



# Selling to the City of Oakland





## **FORWARD**

We at the City of Oakland place a high value upon the helpful cooperation of present and potential suppliers in assisting us in obtaining the maximum value for the money we spend; we appreciate your interest in serving us to this end. We encourage you to make specific suggestions on products and services that may be able to save the City money. We hope this booklet will give you the highlights of our procurement operation. If you need further information, please call us at (510) 238-7566.

## **ABOUT THE CITY OF OAKLAND**

The City of Oakland is the largest community in what is commonly referred to as the East Bay of the San Francisco Bay Area. In 1852 the people of the City established Oakland as a chartered City in the State of California, giving it "Home Rule" with respect to municipal affairs. The City is governed by an eight member City Council and operates under the strong Mayor-Council form of government.

With a population of approximately 399,500 people, Oakland's municipal government must provide a variety of services to its citizens. This requires a variety of skills among its approximately 5,000 employees. The following list provides an idea of the scope of work performed by the City work force:

## **WHO WE BUY FOR**

### **THESE ARE SOME OF THE DEPARTMENTS WE BUY FOR:**

#### **OFFICE OF THE CITY MANAGER**

- Office of Information and Technology
- Personnel Resource Management
- Retirement & Risk
- Contract Compliance
- Budget Information

- City Attorney
- City Auditor
- City Council

#### **COMMUNITY AND ECONOMIC DEVELOPMENT AGENCY**

#### **FINANCE SERVICES AGENCY**

- Data Processing Department
- Accounting Division
- Purchasing (Central Stores, Mail Service)
- Collections
- Revenue Division
- Treasury Division

#### **FIRE SERVICES AGENCY**

#### **LIFE ENRICHMENT AGENCY**

- Aging, Health & Human Service
- Oakland Public Library
- Oakland Museum
- Parks and Recreation

#### **POLICE DEPARTMENT**

#### **PUBLIC WORKS AGENCY**

- Electrical (Traffic Control & Radios)
- Municipal Buildings (Carpentry, Paint, Plumbing and Custodial Service)
- Equipment (Automotive and Heavy Equipment Repair)
- Maintenance Services
- Traffic Engineering and Parking
- Inspectional Services
- New Construction



### THE CITY EMPLOYS

Accountants  
Clerical  
Clerks  
Custodians  
Automotive Mechanics  
Camp Counselors  
Carpenters & Craftspeople  
Duplicating Equipment Operators  
Electricians & Engineers  
Equipment Mechanics  
Firefighters  
Gardeners

Librarians  
Painters  
Plumbers  
Police Officers  
Park Rangers  
Recreation Specialists  
Report Writers  
Sewer Maintenance Staff  
Sign Maintenance Staff  
Street Sweepers

### WHO WE DO NOT BUY FOR

OAKLAND UNIFIED SCHOOL DISTRICT  
OAKLAND/ALAMEDA COUNTY COLISEUM  
OAKLAND CONVENTION CENTER  
OAKLAND HOUSING AUTHORITY  
PORT OF OAKLAND & AIRPORT  
BAY AREA RAPID TRANSIT DISTRICT  
(BART)

EAST BAY MUNICIPAL UTILITY DISTRICT  
(WATER)  
PACIFIC GAS & ELECTRIC COMPANY  
ALAMEDA-CONTRA COSTA TRANSIT  
COUNTY OF ALAMEDA (GENERAL  
GOVERNMENT INCLUDING HOSPITALS)  
EAST BAY REGIONAL PARK DISTRICT  
OAKLAND ZOO IN KNOWLAND PARK

Please contact the Purchasing Department of the above organizations if you wish to do business with them. They are listed in the white pages of the telephone directory.



# City of Oakland Purchasing



Purchasing is located on the corner of 14<sup>th</sup> and Broadway in the Frank H. Ogawa Plaza. Enter on the Plaza side.



Once in the Plaza, Purchasing is on the 6<sup>th</sup> floor of the Lionel J. Wilson Building across from City Hall.

City of Oakland  
Purchasing Section  
150 Frank H. Ogawa Plaza, Suite 6223  
Oakland, CA 94612  
(510) 238-7566

Office Hours: 8:00 a.m. to 5:00 p.m. Appointments are recommended.



