

Informational Workshop

How to do Business with the City of Irvine

October 13, 2010



Presented by

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City of Irvine

About the City of Irvine

- The City of Irvine has an annual budget of about \$450 million



Purchasing Department

- The City's purchasing and contracting department is responsible for the purchase of all goods and services for the City of Irvine and the Orange County Great Park
- Annual expenditures are about \$150 million

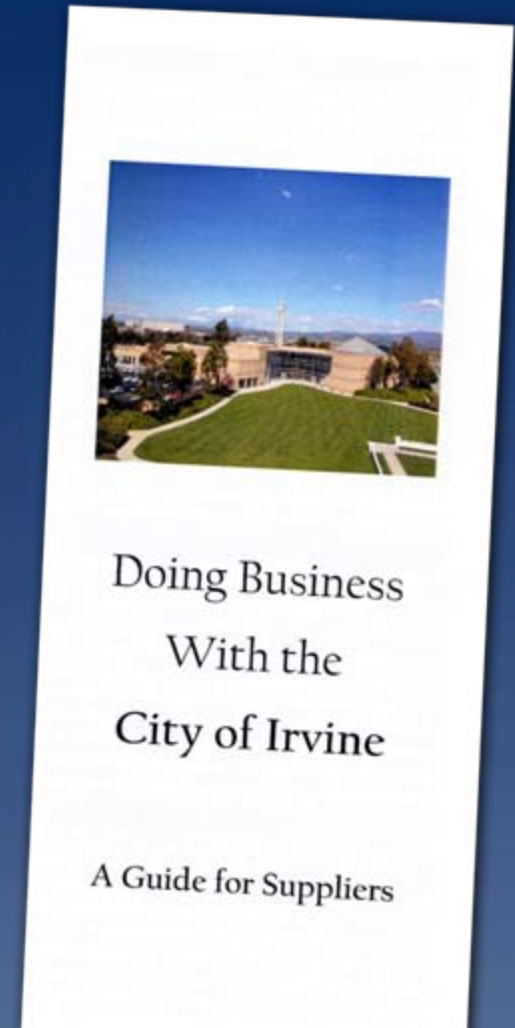
City of Irvine Web Site

- City of Irvine Web Site Purchasing Page:
www.cityofirvine.org
 - Click on “Bids and RFPs (Purchasing)”
under “Doing Business”



Doing Business Guide

- “Doing Business with the City of Irvine” guide includes:
 - Contact Information
 - Insurance Requirements
 - Online Supplier Registration Instructions
- Available on City’s web site



Online Bidding System

- Online vendor registration
- Electronic posting and notification of Invitation for Bids and Requests for Proposals

The screenshot shows the IrvineWeb e-INFORM website for Vendor Registration. The header includes the IrvineWeb logo, a version date of April 06, 2009, a search bar, and navigation links for About Irvine, Calendars, Services, Departments, City Council, and Contact Us. The main content area is titled 'Vendor Registration' and includes a 'Navigation Menu' on the left with links for User Name, Password, GO, Forgot your password?, Bid Opportunities, Vendor Registration, Edit Your Profile, and Need Help?. The main text area contains a welcome message, a note about the Vendor Information Sheet, and a note about cookie acceptance. It also includes a 'Step 1: Security' section with fields for Select Username, Password (with a character requirement), Secret Question (with a dropdown menu), and Secret Answer. Below that is a 'Step 2: Business Type' section with a Business Type dropdown (set to Sole Proprietor/Individual) and a FEI/SSN field (with a note to enter 9 digits only). The page concludes with Submit and Clear buttons.

IRVINEWeb
The City of Irvine, CA
Low Graphics Version April 06, 2009
Search Irvine
Go

ADMINISTRATIVE SERVICES
e-INFORM
About Irvine | Calendars | Services | Departments | City Council | Contact Us

Homepages > Departments > Administrative Services > Purchasing

email | print

Navigation Menu
User Name:
Password:
GO
Forgot your password?
Bid Opportunities
Vendor Registration
Edit Your Profile
Need Help?

Vendor Registration

Thank you very much for your interest in doing business with the **The City of Irvine**. We are committed to providing an equal opportunity for all business enterprises to participate in our purchasing and contracting activities.

A completed Vendor Information Sheet is required for your firm to be entered in the **The City of Irvine** Vendor Database. Please provide all data applicable to your firm in the appropriate space below. At the end of the form, click the "Submit Form" button. You will receive a confirmation message within 24 hours from us. Vendors are solely responsible for maintaining up to date and accurate information. Vendors may add their profile at anytime.

