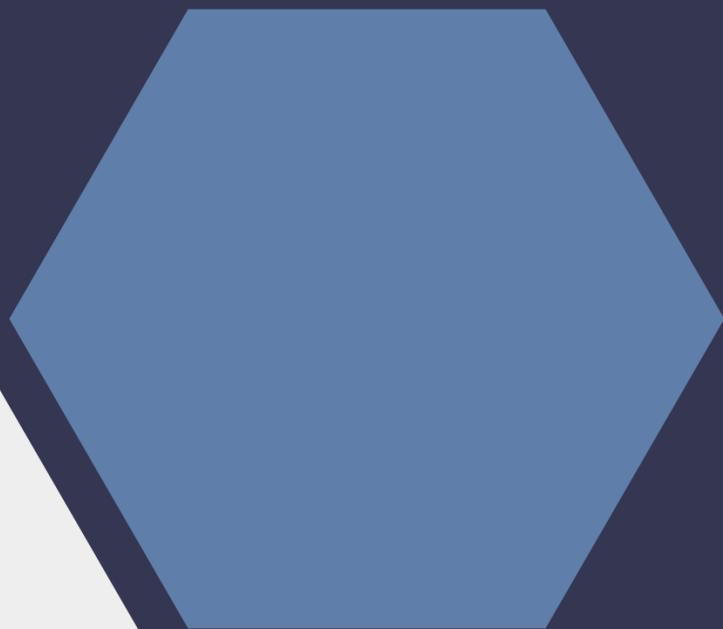
Accounts Payable - Getting Paid Promptly

- Submit invoices to:
  accounts_payable@ci.richmond.ca.us
- Invoices must include:
  - ✓ Vendor Name and Contact Information
  - ✓ Purchase Order Number
  - ✓ Description of Goods/Services
  - ✓ Total Amount and Date of Service
- Payment Terms: Net 45
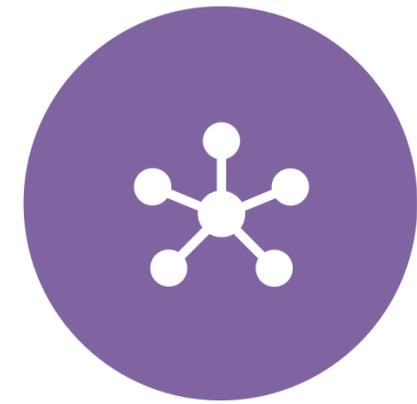
Thank You!
We Appreciate your Partnership

Q&A

VISIT:

WWW.CI.RICHMOND.CA.US/PURCHASING

STAY CONNECTED
WITH THE CITY OF
RICHMOND