

How to Do Business with the City of Santa Cruz

City of Santa Cruz Purchasing Division

Email: purchasing@santacruzca.gov

Phone: 831-420-5080



Training Agenda Overview

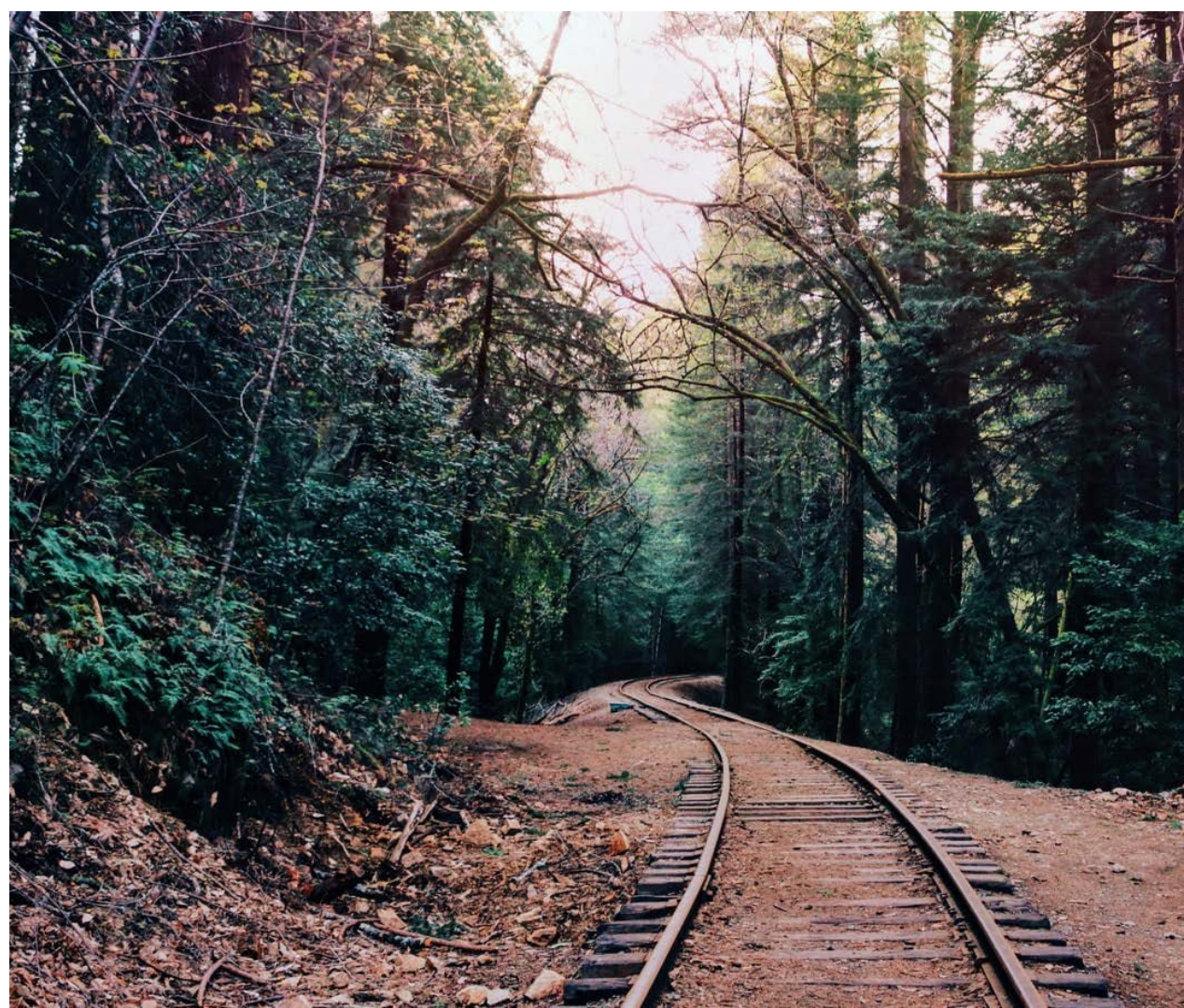
- 1 Overview of Purchasing at the City
- 2 How to Do Business
- 3 How to Register to be a Vendor
- 4 Overview of Upcoming City Projects



Have a Question?

Email the Purchasing Division at
purchasing@santacruzca.gov





About the City of Santa Cruz

- Incorporated in 1866, charter formed in 1948.
- Mayor and six Council members set policy for the City
- City Manager serves as administrator of those policies.
- Full range of municipal services and facilities including:
 - A recreational wharf;
 - A public golf course;
 - Over 1700 acres of open space;
 - Full beach services;
 - Refuse management;
 - Law enforcement;
 - Fire protection; and
 - Water and wastewater utilities.
- Home to the University of California Santa Cruz, the Santa Cruz Harbor, and the Santa Cruz Beach Boardwalk amusement park.



