

## **FREQUENTLY ASKED QUESTIONS**

### **Bid Section**

Where do I deliver my bid?

When is my bid due?

When will an addendum be issued?

What does the piggyback clause mean?

Can I still bid if I can't meet all the specifications?

How will I be notified if there is an item to bid on?

Can I get last year's bid information?

How will I find out results?

How long does it take to award a bid?

What if I want to protest a bid?

What is the difference between a request for proposal and formal bid?

How many copies can I get for free?

Can I get copies of the competitor's bids/proposals?

Will I be notified of the final outcome even if I don't win?

Who can I contact about business licenses?

What if I can't download a file, how can I get it?

Who has the authority to award the purchase?

When will a purchase order be issued for the item after the bid process?

What is the bid limit to go to Council?

What is the bid limit to go to Council?

Can the public attend the Council meetings? Will I be recognized at Council?

When is the agenda for Council meetings issued? How can I get a copy of the agenda for the Council meeting?

Who do I contact when I want to get paid?

How long does it take to get paid after the item is delivered?

What does lowest responsible bidder mean?

What if it is a tie bid?

What does it mean when a brand name is used?

### **RFQ Section**

Where do I delivery my request for quotation?

How will I find out results?

How many copies can I get for free?

How many copies can I get for free?

Will I be notified of the final outcome even if I don't win?

Who can I contact about business licenses?

What if I can't download a file, how can I get it?

Are all the City's RFQs on the City's website?

Who do I contact when I want to get paid?

How long does it take to get paid after the item is delivered?

### **Vendor Section**

How do I become a vendor?

Who has access to my vendor registration information?

How can I register for more than three (3) commodities/services?

How can I get registered without a computer?

What do I do if I have problems filling out the vendor registration application?

### **Surplus Section**

Do you sell all surplus on E-bay?

What hours can I pick up an E-bay item?

Who do I contact regarding E-bay items?

What if an E-bay item doesn't match the descriptions?

Does the City have a citywide auction for surplus goods?

What do I do if I have problems filling out the vendor registration application?

### **General Section**

Are all items bought for the City purchased through General Services?

Who do I call when I want to complain?

## ***BIDS***

Where do I deliver my bid?

Formal bids and request for proposals are to be delivered to City Hall, 1201 Civic Center Blvd., Yuba City, CA 95991 at the City Clerk's office.

When is my bid due?

Formal bids and request for proposal are due when the bid opening date is set. All bids and request for proposals have a front cover page that lists the bid opening date. The first and second page of the bid also indicate the formal bid and request for proposal due date.

When will an addendum be issued?

Addendum(s) can be issued at anytime but will be issued at least seventy-two (72) hours before the bid opening date. No addendums will be issued after the seventy-two (72) hour mark. Addendum(s) are posted on the city's website <http://www.yubacity.net>. If the Internet is not accessible, then call 530-822-4659 for addendum(s).

What does the piggyback clause mean?

The piggyback clause is a courtesy to other governments, municipalities in allowing them access to the pricing or conditions of the City's bid or request for proposal. In no way will the ability to offer piggybacking affect the award of the bid or request for proposal.

Can I still bid if I can't meet all the specifications?

Yes, you can still bid if you can't meet all the specifications. Itemize the specifications that you are unable to meet and what can be offered instead. All bids and request for proposals are evaluated on an individual basis so offer as much detail as possible when

not meeting the specifications. Bidders not meeting bid specifications may be considered nonresponsive.

How will I be notified if there is an item to bid on?

If you are registered on the City's vendor list, then you will receive an e-mail if you have provided one that informs you that there is a bid, request for proposal, or request for quote on the City's website. If an e-mail address was not provided, then a postcard will be mailed with the same information as the e-mail. If you do not have access to the web, the same information can be received by calling 530-822-4659.

Can I get last year's bid information?

Yes, you can get last year's bid information by calling 530-822-4645. The information can be faxed, e-mailed, or mailed to you.

How will I find out results?

Results will be posted on the City's website but can also be obtained by calling 530-822-4659.

How long does it take to award a bid?

From the bid or proposal opening date, the City has sixty (60) days to award.

What if I want to protest a bid?

To protest a bid or proposal before it is read, put the protest in writing no later than seventy-two (72) hours prior to the bid opening. To protest the bid or proposal after it has been opened, put the protest into writing five (5) working days after receiving notification of award. Details on protest procedure can be obtained by calling 530-822-4659.

What is the difference between a request for proposal and formal bid?

A formal bid is awarded based on the lowest responsive bidder. A request for proposal is awarded on the basis of weighted evaluation criteria that are conducted by a committee.

How many copies can I get for free?

The first ten (10) copies are free. After the first ten (10) copies, copies are \$0.10 per copy.

Can I get copies of the competitor's bids/proposals?

Yes, copies can be obtained by calling 530-822-4645.

Will I be notified of the final outcome even if I don't win?

The final outcome will be posted on the City's website in the form of a letter. You can also request to be notified by fax or phone.

Who can I contact about business licenses?

All businesses doing work in the City of Yuba City should verify with the Finance Division if they are required to be registered for and pay the Yuba City Business Tax(es)

and/or License. Additional information and business licenses can be obtained by calling (530) 822-4619 or stopping by City Hall at 1201 Civic Center Blvd.

What if I can't download a file, how can I get it?

The information can be mailed, faxed or picked up. Call 530-822-4659 and the file transmission will be arranged.

Who has the authority to award the purchase?

Council awards bids/proposals over \$25,000. The Purchasing Agent awards anything under \$25,000.

When will a purchase order be issued for the item after the bid process?

A purchase order will be issued after award has been made either by Council or by the Purchasing Agent. If a contract is to be entered into, a purchase order will be issued after all insurance information has been received, if applicable and the contract has been signed by the awarded party.

