



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 14th and Broadway in the Frank H. Ogawa Plaza. Enter on the Plaza side.



Once in the Plaza, Purchasing is on the 6th 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
	Contract \$ Threshold		
50% L/SLBE Business Participation	\$50,000	\$14,999	
50% Local Oakland Employment	\$50,000		
Living Wage ¹		\$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)		

¹ 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



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(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.