City of Santa Cruz By the Numbers



15.83 Sq. miles



64,075 People*



\$139.6M General Fund Budget



\$426M Citywide Expenditures



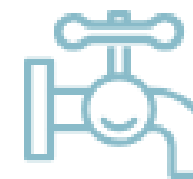
12 Departments



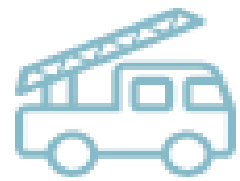
927.7 Authorized Positions



50 Parks



294 mi. of Water distribution mains



9,386 Fire emergency calls*



86,634 Police calls for service*



20 capital improvement projects completed*



136 affordable housing units developed*

*Data from 2022

Source: City of Santa Cruz / 2023 Popular Annual Financial Report / Numbers at-a-glance

Purchasing Resources

- City of Santa Cruz Website
- Where to find City of Santa Cruz Solicitations
- Vendor Information Form
- Terms and Conditions
- Green Business Program
- Local Business Preference
- Living Wage Requirements

Terms and Conditions of Purchase

The City maintains Terms and Conditions for Purchase on the Selling to the City Webpage, located at:

<https://www.cityofsantacruz.com/business/selling-to-the-city>

The direct path to the T&Cs is located at:

<https://www.cityofsantacruz.com/home/showpublisheddocument/9259/637840592130630000>

1. Contract: The following terms and conditions shall govern all purchases by the City unless other terms are specifically designated by the City to apply or the City and Vendor have entered into another written agreement. Any terms or conditions (including price and delivery dates) proposed by the Vendor which are inconsistent with or in addition to these terms and conditions shall be void and of no effect unless and to the extent expressly accepted by the City in writing.

2. Delivery, Inspection, and Acceptance of Goods/Services: Goods/services are to be delivered to the location specified. All deliveries are F.O.B. destination. Vendor acknowledges that time is of the essence in the performance of this contract. If the goods and/or services are not delivered within the time period stated on the Vendor's proposal, or by a different date mutually agreed to in writing, the City reserves the right to cancel the order. If the City cancels the order because of late delivery, the Vendor will not be allowed to charge the City for any costs associated with the order and may be charged any increase in cost the City must pay for the replacement order. Charges not included in the contract will not be paid.

Within 14 calendar days, unless the contract stipulates a different time period, the City will inspect the goods received to verify compliance with specifications. If deficiencies are detected, the goods will be rejected and the Vendor will be required to make the necessary adjustments or replacements at the Vendor's expense. Acceptance of the goods will be made when the City determines the goods received are in compliance with specifications and are free from defects.

3. Payment: All invoices shall contain correct bid or contract pricing, the applicable purchase order number, and the name of the City employee making the purchase. Invoices shall be sent to the dept. making the purchase. Vendor shall submit invoices to the City within 60 days of delivery of goods or provision of service. Invoices with incorrect pricing will be returned to the Vendor for correction. The City will pay approximately 30 days after acceptance of goods or services and receipt of a correct and undisputed invoice, whichever occurs last.

The City will take early payment discounts when the net payment period is over 15 days. The payment period will extend to the date that the invoices are paid. Should the Vendor become delinquent with any fees, assessments, or charges due to the City, the City will reduce any amount owed to the Vendor by the delinquent amount owed to the City. The City reserves the right to audit Vendor's records when necessary.

4. Sales Tax: Sales tax must be stated separately on each invoice. If the [current local sales tax](#) is not charged, the City will remit all sales tax due directly to the California State Board of Equalization.

5. Warranty: Vendor warrants that the item(s) provided and/or work performed under this contract comply with all specifications, are free of liens and encumbrances, and that workmanship and materials are free from defects. Work shall comply with nationally recognized codes and established industry standards. Equipment shall carry the manufacturers' most favorable commercial warranties. The warranty period shall begin after acceptance of item(s) and/or work and shall extend thereafter for a period of ninety days, or as otherwise specified by the manufacturer's standard warranty, whichever is later. Vendor agrees to remedy by replacing or repairing any item(s) that is damaged or defective during normal usage within the warranty period, at no additional cost to the City. Such repair or replacement shall occur within a reasonable time frame, to the satisfaction of the City.

6. Indemnity:

For General Services: To the fullest extent permitted by law, Vendor agrees to indemnify, defend, and hold harmless the City, its officials, officers, employees, and volunteers from and against any and all claims, demands, actions, liabilities, damages, judgments, or expenses, (including attorneys' fees and costs) arising from the acts or omissions of Vendor, Vendor's employees or agents, or in any way related to the obligations or the performance of services under this contract, except for design professional services as defined in Civil Code §2782.8, and except where caused by the sole or active negligence, or willful misconduct of City.

For Design Professional Services under Civil Code §2782.8: To the fullest extent permitted by law, Vendor agrees to indemnify, defend, and hold harmless City, its officials, officers, employees, and volunteers from and against any and all claims, demands, actions, liabilities, damages, or expenses, (including attorneys' fees and costs) arising from the negligence, recklessness, or willful misconduct of the Vendor, Vendor's employees or agents, in any way related to the

Local Business Preference Policy

City Council adopted a local preference ordinance in 2012 to support the local business community by buying more goods and services from Santa Cruz companies.

How our Preference Works

Our local preference is tiered:

- Tier 1: 2% preference for having a business location within city limits
- Tier 2: Additional 4% preference when business owners live in Santa Cruz County



Living Wage and Prevailing Wage

Living Wage Ordinance (Ord. 2000-25)

- Requires that people working on City contracts for services be paid a living wage.
- Applies to vendors doing \$10,000 of work with the City of Santa Cruz.

Prevailing Wage Laws

- \$1,000 - Prevailing Wages apply for construction or maintenance projects for the Water Department, the Library and the Wastewater Treatment Facility over this amount.
- \$15,000 - Prevailing Wages apply construction or maintenance projects for all other City departments over this amount.
- \$25,000 - Prevailing Wages apply for new construction projects for all other City departments over this amount.