## **PURCHASING ORGANIZATION/RESPONSIBILITIES**

The Purchasing Section is responsible for the procurement of supplies and services which the City needs for efficient operation and maintenance. In order to provide these supplies and services at the lowest possible cost, consistent with the quality needed for the efficient performance of City activities, almost everything is purchased through competitive bid. We have an obligation to the citizens of Oakland to obtain the maximum value for the money we spend, and to provide reliable service. The Purchasing Section is responsible not only for buying goods and services, but also for the disposal of surplus equipment, centralized storage, inventory control, and mail services. New construction and real property are handled by the Public Works Agency. Services of a professional nature, such as consultants, appraisers, architects and engineers are not the responsibility of the Purchasing Section. These services are contracted directly by the City Departments utilizing the service.

## **BUYER/SELLER RELATIONS**

The development of good vendor relations is an important aspect in the City's procurement system. Observing the following rules and procedures will save much of the City's and your time:

1. All sales representatives should communicate directly with the Purchasing Section. When appropriate, Buyers will arrange interviews between City Departments and sales representatives.
2. All City department requests for prices, catalogs, samples and demonstrations are to be made through Purchasing. If you receive an inquiry from a City Department, please contact the appropriate Buyer for the commodity or services involved. (See the last page.)
3. No one outside the Purchasing Section can commit the City to a purchase in excess of \$5,000.00.

## **DO NOT SHIP MATERIALS OR INITIATE ANY SERVICES WITHOUT AN AUTHORIZED PURCHASE ORDER!**

4. Purchasing maintains a bid list for vendors who ask to be notified when certain types of goods and services are bid. You must complete a vendor application listing of the supplies or services you are capable of offering, together with your firm name, address and telephone number. When the City solicits bids, all firms on the mailing lists will be notified. In addition, legal advertisements will be published when required. Failure to respond to three consecutive bid invitations may be cause for removal of your name from the bidders mailing list. However, you may still bid on subsequent requirements.
5. Every employee of the City is required to keep free of obligation by refusing to accept entertainment or gifts if offered by vendors or their representatives. Therefore, vendors shall not offer any type of gift or gratuity. California Reform Act Section 8100-91014 subjects City employees and vendors to investigation and penalties if it is found that solicitation or acceptance of a gift influenced an employees' action taken with a vendor.

If a City employee solicits a personal gift or personal discount from you, please notify the Purchasing Supervisor of the details and the employee's name.



## **BUYER/SELLER RELATIONS, continued**

6. **MAKE YOUR SALES INVESTMENT WISELY.** Sometimes a vendor will expend considerable time and money in presenting a product to an individual or City Department in hopes of making a sale. If you do this, remember that a contract will be made by competitive bid and what you spent for expensive designs; demonstrations and layouts will not be considered in the Purchasing decision. Specifications prepared by City Departments are carefully reviewed by Purchasing to eliminate undue restrictions and other limitations that unnecessarily reduce competition. The purchase will eventually be made from the lowest responsible bidder meeting these specifications. The help you offer the Department in developing their purchase request cannot be considered when we make the purchase. We recommend, if you are called upon to provide expensive pre-purchase service, that you consider contracting separately with the Department for this service, and also, that you ask the Department you assisted to list you as a suggested vendor on their requisition so we can send you a bid invitation.

## **BUYING PROCEDURES**

It is the City's policy to develop maximum competition for all purchases and to make awards based on the lowest responsible bid received. The City places orders in one of the following ways:

1. *For purchases less than \$5,000.00*, authorized City representatives will contact vendors by sending out Request for Quotation forms or by telephone solicitation. The number of vendors contacted will vary depending on the dollar amount of the purchase and the time available.
2. *For purchases of more than \$5,000.00, but less than \$50,000.00*, Buyers will send bid forms and specifications to enough vendors to provide at least three written responses to the call for bids. Bids are opened daily at 2 p.m., by Purchasing at 150 Frank H. Ogawa Plaza, Suite 6223.
3. *For purchases exceeding \$50,000.00*, Buyers will prepare formal bid specifications and mail to all vendors on the bid list as well as advertising in the Oakland Tribune newspaper. Bids are opened at a formal bid opening conducted Mondays at 2:00 p.m., by the City Clerk, at City Hall, 1 Frank H. Ogawa Plaza, Oakland, CA 94612. Bidders are welcome to attend. The City Council awards all formal contracts to the lowest responsible bidder(s) meeting specifications.

Bids cannot be received after the date and time shown on Bid Solicitation. Please allow enough time for mail delivery; or, if hand delivering a bid, we suggest you plan to arrive at least 15 minutes early.

