

## Virtual Vendor Open House Question and Answers

1. Folks would like to receive the slides.

**ANSWER:** The video and presentation are posted on the City's Selling to the City webpage. <https://www.cityofsantacruz.com/business/selling-to-the-city>

2. What if our HQ is outside of CA BUT the coaches we use (1099s) are in your county - does that give us a % preference or not?

**ANSWER:** Local preference would not apply.

3. Where can I see city spend details and focus goods or services needs for previous and current fiscal year?

**ANSWER:** Holistically, you can view total City expenditures through our City Budget which is posted by the Finance Department on the City Website at [www.cityofsantacruz.com](http://www.cityofsantacruz.com). For specific projects you have a few different ways to get that information. The city just went live with our eProcurement solution OpenGov and for items that have been award, you can view the posted bid tabulation or summary score sheet from the web under the Results Tab. You can also view bid tabulations and summary score sheets with Council Meeting reports, and through submitting a Public Records Request.

4. If we would like to connect with someone in a department to know more or need some information to do business with the city. Whom should I connect , Can you please share the details?

**ANSWER:** Contact the Purchasing Division [purchasing@santacruzca.gov](mailto:purchasing@santacruzca.gov) and we can put you in touch with the correct department contact.

5. How do the living wage and prevailing wages impact or factor into proposed rates?

**ANSWER:** If the work being procured is subject to prevailing wage, City staff will confirm that the pricing in the bid is above the prevailing wage rate posted on the Department of Industrial Relations Website. If the wage rate on a bid is lower than that required by law, staff will have no choice but to deem that bid non-responsive.

However, the bid pricing is inclusive of other factors (general overhead) that vendors will need to determine when they submit the bid.

6. Does the living wage requirement of \$10,000 for each project or cumulative work with the City?

**ANSWER:** It is cumulative, meaning if the total spend with a vendor citywide is over \$10,000 they are required to comply with the City's Living Wage Ordinance. You can learn more about the City of Santa Cruz Living Wage Ordinance on the City's website.

<https://www.cityofsantacruz.com/government/city-departments/finance-/selling-to-the-city/living-wage>

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7. We are New Jersey based company and if we would like to work or respond to City of Santa Cruz opportunity. Do we need to have a local office to do business?

**ANSWER:** No.

8. What is the timeline for payment processing once an invoice is submitted?

**ANSWER:** The City's Accounts Payable Division issues payments once per week. Payment timing will be dependent on the four factors discussed in the presentation.

9. Does prevailing wage apply to vendors based outside of Santa Cruz county?

**ANSWER:** Yes, California is a prevailing wage state and any work that is subject and over the prevailing wage threshold will be subject to prevailing wage laws. You can learn more about prevailing wage laws by visiting the California Department of Industrial Relations website at <https://www.dir.ca.gov/Public-Works/PublicWorks.html>.

10. Can Umbrella Insurance fill in the "other types of insurance that could be required" or do they need to be specifically called out?

**ANSWER:** Yes, an umbrella insurance policy can be used.

11. Does the department of parks and recreation have a separate website?

**ANSWER:** No, information on Parks and Recreation can be accessed on the City of Santa Cruz website, and information on Parks and Recreation competitive solicitations can be accessed through the [City's Procurement Portal \(OpenGov\)](#).

12. Does the City of Santa Cruz engage in micro purchasing where projects are not publicly listed? If so how do we find out about those projects?

**ANSWER:** For informal purchasing, city staff will typically utilize the vendor list to solicit quotes from vendors that provide the good or service and are registered with the city.

13. Does Santa Cruz use cooperative purchasing contracts such as Sourcewell, or piggyback onto won bids from other Cities?

**ANSWER:** Yes, our municipal code does allow us to utilize cooperative purchasing as one of our standard methods of procurement here at the city. Prior to using an existing competitively bid contract, city staff will review the agreement to see if it complies with our requirements. We will check to ensure that the contract is active, that it was awarded as the result of a competitive process, and that the terms and conditions are in alignment with our own, and that the good or service that we want to purchase is within the scope of work/specifications. The city also has our own cooperative amendment that may need to be signed (typically we require this for services).

14. Do you guys send out C-7 Low Voltage specific RFP's

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**ANSWER:** Not currently. Please visit the [City's Procurement Portal \(OpenGov\)](#) to see a listing of current solicitations.

15. Does City of Santa Cruz prefer bidding contractors to purchase materials for a project or does it source the required materials separately?

**ANSWER:** it depends on the specific project, as there may be considerations of supply chain constraints and lead time for delivery of product.

16. Many of the projects mentioned are large and require bidding. Are there micro purchases and smaller projects not listed that a starting company can pursue to build a record of performance with the city?

**ANSWER:** Yes, for purchases under \$10,000, the city requires 1 quote.

18. Will there be any forecasted opportunities from the Department of IT?

**ANSWER:** We do not have IT presenting at the Open House, but we encourage you to ensure your category codes are updated in the [City's Procurement Portal \(OpenGov\)](#) as there are IT projects currently posted and more to come in the future.

19. Are there any smart city IOT projects in the works?

**ANSWER:** There are no current solicitations planned. Please visit the [City's Procurement Portal \(OpenGov\)](#) to see a listing of current solicitations.

20. What is the process for selling to the public safety sector?

**ANSWER:** The process is the same for all city departments including Fire and Police.

21. Do you purchase Leadership & Team Development often, and is it always through OpenGov?

**ANSWER:** Right now, OpenGov is being used for procurements over the competitive threshold of \$100,000.

23. How was the \$2,000,000 commercial liability insurance amount chosen? I see that other districts have a amount of \$1,000,000 on average. Why is this?

**ANSWER:** The \$1M standard limit was implemented in 1986 as an industry standard. The City has increased our minimum limit to reflect the current economic market. \$2M has become the new industry standard to ensure that we have the correct limits to cover any claim against a contractor or the City.

24. Do you award projects based on lowest bidder or best bid option for the City?

**ANSWER:** Invitations for Bids (IFBs) are awarded to the lowest responsive, responsible bidder. Our municipal code also allows us to award on best value method, which we utilize to award to the highest scoring responsive and responsible proposer in a Request for Proposals process (RFP).

25. Do you also require any Bid, Performance or Payment Bonds?

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**ANSWER:** Yes, we do required bonding on certain solicitations. The bonds required will be included in the specific solicitation posted in City's Procurement Portal (OpenGov).

26. For those 3 quotes under the threshold before having to go to bid, how can vendors be notified that 3 quotes are needed, before posting on OpenGov?

**ANSWER:** Informal quotes are solicited from city staff.

27. How are office supplies and janitorial supplies purchased? is there a yearly bid or standing contract? when does the contract expire?

**ANSWER:** Office supplies and janitorial supplies are both purchased through cooperative procurement.

28. Does the City of Santa Cruz engage in micro purchasing where projects are not publicly listed? If so how do we find out about those projects?

**ANSWER:** For informal purchasing, city staff will typically utilize the vendor list to solicit quotes from vendors that provide the good or service and are registered with the city.