

Welcome to the County of Santa Clara

PROCUREMENT DEPARTMENT VENDOR GUIDE



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Office Hours

Monday through Friday
8:00 a.m. - 5:00 p.m.



www.sccgov.org

*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 procure goods and services in a manner that assures the most effective use of taxpayer monies in support of services to County residents.

Purpose

The purpose of this guide is to explain how a vendor may participate in the process to gain the County's business. The County is always interested in securing responsible vendors who can meet its supply needs promptly, economically, and in the desired quality and quantities.

Organization

The County of Santa Clara County Procurement and Contracting Department is charged with the responsibility for making all purchases of goods, materials and services for the County, as provided for in the County Ordinance.

The County's Procurement and Contracting 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.

Vendor Registration

BidSync is an interactive web-site for suppliers interested in

doing business with the County of Santa Clara Procurement Department. *BidSync* allows suppliers to view and download open solicitations in order to participate in bidding opportunities for the County.

All suppliers interested in doing business with the County of Santa Clara should register with *BidSync*. To register visit: www.bidsync.com or call 1-800-990-9339.

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's utilizes the following methods of procurement:

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

Informal Bids:

Purchases over \$5,000 and less than \$100,000 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. Such bids are competitively solicited through *BidSync*. Award is based on the lowest responsive, responsible bidder.

Request for Proposals:

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

Minor Construction Projects:

Minor Construction projects over \$45,000 require formal written sealed bids.

Taxes

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

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 x202

Account Rep e-mail:

rmartzke@periculum.com

Send certificate to:

certsonly@periculum.com

Or FAX: (517) 647-7900

Local Business

In the formal solicitation of goods or services, the County of Santa Clara 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 boundary 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.”

Click here to access the Local Preference Policy.

Gifts and 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 of Santa Clara 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.

Contact Us

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