You may attend bid openings in person or review the results at a later time. Because of the high cost of preparing and mailing bid abstracts, we ask that you make requests in writing or review the results yourself and extract the information available at the Purchasing Section.

Compliance with the specifications, terms and conditions of an award is important. Failure to do so costs the City's taxpayers and may preclude us from considering your firm for future invitations to bid.

## **VENDOR PREFERENCES**

The City of Oakland has an aggressive buy Oakland program. All bidders who are certified as a local business enterprise will receive a preference of up to 5% of their bid. An additional preference of up to 5% will be extended to certified small local business enterprises. Generally, this means that sealed bids received from small local business enterprises will be reduced by the applicable percentage in the evaluation to determine the lowest responsible bidder of all bids received. After this determination is made, an award will be recommended in the amount shown on the vendor's bid.



## **BID AND PERFORMANCE BONDS**

Bid and performance bonds *are* required only when it is absolutely *necessary to protect the interest of the City* and they may be required on certain purchases, depending on the dollar value and complexity of the procurement, as well as other legal requirements.

## **BILLING AND PAYMENT**

Each shipment should be billed separately. Complete description, unit of issue, quantity, unit price and the extension is to be shown on each invoice. An invoice or correspondence pertaining to the payment, must include the purchase order number if prompt payment is expected.

The City makes every attempt to pay all invoices promptly, in order to take advantage of available discounts.

## **DELIVERY**

Vendors are required to give a minimum of 48 hours notice of delivery prior to shipping. Unscheduled deliveries may be rejected. The City of Oakland shall not be held responsible for rejected shipments without prior notice.

Suppliers should carefully follow shipping instructions appearing on City Purchase Orders. The City normally requires all deliveries to be F.O.B. Destination and specifies shipping point(s). When the method of delivery is not specified, the least expensive delivery method should be used unless the nature of the shipment calls for special service.

Delivery dates are specified on every Purchase Order. Failure to comply with the specified date may cause cancellation of the order and will reflect adversely on the vendor's overall performance rating.

Deliveries under formal contracts should follow, as closely as possible, the requirements in the contract. Delays not specifically excused by the contract terms may result in our purchasing in the open market and charging the contracted vendor any cost in excess of the contract price.

## **INSPECTIONS**

City specifications define the quality and performance required of each purchase. Variations from the specifications make a shipment subject to rejection.

In addition to quality and condition checks at delivery, purchases are subject to inspection for conformity with specifications. Such inspections may be made at the supplier's plant, upon delivery, or when the item is applied to its intended use. A vendor's record of compliance with specifications is an important factor in evaluating buying sources.

## **ADDITIONAL CITY POLICIES AND PROCEDURES (see chart on next page)**

### **LIVING WAGE ORDINANCE**

The Ordinance requires that all service contractors who receive contracts for \$25,000.00 or more in any twelve month period shall provide payment of a minimum level of compensation to employees who perform services under or related to the contract.

Under specific circumstances, contractors may be exempt from this requirement or receive a waiver from the City.

### **EQUAL BENEFITS ORDINANCE**

The Ordinance requires that all contracts that receive contract for \$25,000.00 or more in any twelve-month period shall provide employee benefits to their employees with domestic partners equivalent to those provided to their employees with spouses.



## ADDITIONAL CITY PROGRAMS

	CONSTRUCTION	PROFESSIONAL SERVICES	PURCHASING
	<b>Contract \$ Threshold</b>		
50% L/SLBE Business Participation	\$50,000	\$14,999	
50% Local Oakland Employment	\$50,000		
Living Wage <sup>1</sup>		\$25,000	\$25,000
Equal Benefits	\$25,000	\$25,000	\$25,000
15% Oakland Apprentice	\$15,000		
Prevailing Wage	\$1,000		
DBE	\$1.00 (Federal funds)		

<sup>1</sup> Living Wage Ordinance also applies to City Financial Assistance Recipients for any loan, grant or subsidy in the amount of \$100,000 or more.