Submitting Invoices for Payment

The City requires the following four steps to be met before payment can be issued:

1. The supplier must have a W-9 form on file.
2. The goods and services must be received and accepted by a City employee.
3. The supplier must submit a properly completed invoice to the address indicated on the contract/purchase order.
4. The receiving department must validate and approve the invoice before submitting to the Accounts Payable (AP) Division for payment. Once the AP has processed the invoice, a payment is be generated and issued.

Risk Management Insurance Requirements

- Commercial General Liability Insurance (CGL) - \$2,000,000 per Occurrence and \$2,000,000 Aggregate
- Automobile Liability - \$1,000,000
- Workers' Compensation - \$1,000,000
- Professional Liability (EO) - \$2,000,000 per Occurrence and \$2,000,000 Aggregate

- Other types of insurance that could be required depending on the project:
 - Contractors Pollution Liability
 - Cyber Liability
 - Builders Risk
 - Garage Liability
 - Garage keeper's Liability

- The City will be issued a Certificate of Insurance (COI) that states:
 - Current policy numbers and effective dates
 - Coverage and policy limits
 - The Certificate Holder will be City of Santa Cruz, Risk Management, 1200 Pacific Ave., Suite 290, Santa Cruz, CA 95060
 - Certificate will be signed by an authorized representative
 - Coverages must be maintained during the term of the Agreement with the City

Risk Management

Other Insurance Requirements

- **Additional Insured Endorsement** for Commercial General Liability
 - An endorsement, will be provided to show the City, its officers, officials, employees, and volunteers as additional insureds
 - A Blanket Endorsement will meet the City's requirements
- **Waiver of Subrogation** for Workers Compensation
- Both endorsements are required to be sent as separate documents, that in addition to the Certificate of Insurance

Risk Management Contact Information

Insurance Questions: 831-420-5057

Send Certificate of Insurance and
Endorsements to:

Inscert@santacruzca.gov



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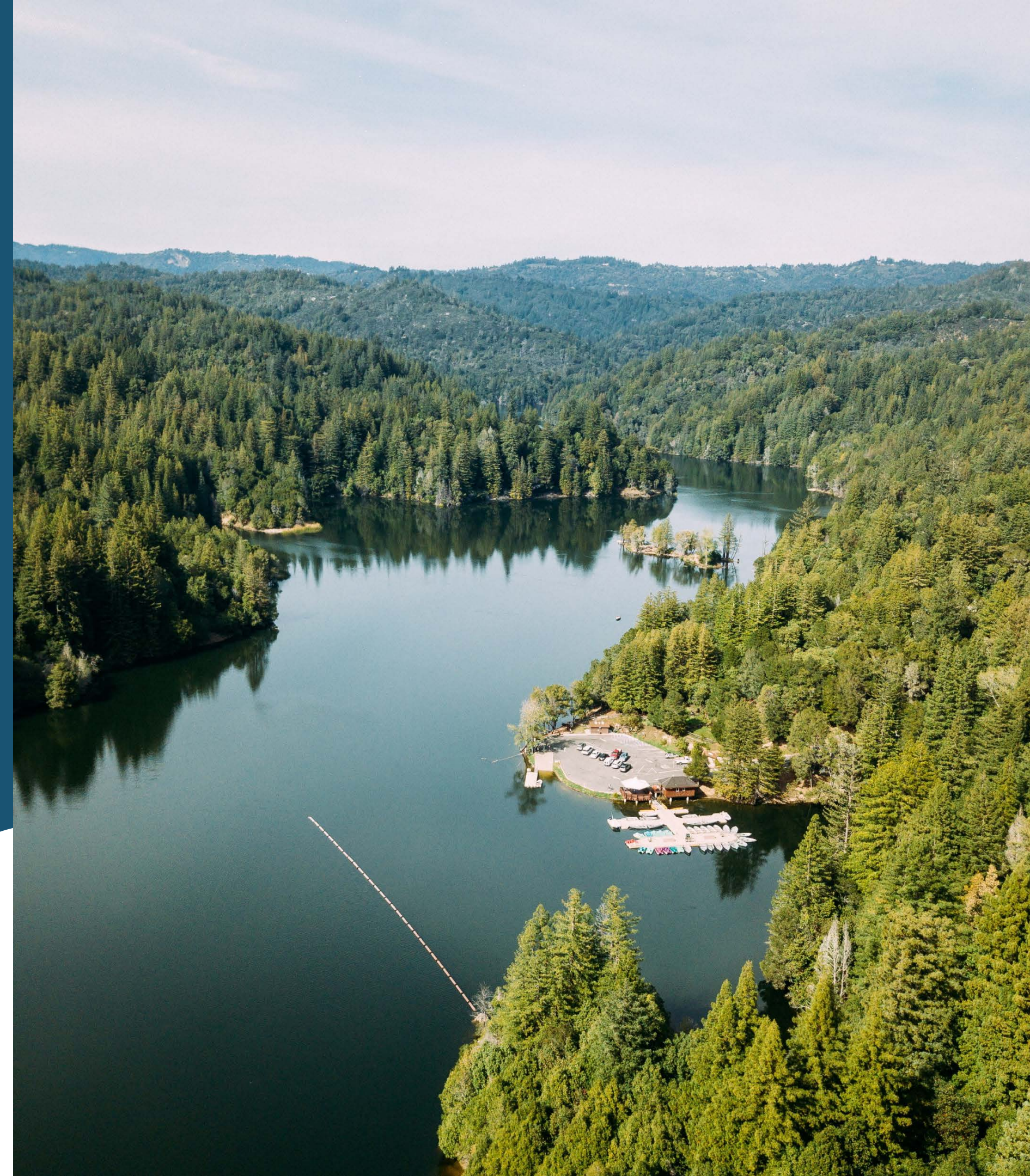


