

Insurance

If work is performed on the City's premises, proof of commercial liability and property damage insurance naming the City as an additional insured must be provided prior to performance of duties. Worker's compensation coverage is also required for each employee engaged in work for the City.

Surplus

Surplus equipment, materials, and supplies may be sold at auction, via <http://www.yubacity.net>, Ebay, by sealed bid, or by informal quotation from prospective buyers. Please call or visit the City's website for additional information.



Katrina Woods
Administrative Clerk II



Mailing Address

City of Yuba City
1185 Market Street
Yuba City, CA 95991

Phone Numbers

Voice: 530 822 4659
Fax: 530 822 4721

Physical Location

Corporation Yard
1185 Market Street
Yuba City, CA 95991

Office Hours

Monday—Friday, 7 am—4 pm

Website

<http://www.yubacity.net>

Vendors by appointment only.

Revised 2/29/08

Purchasing



City of
Yuba City's

Supplier's

Guide



Tel: 530 822 4659



Purchasing



Vicky Stoller,
Administrative Analyst I

Bid List

The City of Yuba City maintains vendor listings for various services and products. If you are interested in becoming a part of our vendor lists please do one of the following:

- 1) Go to the City's website: <http://www.yubacity.net>
- 2) Write a letter of interest to: General Services, 1185 Market Street, Yuba City, CA 95991
- 3) Call us at 530 822 4659

Bid Procedures

Informal quotes or request for quotes (RFQs) may be e-mailed, faxed out, requested over the phone, or sent by U.S. mail. Request for quotes need to be returned on the RFQ form. Most informal quotes may be returned to the General Services office.

Formal bids are advertised in the Appeal Democrat, our local newspaper, and at the City's website, <http://www.yubacity.net>. Formal bids are advertised at least ten days prior to the bid opening. Formal bids can be obtained from the City's website, mailed out, faxed out, or e-mailed out.

Formal bids must be returned in a sealed package. The package needs to be clearly marked with a bid name and number. Formal bids may be hand delivered or mailed to the City Clerk's office. The City Clerk's office at:
Office of City Clerk
1201 Civic Center Blvd.
Yuba City, CA 95991



Bid Limits

\$1,000 to \$50,000 is an informal quote and awarded

on at least three informal quotations. \$50,000 and above is a formal bid, is advertised, and requires a public bid opening.

Awarded Bids

Informal quotes are awarded when at least three informal quotations are obtained and a low quote has been determined.

Formal bids will be awarded within 60 days after bid opening. The awarded vendor will be contacted by General Services and all vendors will be notified by mail. All vendors can review the results on the City's website: <http://www.yubacity.net>.



Natalie Walter,
Administrative Analyst II