



Doing Business with Riverside County



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About the County

- **Fourth most Populous County in California**
- **Eleventh most Populous County in the U.S.**
- **Over 7,300 square miles**
- **Over 20,000 Employees**
- **50 Departments, Agencies & Special Districts**
- **Issued over \$900M in Purchase Orders**



Purchasing Authority

Government Code

GC 31000 – provides Board of Supervisors authority to contract

GC25500 – provides Board to delegate authority to Purchasing Agent and sets limits

Local Ordinance 459 establishes procurement rules and regulations



What Does the County Buy?

Professional services:

Architectural

Consulting

Information technology

Interpreters

Security Guards

Environmental Services

Adult Services

Children Services

Goods:

Vehicles

Vehicle Parts/Supplies

Food and Dairy

Security

Medical Supplies

Furniture

Janitorial Supplies

Computers



What are the Procurement Methods?

- **Informal Bidding – Up to \$50,000**
- **Formal Bidding Process – Over \$50,000**
- **Cooperative Purchasing**
 - DGS - State Department of General Services**
 - U.S. Communities**
 - NASPO – National Association of State Procurement Officials**
 - NIPA- National Intergovernmental Purchase Alliance**



Purchasing Staff?

24 Procurement Contract Specialists

38 Departmental Buyers

198 Low Value Purchase Authority Buyers



How Do I Get Started?

Register with the County - Two step process:

Public Purchase:

- <https://www.publicpurchase.com/gems/register/vendor/register>

County Financial System Registration:

- <http://www.purchasing.co.riverside.ca.us/>
(Click on Vendor Registration)



Helpful Hints On Registering

Public Purchase Registration

- **Provide a main contact to receive all bid notifications**

You can have multiple contacts however make sure the main contract name is current as all email notifications for bids will go to the one email.



Helpful Hints On Registering

- **Select all NIGP codes for commodities or services you can provide**
(National Institute of Governmental Purchasing)
- **Bid notifications are tied to the NIGP codes you have selected. Select all that may apply.**



Helpful Hints On Registering

- **Vendors that have registered will receive notification of released bids based on the NIGP codes provided in their registration.**
- **We recommend you also check the Purchasing website for the posting of all bids.**



Board Approved Programs

- **Local Preference – 5%**
- **Veteran Incentive Purchasing Program – 5%**

Note: local preference programs may be restricted from State and Federally funded purchases only one preference will be applied.



County Requirements

- **Required insurance and/or bonding listed in the solicitation**
- **Valid licensing or certification if applicable**
- **In compliance with any and all local, state and federal laws and regulations.**



County Requirements

- **Vendors may purchase required insurance and/or bonding listed in the solicitation through the County's Risk and Insurance Program.**
- **Riverside County Risk Management can assist with providing you a mechanism to secure General Liability and Professional Liability Coverage**
 - RiskManagement@Rivco.org
 - **(951) 955-3540**



Helpful Hints Bids & Proposals

- **RFP, RFQ, RFI will be released through Public Purchase**
- **Public Works (up to \$175K) will be released through the DIR Plan Rooms**
- **RFQ responses can be submitted via Public Purchase or delivered**
- **RFP and RFI's must be delivered to Central Purchasing at Washington Street**

All responses due by 1:30 p.m. on due date



Helpful Hints Bids & Proposals

- **Attend pre-bid meetings**
- **Be clear and concise in your bid response**
- **Address/include all requested information**
- **Know the evaluation/bid process as described in the bid**
- **Submit bids on time (1:30 p.m.)**
- **Ask Questions**
- **De-briefing**



Helpful Hints

Know your customer

- **Customer Needs**
- **Customer Expectations**
- **Customer Business**
- **Effective Communication**
- **Inform us of other contracts in place with municipalities and cooperative groups**

Purchasing & Fleet Services

**Monday through Friday
8:00 a.m. to 5:00 p.m.**

**2980 Washington Street
Riverside, CA 92504-4647
951-955-4937**