How to Register as a Vendor

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Agenda

- 1 Where to find City Solicitations
- 2 Registering to be a Vendor
- 3 Subscribe to the City of Santa Cruz
- 4 Following Projects and Category Codes





☀️ 68°F

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 [Permits & Licenses](#)

1 Where to find City of Santa Cruz Solicitations

- Bidding Information**
- Building Inspection Services
- Business License Database
- + Business Licenses and Permits
- Business Resources
- Chamber of Commerce
- Choose Santa Cruz
- Community Profile
- Downtown Association
- Economic Development
- Green Business Program
- Planning and Community Development
- Selling to the City
- Starting a Business
- Street Banners

[Business](#) »

Bidding Information

Font Size:  [+ Share & Bookmark](#)  [Feedback](#)  [Print](#)

NEW! CITY OF SANTA CRUZ OPENGOV PORTAL

The City uses an eProcurement system called OpenGov for publishing solicitations, and receiving vendor responses. The City's eProcurement Portal allows vendors to:

- Register to bid and receive notifications of future opportunities by subscribing.
- Follow updates to open solicitations, by finding the solicitation and clicking the Follow button.
- Submit questions and receive answers for open solicitations.
- Be guided through the electronic submittal process.

Step 1: REGISTER IN OPENGOV

[CLICK HERE](#) to sign-up as a vendor at no charge with OpenGov. Upon sign-up, you will receive an email from OpenGov with instructions to activate your account.

Step 2: SUBSCRIBE TO RECIEVE SOLICITATION UPDATES

Once your account is activated, visit the [City of Santa Cruz Procurement Portal](#) and click the "Subscribe" button to stay up to date with solicitations. Upon successful vendor registration and after you have subscribed to receive notifications, solicitation documents will be available for download at no charge.

Step 3: MANAGE NOTIFICATION PREFERENCES

After subscribing, manage your category code(s) and notification preferences by logging into your [OpenGov Company Profile](#). Visit the [OpenGov Help Page](#) to learn more about setting up category codes.



Sign up with just an Email!

We'll send you an email to activate your account

Email Address

Sign Up

[Already have an account?](#)

By clicking "Sign Up" you agree to our [Terms and Privacy Policy](#).



Thank you for signing up with OpenGov Procurement!

Please click the button below to complete registration and activate your account:

Activate Account

To ensure you continue receiving emails from us, please add support@procurennow.com and notifications@procurennow.com to your contacts or safe senders list.

Cheers,
OpenGov Procurement Team

2 Registering to be a Vendor

- Bidding Information**
- Building Inspection Services
- Business License Database
- + Business Licenses and Permits
- Business Resources
- Chamber of Commerce
- Choose Santa Cruz
- Community Profile
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[Business »](#)

Bidding Informat

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successful vendor registration and

Step 3: MANAGE NOTIFI






After subscribing, manage your cal
learn more about setting up category codes.



You're Subscribed to
City of Santa Cruz!

You will be notified when

 Any new opportunity is issued | 

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or responses. The City's eProcurement Portal allows

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[OpenGov Company Profile](#). Visit the [OpenGov Help Page](#) to

Show Tutorial



Find Proposals

- My Proposals
- Following
- All Proposals



No public-sector reviews

Create Your Supplier Profile

Powered by PROCURATED

No proposals started yet!

Get started by searching for projects to bid on.
Your list of proposals will then be displayed here.

Find Projects



4

Follow Projects and Update Category Codes



PENDING

On-Call Communications and Business Consulting Services

Last updated by Addendum #1 on Sep 19, 2023 8:07 AM
General Solicitation City Manager 91500, 91600, 91800, 94600, 94649, 95800, 95816, 95839, 95877, 96100, 96200
Project ID: RFP No. CM-0023
Release Date: Tuesday, August 29, 2023 - Due Date: Thursday, October 5, 2023 5:00pm
Posted Tuesday, August 29, 2023 3:55pm
All dates & times in Pacific Time

Follow



- Project Documents
- Downloads
- Addenda & Notices
- Question & Answer
- Followers

- 1. Introduction
- 2. Project Details
- 3. Evaluation Phases
- 4. Vendor Submissions
- 5. Attachments

View All Sections

[Post Information](#)

Posted At:	Tue, Aug 29, 2023 3:55 PM
Sealed Bid Process:	No
Private Bid:	No

1. Introduction

1.1. Summary

General work description:

The City periodically relies on consultants to provide various professional services when workload has exceeded City staff capacity or when specialized expertise is required for a particular project. In the past, the City has, on an individual project basis, sought and processed Requests For Proposals and Requests for Qualifications to support various projects. Establishing professional services on-call lists reduce staff time and expedites project delivery by avoiding repeated solicitations of qualifications and review of proposals. Cost savings are realized from benefits associated with economies of scale and significant time savings.