**PURCHASING SECTION**

**JIMMIE D. JACKSON, C.P.M., A.P.P., Purchasing Supervisor ..... (510) 238-7563**  
**Deborah Griffin, Administrative Assistant ..... (510) 238-7560**  
**Marsetta Powe, Office/Vendor Database Manager ..... (510) 238-7567**

**Buyer/Commodity**

**Frederick Haliburton  
(510 ) 238-6464**

Ammunition  
Appliances  
Athletic Field Maintenance  
Automobile Fasteners  
Automobile Rental  
Automobiles  
Automotive Parts  
Automotive Tires  
Blowers  
Boat and Marine Equipment  
Bus Rental  
Chainsaws  
Chemicals  
Construction Equipment  
Construction Equipment-Small  
Firearms  
Fuel, Oil, and Lubricants  
Hand and Garden Tools  
Hazardous0 Waste Removal

Heavy Equipment  
Herbicides  
Ice-Making Machine  
Laboratory Supplies  
Motorcycles  
Mowers  
Parking Garage Rental  
Pavement Breaker  
Pest Control Services  
Pesticides  
Repair of Vehicles and Equipment  
Sweepers  
Swimming Pool Supplies  
Towing  
Trucks  
Vehicle Maintenance  
Vehicle Parts  
Washing of Vehicles

**Joslyn Randolph  
(510) 238-7565**

Agricultural Supplies  
Animal Products  
Arts and Craft Supplies  
Audio Visual  
Books  
Cable or Microwave Equipment  
CADD Systems  
Calculators  
Cameras and Accessories  
Cash Register Maintenance  
Cash Registers  
Clothing and Textiles  
Computers, Hardware, Software  
Computer Maintenance  
Convenience Copiers  
Dry Cleaning  
Duplicating Equipment  
Electronic Supplies

Envelopes  
Fabric  
Film  
First Aid Supplies  
Flags  
Food  
Food Preparation Equipment  
Forms  
Games  
Glasses  
Laundry  
Office Equipment Repair  
Office Supplies  
Pagers  
Paper and Paper Products  
Photographic Services  
Plastic Bags  
Printing and Typesetting



**Joslyn Randolph, continued**  
**(510) 238-7565**

Radios  
Records  
Recreation Supplies  
Rope  
Sheet music

Telephones  
Time stamps  
Toys  
Typewriter Repair  
Uniforms and Work Garments  
Video Camera

**(Buyer)**  
**(510) 238-7564**

Aggregate  
Armored Car Service  
Athletic Field Maintenance  
Athletic Supplies  
Auctioneering Services  
Blueprints  
Building Glass  
Building Hardware  
Castings, Iron and Steel  
Cement  
Chairs  
Concrete  
Construction Supplies  
Desks  
Dry Batteries  
Electrical Supplies  
Elevator Maintenance  
Fencing  
File Cabinets  
Fire Sprinklers  
Floor Covering and Installation  
Gases, industrial  
Ground Covering  
Hose, Fire  
HVAC  
Installations of Material  
Irrigation Equipment  
Janitorial Supplies  
Ladders, Construction  
Ladders, Fire  
Lamps

Legal Advertising  
Litter Containers  
Lumber  
Microfilm and Microfiche Service  
Microfilm and Microfiche Storage  
Moving/Shipping  
Nursery Supplies  
Overhead Doors  
Packing/Shipping materials  
Paint and Paint Sundries  
Paving Material, Asphalt/Rock  
Playground Equipment  
Plumbing Supplies  
Roofing Material  
Safety Material and Installation  
Sand  
Security Systems  
Shelving Material and Installation  
Street Lights  
Street Trees  
Tennis Court Resurfacing  
Theatrical Lighting  
Toilets, Portable  
Traffic Control Supplies  
Traffic Paint and Reflectives  
Traffic Signs and Posts  
Travel Services  
Welding Supplies and Equipment  
Window Covering Installation  
Window Coverings



Standards of Purchasing Practice  
CALIFORNIA ASSOCIATION  
OF  
PUBLIC PURCHASING OFFICERS

1. To regard Public Service as a sacred trust, giving primary consideration to the interests of the governmental unit by whom we are employed.
2. To purchase the best value obtainable, securing the maximum benefit for each tax dollar expended.
3. To avoid sharp practices, giving all qualified vendors equal opportunity.
4. To respect our obligations and require that obligations to our government unit and us be respected.
5. To accord vendor representatives the same treatment we should like to receive, remembering that they are important sources of information and assistance in our buying problems.
6. To strive constantly for greater knowledge of purchasing methods and of the materials we buy.
7. To be receptive to counsel from our colleagues and to cooperate with them to promote a spirit of unity.
8. To conduct ourselves with fairness and dignity and to demand honesty and truth in buying and selling.
9. To cooperate with all organizations and individuals engaged in enhancing the development and standing of the Purchasing Profession.
10. To remember that everything we do reflect on the entire Purchasing Profession, and to govern our every action accordingly.