Note: You must enable the acceptance of cookies in your browser in order to be able to complete the registration process. Also, you must complete the registration within 30 minutes. If you need instructions on how to enable acceptance of cookies for browsers, [click here](#).

If you would like to look or print the list of current commodity codes used at The City of Irvine, [click here](#). If you need help or have questions concerning the features available to our vendors in this section, please click on [Help](#) for online assistance. Thank You!

Step 1: Security
Select Username:
Password: Must be a min of 6 & max 10 characters
Secret Question:
Secret Answer:

Step 2: Business Type
Business Type:
FEI/SSN: (Enter 9 Digits only)

Online Bidding System

- **System email notification of bid and RFP opportunities to prospective registered bidders**
- **Firms download bid documents from web site**
- **Online submittals of proposals for RFPs**

Online Bidding System

**Supplier / Contractor / Consultant
Registration**

Select Category Codes

- Contractors include “Construction Services General” and State Contractors License Classification**
- Consultants include “Consulting Services”**

Project Types

- **Construction Related Projects**
 - **Minor Repairs**
 - **Public Works Projects**
- **Professional Services**
 - **Consultant Team Program**
- **Non-Professional Services**
 - **Landscape Maintenance**
 - **Custodial**
 - **Security Services**

Public Works Projects

- **Construction related projects > \$30K**
- **Class A, B, C-10, C-27 and other trades**
- **Invitation for Bids (IFB) posted on web site**
- **Notice Inviting Bids (NIB) published in Irvine World News or OC register and construction trade publications**

Public Works Projects

Subcontracting Opportunities

- **Smaller firms and specialty contractors may subcontract with a Prime Contractor when bidding a Public Works Project**
- **Check web site for posted projects after receiving bid notification via email**

Public Works Projects

Subcontracting Opportunities

- **Contact the Purchasing Department to obtain a copy of the Plan Holders List by calling (949) 724-6180**
- **Attend Pre-Bid Conferences to meet with Prime Contractors to introduce yourself**

Prevailing Wages

- Prevailing Wages are required for City projects funded with State or Federal funds and all Great Park projects
- Applies to Public Works Projects and Maintenance Work > \$1,000
- Exempt City projects (without State or Federal funding) are designated on public notices and bid documents

Living Wage Ordinance

- The City of Irvine adopted a Living Wage Ordinance in 2007
- Applies to contractors performing services for the City >\$100K in 12 month period
- Minimum hourly rate must be paid to employees working on the City contract and any other contract performed in Orange County

Living Wage Ordinance

- The Living Wage Ordinance also applies to subcontractors**
- Current Living Wage rate is \$10.82/hour with paid benefits, or \$13.16 if no benefits are paid**
- Rate may change annually, effective July 1 and is posted on the City's web site**

Common Bid Problems

- Late bids – Will not be accepted (even one second)
- Failure to provide proper Bidder's Security
- Errors or Omissions on Bid Proposal
- White out or lined out pricing

Common Bid Problems

- **If low bidder, and contract awarded, failure to meet all insurance or bonding requirements**
 - **Insurance limits vary by project**
 - **Insurance endorsements required**
 - **Performance Bond required**
 - **Payment Bond required**

Professional Services

Consultant Team Program

- **Architects, Engineers, Environmental, Financial, Planning Professionals included**
- **Prequalified on the basis of qualifications**
- **Sealed pricing not reviewed until consultant is rated based upon qualifications**

Professional Services

Consultant Team Program

- **3 year contracts**
- **Staff uses prequalified list for various professional services**
- **Detailed proposal and pricing submitted on a per project basis, with pricing as set forth in master contract**

Professional Services

Consultant Team Program

- **Subconsultants may work with prime consultant**
- **Purchasing will provide list of current Consultant Team firms to partner with for RFP process**
- **RFP for Consultant Team to be posted on website about January 2013**

Disadvantaged Business Enterprise (DBE) Program

- The City of Irvine strongly encourages bid and RFP submittals from DBE and other small businesses**
- DBE and SBE information available on the City's web site**
 - Click on “Disadvantaged Business Enterprise (DBE) link near the bottom of the Purchasing page**

City of Irvine Web Site

www.cityofirvine.org/purchasing

- Supplier Registration**
- Bid/RFP Opportunities**
- Doing Business Guide**
- Living Wage Ordinance Info**
- DBE Info**

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