The City Manager's Office (CMO) requests proposals from qualified firms to provide on-call professional services in two subject categories, Communication and Business Analytics. Firms may respond to one or both categories. The City assumes that proposers may have varying levels of expertise across the category types. As a result, the City may contract with multiple proposers in each category to provide services on an as-needed basis. Selected proposers will be pre-qualified to provide a quote once a specific project has been identified. The services and general needs are more fully described in **Preliminary Scope of Services**.

1.2. Background

The City of Santa Cruz was incorporated in 1866 and formed its current charter in 1948. It is governed under a Council/Manager form of government. A Mayor and six Council members set policy for the City and a City Manager serves as chief administrator of those policies. The City is located on the coast, 75 miles south of San Francisco on the northern edge of the Monterey



Show Tutorial



Find Proposals

My Proposals

Following

All Proposals



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Find Projects



4

Follow Projects and Update Category Codes

Upcoming Citywide Opportunities

The following solicitations are planned for Fiscal Year 2024 and Fiscal Year 2025.

- Tree Services
- Plumbing Services
- Electrical Services
- Fencing (Product/Service)
- Paving Services
- Translation Services
- HVAC Preventative Maintenance
- Aggregate Materials
- Homeless Encampment Cleanup
- And more....



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Public Works Department



PW CIP OVERVIEW

- Over 100 projects at cost of \$250M with \$60M in grant funds
- CIP Categories: Gas Tax, Arterials Streets and Roads, General CIP, Wastewater, Storm Water Overlay and Citywide, Clean Beaches and Rivers, Refuse, and Parking

CONSTRUCTION

- Rail Trail Seg 7 – Phase 2 - \$12M
- SLR Culvert - \$2.5M
- Ocean Street Paving - \$1.5M
- Bay, San Lorenzo, Riverside Paving - \$2.2M
- Dimeo Lane Paving and Storm Drain - \$700K
- Front-Pacific Sewer Rehab - \$8M
- Bay St. Protected Bike Lanes & Path - \$350K
- Downtown Bike Locker Replacement - \$50K
- Advance Vehicle Detection - \$1M
- Traffic Controller Comms Upgrade - \$650K
- HSIP10 Ped. Xing Improvements - \$300K
- Murray St. Bridge Retrofit - \$25M

DESIGN

- WWTF Electrical Upgrade - \$40M
- Downtown Pump Station Imp. - \$15M
- Rail Trail Segments 8 & 9 - \$42M
- Downtown Intersection Imp - TBD
- Swanton-Delaware Multi-Use Path - \$3M
- Sewer/SD Maintenance - \$1M

NEW

- Traffic Calming Pilot Program - \$75K
- Broadway Complete Streets - \$650K
- Parking Office Remodel - TBD
- Foodwaste Pre-Processing - TBD

Major Projects Map: Current & Upcoming Construction

<https://www.cityofsantacruz.com/government/city-departments/public-works/current-construction>

projects, minor utility, or private work performed in the right of way.

If you would like to see major project descriptions and documents, [click here](#).

Major Construction and Design Projects

Bay Drive Protected Bike Lanes and Pedestrian Path (c402304)

Dan Estranero, Associate Professional Engineer
(831) 420-5189, [Send Email](#)

More Info

The Project to be performed consists of installing protected bikes lanes and pedestrian pathway, ADA curb ramps, roadway signs, striping and markings along Bay drive, from Escalona Drive and Nobel Drive.

Estimated Start/Finish: September 2023 - December 2023
Estimated Cost: \$

[Zoom to](#)

Esri, NASA, NGA, USGS, FEMA | County of Santa Clara, California St... **esri**

[View Application in Larger Window](#)



Recent Opportunities

- Trailer Jetter
- Encampment Cleanup
- Green Waste Grinding
- Fuel Dispenser Replacement
- Two Refuse Trucks
- Boiler Controller Replacement





Water Dept Operations & Maintenance

Facility maintenance such as underwater tank cleaning, tank inspections, and painting

Treatment chemicals such as aluminum sulfate, powdered activated carbon, and algae control services at Loch Lomond

Right of way maintenance such as tree work, vegetation clearing, fence repair, and paving

Upcoming Opportunities



On-call list of Paving Contractors

Support needed for Water Distribution operations

Solicitation in 1-2 Months



Pump Repairs

Support needed for Water Facilities Maintenance team

Solicitation in 2 Months



Arc Flash Studies

Safety protocol update needed for our Electricians

Solicitation in 6-8 Months



Water Dept Capital Investment Program

Types of projects –
Water supply planning,
water treatment upgrades,
and pipeline replacements

Preconstruction Professional Services –
Feasibility & planning studies, design
engineering, environmental permitting support

Construction Support Services –
Construction Management, utility locating, land
clearing, surveying, safety consulting

Post Construction Services -
Environmental restoration & monitoring

Upcoming Opportunities



Labor Compliance Support
RFP out now. Proposals Due 11/15



Newell Creek Pipeline
Construction Manager
January 2024



University Tank No. 4
Replacement
March 2024

Full list of projects and schedules at <https://www.cityofsantacruz.com/government/city-departments/water/engineering/santa-cruz-water-program>

- ### 1.0 Raw Water Diversion Projects
- 1.1** North Coast System Laguna Diversion Rehab
Construction completed: 2021 ✓
 - 1.2** North Coast System Majors Diversion Rehab
Construction: 2029 - 2031
 - 1.3.1** Tait Diversion River Diversion Rehab/
Replacement (in stream work)
Construction: 2029 - 2029
 - 1.3.2** Coast Pump Station Rehab/Replacement
Construction: 2031 - 2032
 - 1.4** Felton Diversion, Bladder Replacement & Pump
Station Assessment
Construction: 2027 - 2028
Bladder replacement completed: 2018 ✓
 - 1.5** Newell Creek Dam Inlet/Outlet Replacement Project
Construction: 2020 - 2023
 - 1.5.1** NCD I/O Project - Spillway Bridge Replacement
Construction completed: 2019 ✓

