

# Doing Business with the City of Santa Clara.

Welcome to City of Santa Clara. The City's Purchasing Division provides support and facilitates procurement activity for supplies, materials, equipment and non-professional services for City departments. This guide will help explain the processes and requirements that are necessary when doing business with the City.

## Vendor Registration

The City of Santa Clara has partnered with BidSync to advertise, post, distribute, facilitate and receive electronic responses to the City's solicitations. Vendors are encouraged to register with BidSync to receive notifications, and access information about current and past bid opportunities. If you do not already have a BidSync account, please visit [BidSync.com](http://BidSync.com) and register for free.

**Tip** Maintaining your BidSync profile and selecting appropriate commodity codes for your products and services will help to ensure you receive relevant bid notifications.

## Types of Solicitations and Basis of Award

The City posts solicitations based on value and/or scope of work. Typical bids include:

**Request for Quote (RFQ)** Informal solicitation generally less than \$100,000 for supplies and equipment and \$50,000 for services. The basis of award may be low price or best value, depending on what is being purchased.

**Request for Bid (RFB)** Formal solicitation for supplies and equipment greater than \$100,000. The basis of award is the lowest responsive, responsible bid.

**Request for Proposal (RFP)** Formal solicitation, typically for services but may also be used for supplies and equipment. The basis of award is typically best value.

## Bid Specifications

Written specifications are used in the bidding process to describe the quantity, quality, delivery requirements and or service requirements. Additionally, the City's terms and conditions and insurance requirements if applicable are also included with each solicitation.

For product purchases, a specification may reference a brand name. The specification will be followed by the words "or equal" under circumstances where it is reasonably possible for equivalency to be demonstrated.



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## Special Requirements

Solicitations that include a service component will have certain requirements, depending on the nature of the service. These requirements may include, but are not limited to:

**Insurance** Vendors shall provide a valid certificate of insurance evidencing proof of coverage as determined by the City's Risk Manager. These requirements will be provided as an attachment in the bid packet.

**Department of Industrial Relations (DIR)** For Public Works projects, vendors must be currently registered with the DIR at the time their bid is submitted.

**Labor Compliance Addendum (LCA)** Vendors must return a signed LCA prior to award of contract.

**Business Tax** Vendors must have a valid business license with the City of Santa Clara prior to award of contract.

*\*In general, all contracts greater than \$1,000 that require the use of skilled labor are subject to a prevailing wage as determined by the Department of Industrial Relations.*

## Helpful Links

### City of Santa Clara

<https://www.santaclaraca.gov>

### City of Santa Clara Purchasing Division:

<https://www.santaclaraca.gov/our-city/departments-a-f/finance/purchasing>

### City of Santa Clara Business Tax & License Information:

<https://www.santaclaraca.gov/business-development/business-services/business-tax-license>

### City of Santa Clara City Code:

<https://www.codepublishing.com/CA/SantaClara/>

### California State Department of Industrial Relations:

<https://www.dir.ca.gov/>

## Contact Information

City of Santa Clara  
Purchasing Division  
1500 Warburton Ave.  
Santa Clara, CA 95050  
Phone: 408.615.2046  
Email: [purchasing@santaclaraca.gov](mailto:purchasing@santaclaraca.gov)



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