

Welcome: The County of Alameda purchases a wide variety of goods and services through a centralized purchasing system. The purpose of this brochure is to acquaint you with the County's purchasing policies and procedures, and explain how you can do business with the County. Our goal is to assist you in your marketing efforts and promote partnerships between you and the County of Alameda. If this brochure does not answer all of your questions, please visit our website at www.acgov.org or contact Purchasing at (510) 208-9600 for further information.

Centralized Purchasing: Procurement of goods and services are centralized in the General Services Agency (GSA) Purchasing Department under the Assistant Director. Funds for the acquisition of goods and services must be approved by GSA or the Board of Supervisors and authorized by a purchase order. Every attempt will be made by the County to process payments within 30 days. County departments may utilize the County Procurement Card to purchase approved goods and services up to \$3,000.

Sales Calls & Contacts: Office hours are 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m., PST. To save time and ensure you receive adequate attention, please make an appointment before coming to GSA-Purchasing. Courtesy visits are not encouraged. Please contact GSA-Purchasing or consult our website for the Buyer's name and phone number for the product or service you provide.

Contracting Opportunities: The Business Outreach & Compliance Office (BOCO) currently manages the Small Local Emerging Business (SLEB) Program and maintains a list of local and small/emerging locally owned vendors interested in doing business with the County. These businesses are solicited by GSA-Purchasing through informal and formal competitive bid procedures to provide required goods and services to County departments. Formal Request for Proposal/Quotations (RFP/Qs) are posted on the GSA Current Contracting Opportunities website and published in local newspapers. A bid preference is available to local and certified small/emerging locally owned businesses. Goods and/or Services over \$25,000 are required to be purchased from certified SLEBs or a minimum 20% (unless otherwise indicated) SLEB participation is required. Purchases of \$25,000 and under are from certified SLEBs wherever possible. Contact the Business Outreach Officer at (510) 208-9717 or visit our website for more information regarding the SLEB Program and how to register your company as a certified small or emerging local business.

Business Outreach: BOCO works with community businesses and County staff to promote and support the SLEB Program and to certify vendors as small and emerging local businesses. Vendor informational meetings, networking/bidders conferences, training and vendor fairs are held to promote opportunities for the small and emerging local business community to become acquainted with the County's procurement process. SLEB Program events are advertised in local newspapers and posted on the GSA Calendar of Events website.

Informal Competitive Bid Process: An informal competitive bid process is utilized when the cost of goods or services is under \$100,000. Quotes are solicited from at least 3 vendors wherever possible. GSA-Purchasing will solicit informal quotes by telephone, fax or mail from vendors listed in the SLEB Vendor Database. Informal requests for bids are not normally advertised. Contracts are awarded to the lowest responsive bidder meeting specifications.

Formal Competitive Bid Process: Formal competitive bid procedures are utilized when the cost of goods or services exceeds \$100,000 (but may be used for smaller amounts) and include the issuing of a Request for Interest (RFI) and/or a Request for Proposal/Quotation (RFP/Q). RFP/Qs may be preceded by an RFI posted on the GSA Current Contracting Opportunities website and issued to small and emerging local businesses that are listed in the SLEB Vendor Database. Vendors responding to an RFI will be placed on the vendor bid list for the subsequently issued RFP/Q. RFP/Qs are posted on the GSA Current Contracting Opportunities website and advertised in local newspapers. The formal competitive bid process may include an opportunity for prospective bidders to attend networking/bidders conferences as indicated in each RFP/Q issued.

Sealed bids will be received at GSA-Purchasing in accordance with RFP/Q instructions. A summary of bids received indicating the successful bid is available for review after the award of the order or contract at GSA-Purchasing as indicated in each RFP/Q issued. Contracts will be awarded as indicated in each RFP/Q issued and will not necessarily be awarded to the bidder quoting the lowest cost.

Local Vendor Preference: A 5% preference will be granted to Alameda County products or vendors on all sealed bids except with respect to those contracts which state law requires be granted to the lowest responsible bidder.

An Alameda County vendor is a firm or dealer with fixed offices and having a street address within the County and which holds a valid business license issued by the County or City within the County for at least 6 months prior to the date upon which a request for sealed bids or proposals is issued; and which holds a valid business license issued by the County or a city within the County. Alameda County products are those which are grown, mined, fabricated, manufactured, processed or produced in the County.

Small and Emerging Locally Owned Business Bid Preference: An additional 5% preference shall be granted to bidders who are certified by the County as a small or emerging local business on all bids except with respect to those contracts which state law requires be granted to the lowest responsible bidder.

The County utilizes the definition of a small business as indicated by the United States Small Business Administration. An emerging business, as defined by the County is one that is at least one-half the size of a small business and has been in business less than five years.

First Source Program: This program was developed to create a public/private partnership linking job seekers, unemployed and under-employed County residents to sustainable employment through the County's relationships with businesses, including contracts in excess of \$100,000 that have been awarded to vendors through the competitive process. Awarded vendors must, during the term of the contract, notify the County of any new or vacant positions within their company and provide Alameda County with a ten-day window to provide pre-screened applicants before such positions are advertised to the general public.

Environmental Commitment and Price Preference: The County seeks to purchase products with the lowest overall environmental impact from manufacturing through end of life. To achieve this objective, environmental factors and product attributes are evaluated in the procurement process. To encourage the purchase of products containing recycled materials, a 10% price preference is applied to those products for the purposes of comparing bid pricing.

Packaging and Product Take Back: The County strongly encourages vendors to minimize packaging and to use recycled and recyclable packaging materials. Once a product has reached its end of life, ideally the vendor will take back the product for reuse.

Other County Programs: The County passed an ordinance to minimize/eliminate the use of products that contain or generate persistent bioaccumulative toxins (PBTs) during manufacturing or reuse/disposal such as mercury, lead, dioxin, etc.

The County passed a green building ordinance which requires County construction projects to be built to a LEED Silver standard. Materials procured for construction as well as furniture, fixtures, and other interiors will be recyclable, durable, and have a low-environmental impact.

Tax: The County pays California State sales and use tax when applicable and is exempt from some federal taxes.

Insurance: Vendors who provide goods and services to the County may be required to submit proof of insurance coverage as specified by the County's Risk Manager. Please call the County Risk Manager at (510) 272-6451 for more information regarding insurance requirements.

Bid & Performance Bonds: Bonds may be required when it is necessary to protect the interests of the County. Most contracts issued by GSA-Purchasing do not require bonding.

Gifts & Gratuities: The County of Alameda maintains a strict policy prohibiting the acceptance by its employees of gifts and/or gratuities from any vendor or potential vendor.

**FOR MORE INFORMATION ON
DOING BUSINESS WITH
THE COUNTY OF ALAMEDA
GSA-PURCHASING
PLEASE CALL
(510) 208-9600
AND
VISIT OUR WEBSITE AT**

www.acgov.org

See *Doing Business With Us* located on the top right side of the screen and click on

- [Small Local & Emerging Business Program](#)
- [Current Contracting Opportunities](#)
- [Upcoming Contracting Opportunities](#)
- [Sole Source Procurements](#)
- [Contract Opportunities Hotline](#)
- [Vendor Application](#)
- [Calendar of Events](#)

Or, using the drop down box below *About Us*, in the upper right section of the screen, select **Purchasing** for links to all the above-listed web pages and more.

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VENDOR GUIDE

COUNTY OF ALAMEDA

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Purchasing Department**

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