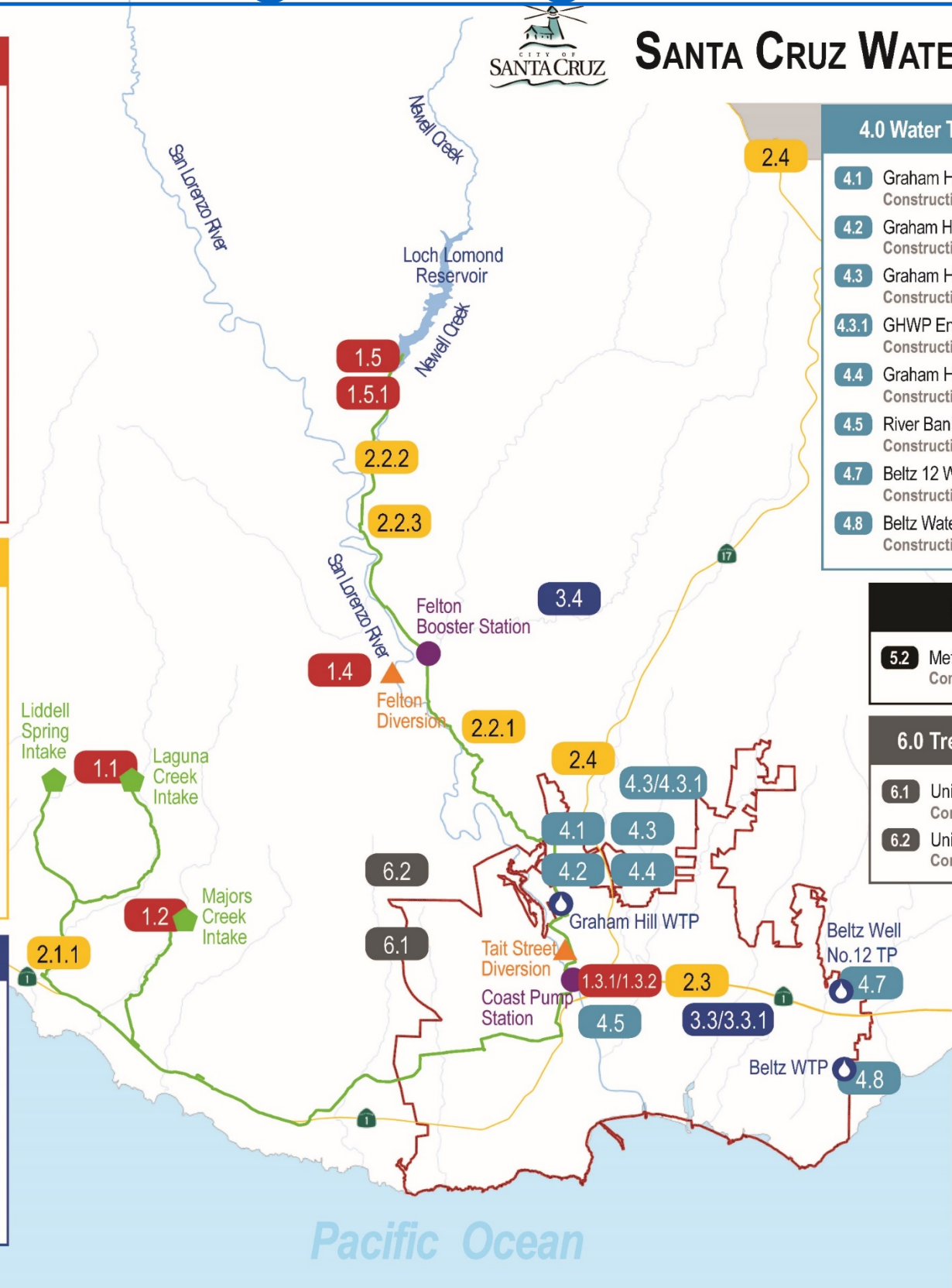
- ### 2.0 Raw Water Pipeline Projects
- 2.1.1** North Coast System Phase 4
Construction: 2030 - 2031
 - 2.2.1** Newell Creek Pipeline Felton/Graham Hill
Construction: 2024 - 2026
 - 2.2.2** Newell Creek Pipeline Felton/Loch Lomond
Construction: 2030 - 2032
 - 2.2.3** Brackney Landslide Area Risk Reduction
Construction: 2024 - 2025
 - 2.3** Coast Pump Station 20-inch Raw Water
Pipeline Replacement
Construction: 2021 ✓
 - 2.4** Regional Drought Resiliency Project
Construction: 2024 - 2025

- ### 3.0 Water Supply Augmentation
- 3.1** Water Supply Augmentation Planning
(multiple locations)
Construction: NA
 - 3.3** ASR Planning
Construction: TBD
 - 3.3.1** ASR Mid County Existing Infrastructure
Construction: 2024 - 2027
 - 3.4** Aquifer Storage & Recovery - Santa Margarita Basin
Construction: 2028 - 2030

