

Informational Workshop

How to do Business with the City of Irvine

March 31, 2011



Presented by

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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**

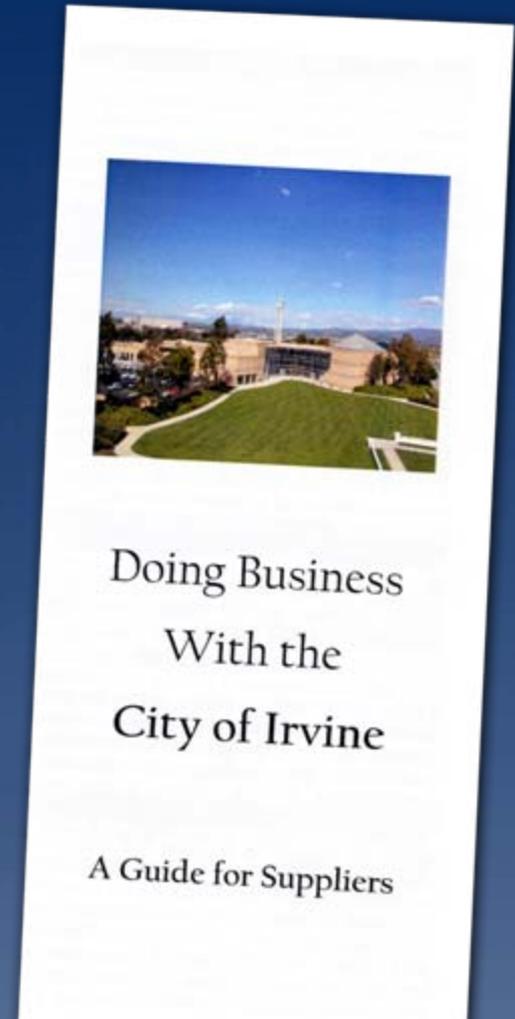
City of Irvine Web Site

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

The screenshot shows the City of Irvine website homepage. At the top left is the City of Irvine logo and the text "Welcome to the CITY OF IRVINE". To the right is a search bar with the date "Friday, August 14, 2009". Below the header is a navigation menu with the following items: "How Do I...", "About Irvine", "City Services", "Doing Business" (highlighted), "City Hall", "Media", and "Visiting Irvine". The "Doing Business" dropdown menu is open, showing the following options: "Economic Development", "Business Licenses", "Online Building & Planning", "Bids and RFPs (Purchasing)", "Zoning Ordinance", "Municipal Code", "Quick Records", "GIS/Parcel Maps", "Living Wage Info", and "Building Permits". The main content area features a large banner for the "Irvine Child Care Project" and several smaller news items, including "IUSO Stadium Proposal", "Park Construction/Rehab Updates", and "Irvine Child Care Project". A sidebar on the right contains a "Meeting" section with the date "Wed., August 19, 2009" and a link to "Ed 2 Go Online Classes".

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 interface. The header includes the IrvineWeb logo, the text 'The City of Irvine, CA', and a search bar. Below the header is a navigation menu with links for 'About Irvine', 'Calendars', 'Services', 'Departments', 'City Council', and 'Contact Us'. The main content area is titled 'Vendor Registration' and contains a login form with fields for 'User Name' and 'Password', a 'GO' button, and a link for 'Forgot your password?'. Below the login form is a 'Navigation Menu' with links for 'Bid Opportunities', 'Vendor Registration', 'Edit Your Profile', and 'Need Help?'. The 'Vendor Registration' section includes a welcome message, a note about the Vendor Information Sheet, and a note about cookie acceptance. It also features a 'Step 1: Security' section with fields for 'Select Username', 'Password', 'Secret Question', and 'Secret Answer', and a 'Step 2: Business Type' section with a 'Business Type' dropdown and a 'FEI/SSN' field. The page concludes with 'Submit' and 'Clear' buttons.

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 2012**

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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