What is the bid limit to go to Council?

\$25,000 is the bid limit. Anything under \$25,000 can be awarded by the Purchasing Agent.

When/where are the Council meetings?

The Council meetings are at City Hall in the Council Chambers. Council meetings are held the first and third Tuesday of every month at 7 pm.

Can the public attend the Council meetings? Will I be recognized at Council?

Yes, there is a section during the Council meetings reserved for interested citizens. It gives a chance for the public to speak during the meetings.

When is the agenda for Council meetings issued? How can I get a copy of the agenda for the Council meeting?

The agenda is available for viewing by the public the Friday afternoon before the Council meeting. The agenda is also available on the City's website.

Who do I contact when I want to get paid?

Send the invoice to the department, division, or person who issued the purchase order or who is your point of contact within the City. If the invoice has already been sent and two (2) weeks have elapsed without payment, contact the Finance Division at 530-822-4711.

How long does it take to get paid after the item is delivered?

After the item is delivered and the item has been accepted, issue an invoice to the generating City department or division. After the invoice has been received, it will be sent to Accounts Payable for payment. Checks are issued Thursdays of each week and the last working day of the month.

What does lowest responsible bidder mean?

Lowest responsible bidder means the bidder who meets the City's bid specifications and who is the low bidder.

What if it is a tie bid?

In case of a tie bid, the award will go to the local bidder. If both bidders are local or none are local, lots are drawn, staff will re-bid, or the award is given in the best interest of the City.

What does it mean when a brand name is used?

Unless specified in the bid/proposal, a brand name is a descriptive term. In some cases, a brand name will be requested and all other brand names will need to be approved by the General Services Division.

***RFQs***

Where do I delivery my request for quotation?

Request for quotations will vary. On the request for quotation form, the upper right hand box itemizes the return location.

How will I find out results?

Request for quotations will vary. On the request for quotation, the upper right hand box indicates who the contact person is.

How many copies can I get for free?

The first ten (10) copies are free. After the first ten (10) copies are \$0.10 per copy.

Will I be notified of the final outcome even if I don't win?

Yes, notification will occur however if it doesn't occur, contact the originating person, division, or department.

Who can I contact about business licenses?

All businesses doing work in the City of Yuba City should verify with the Finance Division if they are required to be registered for and pay the Yuba City Business Tax(es) and/or License. Additional information and business licenses can be obtained by calling (530) 822-4619 or stopping by City Hall at 1201 Civic Center Blvd.

What if I can't download a file, how can I get it?

The information can be mailed or faxed or picked up. Call 530-822-4659 and the file transmission will be arranged.

Are all the City's RFQs on the City's website?

No, the only RFQs that are on the City's website will be RFQs that have been issued by the General Services Division or requested to be put on the internet by the generating department.

Who do I contact when I want to get paid?

Send the invoice to the department, division, or person who issued the purchase order or who is your point of contact within the City. If the invoice has already been sent and two (2) weeks have elapsed without payment, contact the Finance Division at 530-822-4711.

How long does it take to get paid after the item is delivered?

After the item is delivered and the item has been accepted, issue an invoice to the generating City department or division. After the invoice has been received, it will be sent to Accounts Payable for payment. Checks are issued Thursdays of each week and the last working day of the month.

## ***VENDOR***

How do I become a vendor?

Register to become a part of the city's vendor list at <http://www.yubacity.net>, click on Purchasing and Surplus under Areas of Interest, and then click on Vendor Registration Application. Choose three (3) commodities that apply to the services or products that are applicable to your company or organization.

Who has access to my vendor registration information?

The information is available via the City's website and Citynet. The Citynet is only available to employees of the City; it allows city employees access to the vendor list. The information is secure and the information will not be changed unless there is a request for change put in with the General Services Division. There is a vendor search available on the City's website that allows partial information to be displayed.

How can I register for more than three (3) commodities/services?

Just re-register on the City's website. Keep on re-registering until you have registered for all of the commodities and services that apply to your company or organization.

How can I get registered without a computer?

Just call 530-822-4659 and an application will be faxed or mailed to you. When complete, return to the General Services Division and your information will be added to the vendor list.

What do I do if I have problems filling out the vendor registration application?

Contact the General Services Division at 530-822-4659 and they will walk you through the process. If the problem cannot be fixed then an application will be faxed or mailed.

## ***SURPLUS***

### Do you sell all surplus on E-bay?

Not all surplus is sold on E-bay. Several other methods are used some of which include auction, City site sale, recycling, etc.

### What hours can I pick up an E-bay item?

E-bay items can be picked up Monday through Friday, 7 am to 4 pm at the City's Corporation Yard, 1185 Market Street, Yuba City, CA. Pick up times can be arranged by calling 530-822-4659.

### Who do I contact regarding E-bay items?

General Services Division is the point of contact. Calling 530-822-4659 will put you in contact with General Services Division.

### What if an E-bay item doesn't match the descriptions?

General Services would like to be contacted when the person who purchases an E-bay item and feels that the item was not properly described.

### Does the City have a citywide auction for surplus goods?

Typically, the City does not have a citywide auction for goods but in the past there has been a sale day for bicycles and other miscellaneous items. All sale days are posted in the Appeal-Democrat.

### How does the City dispose of computers?

The City typically sells computers on E-bay if they are deemed valuable by the City's Information Technology Division.

## ***GENERAL***

### Are all items bought for the City purchased through General Services?

No, all items including service are not bought through General Services. All products and services over \$25,000 are procured through General Services. Under \$25,000, General Services may complete the purchase or may partner with the City Department as they complete the purchase.

### Who do I call when I want to complain?

Contact the General Services Division at 530-822-4659 and they will assist you with your complaint and the available course of action.