- ### 4.0 Water Treatment Reliability Projects
- 4.1** Graham Hill WTP Tube Settlers Replacement
Construction completed: 2019 ✓
 - 4.2** Graham Hill WTP Flocculator Rehab/Replacement
Construction completed: 2021 ✓
 - 4.3** Graham Hill WTP Concrete Tanks Project
Construction: 2021 - 2025
 - 4.3.1** GHWP Entrance Improvements Construction
Construction completed: 2022 ✓
 - 4.4** Graham Hill WTP Facility Improvement Plan
Construction: 2024 - 2028
 - 4.5** River Bank Filtration Study
Construction: TBD
 - 4.7** Beltz 12 Well Ammonia Removal
Construction: 2023 - 2024
 - 4.8** Beltz Water Treatment Plant Upgrades
Construction: 2025 - 2026

- ### 5.0 Treated Water Main
- 5.2** Meter Replacement (System Wide)
Construction: 2021 -2023

- ### 6.0 Treated Water Storage Projects
- 6.1** University Tank No. 4 Rehab/Replacement
Construction: 2024 - 2025
 - 6.2** University Tank No. 5 Replacement
Construction completed: 2020 ✓



LEGEND

- ▲ Diversion
- ◆ Intake
- Pump Station
- ⊙ Water Treatment Plant
- Water Pipelines
- Highways
- Service Area

JUNE 2023

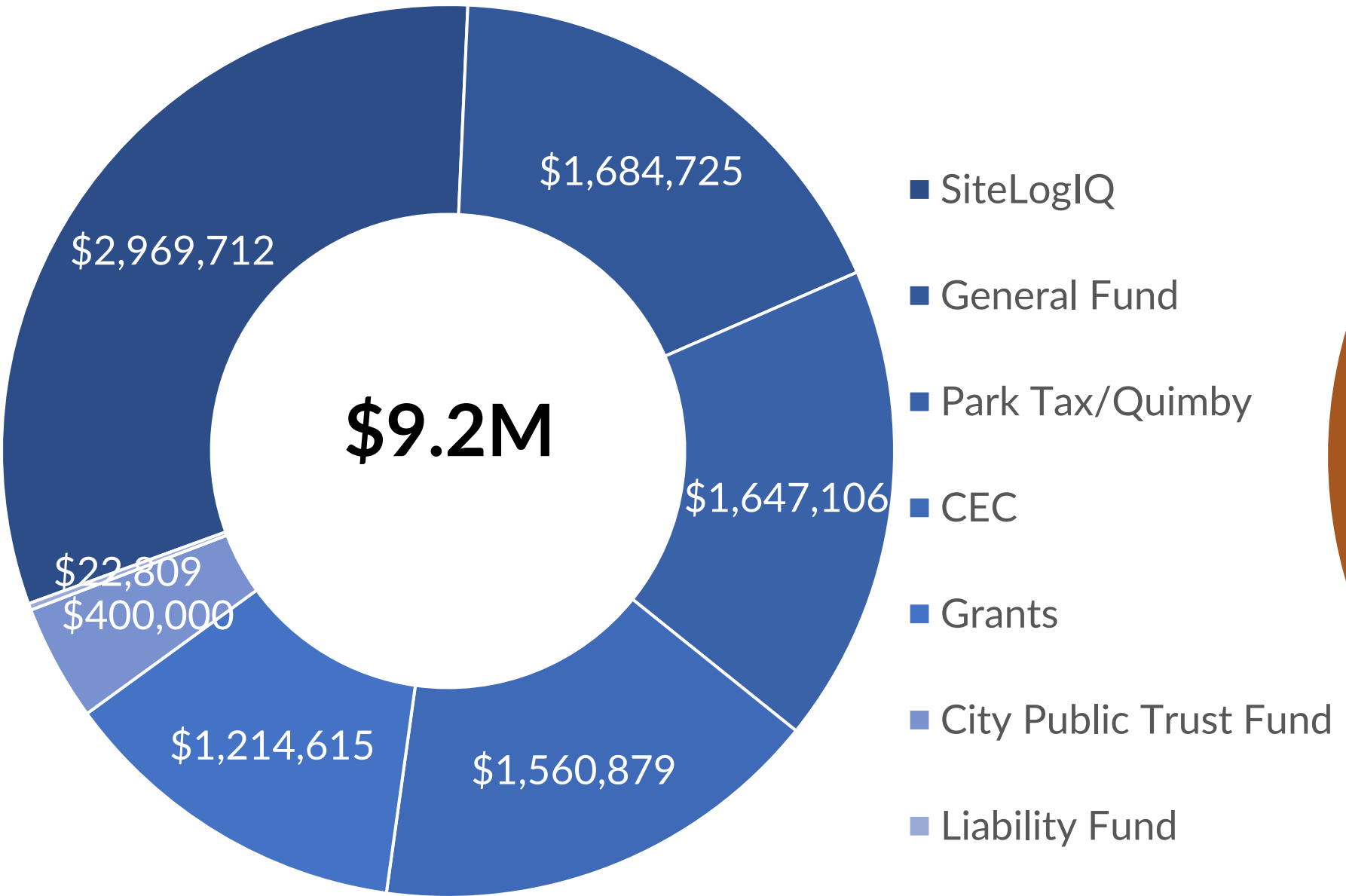
SANTA CRUZ WATER PROGRAM MAP

Parks and Recreation

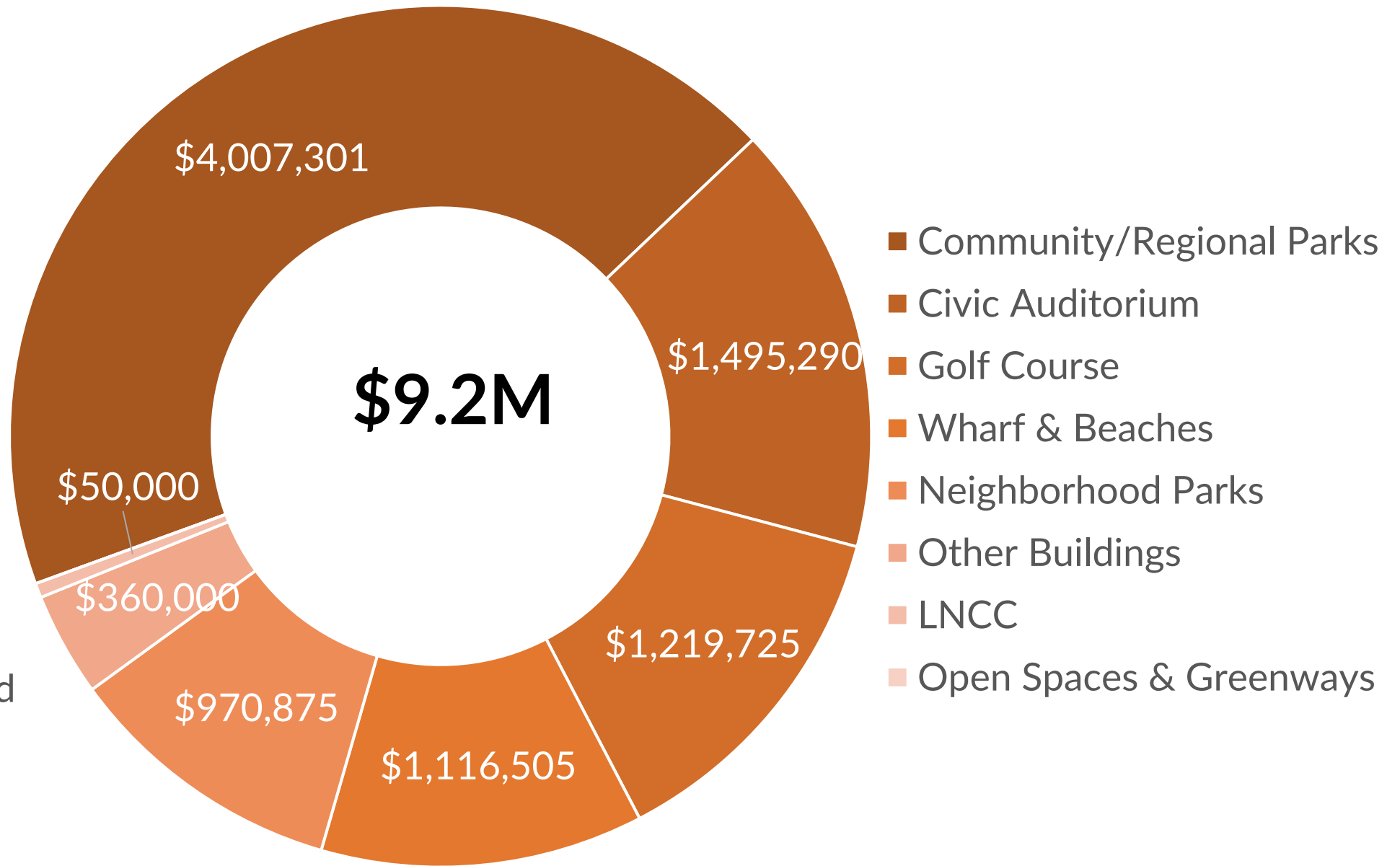


CIP Snapshot: Active Projects

By Fund Source



By Area/Amenity



CIP Snapshot: Active Projects

Active Projects	Amount
Harvey West Ballfield Lighting	3,435,301
Civic Roof Repair & Solar	1,495,290
Tyrrell Park - Pathway, Stage Area and Pedestrian Safety Improvements	58,716
Driving Range Outdoor Safety Improvements	200,500
Driving Range Roof & Bldg Improvements	638,270
Depot Freight Building Facility Improvements	62,000
Harvey West Park Infrastructure Improvements	40,000
Senior Center Rehab	197,000
Beach Street Restrooms	1,079,045
Infield Irrigation at DeLaveaga Park Ballfields	30,000
San Lorenzo Park Redesign	140,000
TOTAL	\$7,376,122



NEW FY 2024 Projects

Project	Amount
Water Conservation and Irrigation System Improvements	150,000
West Cliff Design & Improvement Standards	120,000
Harvey West Park - Clubhouse Picnic Area Fence	45,000
Harvey West Park - Resurfacing Friendship Gardens and Upper Glen Group Picnic Areas	45,000
Lighthouse Avenue Park Fencing	25,000
Riverside Gardens Park Pathway	60,000
Walkway Improvements in Neighborhood Parks	40,000
Sgt. Derby Park Playground Renovation	185,000
Parks Facilities Security Improvements	143,000
Harvey West Park Redesign	250,000
Civic Access and Safety Improvements	322,432
TOTAL	\$1,385,432



Question and Answer Session



Thank You for attending
this training today!

City of Santa Cruz Purchasing Division

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Phone: 831-420-5080

