

PURCHASING SECTION
FINANCE DEPARTMENT – CITY OF OAKLAND
150 FRANK H. OGAWA PLAZA, 6TH FL SUITE 6223, OAKLAND, CA 94612
TEL: (510) 238-7566 / FAX: (510) 238-7568

The Purchasing Section is responsible for managing the procurement of goods and services for all City of Oakland operations.

How the City Buys Goods/Services

The City of Oakland makes purchases with informal and formal competitive bids or utilizing cooperative contracts.

Buying Procedures

It is the City's policy to develop maximum competition for all purchases and to make awards based on the lowest responsible bid received. The City places orders in one of the following methods:

1. *For purchases, less than \$5,000.00*, authorized City representatives may contact vendors by sending out Request for Quotation.
2. *For purchases of more than \$5,000.00, but less than \$50,000.00*, Buyers will send informal Request for Quotation electronically through iSupplier to all vendors on the bid list, U.S. Mail upon request.
3. *For purchases exceeding \$50,000.00*, Buyers will send formal Request for Quotation electronically through iSupplier to all vendors on the bid list, U.S. Mail upon request as well as advertising in the City's official newspaper.

The City Council awards all formal contracts exceeding \$250,000 to the lowest responsible bidder(s) meeting specifications.

Bids are opened daily at 2 p.m., by Purchasing at 150 Frank H. Ogawa Plaza, Suite 6223. Formal bid openings are conducted Mondays at 2:00 p.m., by the City Clerk, at City Hall, 1 Frank H. Ogawa Plaza, Oakland, CA 94612. Bidders are welcome to attend.

Bids cannot be received after the date and time shown on Bid Solicitation. Our preferred method of receiving solicitation responses is electronically through iSupplier but if required please allow enough time for mail delivery; or, if hand delivering a bid, we suggest you plan to arrive at least 15 minutes early. You may attend bid openings in person or review the results by extracting the information from iSupplier or at the Purchasing Section location.

New construction and real property procurement is performed by the Oakland Public Works Agency. Professional services such as consultants, appraisers, architects and engineers are not the responsibility of the Purchasing Section. These services are contracted directly by the City Departments utilizing the service and coordinated through the Department of Workplace and Employment Standards formerly Contracts and Compliance Department.

Bid and Performance Bonds

Bid and performance bonds *are* required only when it is necessary *to protect the interest of the City* and they may be required on certain purchases, depending on the dollar value and complexity of the procurement, as well as other legal requirements.

Vendor Preferences

The City of Oakland has an aggressive buy Oakland program. All bidders who are certified as a local business enterprise will receive a preference of up to 2.5% of their bid. An additional preference of up to 2.5% will be extended to certified small local business enterprises. Generally, this means that sealed bids received from small local business enterprises will be reduced by the applicable percentage in the evaluation to determine the lowest responsible bidder of all bids received. After this determination is made, an award will be recommended in the amount shown on the vendor's bid.

Billing and Payment

Each shipment should be billed separately. Complete description, unit of issue, quantity, unit price and the extension is to be shown on each invoice. An invoice or correspondence pertaining to the payment, must include the purchase order number if prompt payment is expected. The City makes every attempt to pay all invoices promptly, to take advantage of available discounts.

Delivery

Vendors are required to give a minimum of 48 hours' notice of delivery prior to shipping. Unscheduled deliveries may be rejected. The City of Oakland shall not be held responsible for rejected shipments without prior notice. Suppliers should carefully follow shipping instructions appearing on City Purchase Orders. The City normally requires all deliveries to be F.O.B. Destination and specifies shipping point(s). When the method of delivery is not specified, the least expensive delivery method should be used unless the nature of the shipment calls for special service. Delivery dates are specified on every Purchase Order. Failure to comply with the specified date may cause cancellation of the order and will reflect adversely on the vendor's overall performance rating. Deliveries under formal contracts should follow, as closely as possible, the requirements in the contract. Delays not specifically excused by the contract terms may result in our purchasing in the open market and charging the contracted vendor any cost in excess of the contract price.

Inspections

City specifications define the quality and performance required of each purchase. Variations from the specifications make a shipment subject to rejection. In addition to quality and condition checks at delivery, purchases are subject to inspection for conformity with specifications. Such inspections may be made at the supplier's plant, upon delivery, or when the item is applied to its intended use. A vendor's record of compliance with specifications is an important factor in evaluating buying sources.

City Policies and Procedures Living Wage Ordinance

The Ordinance requires that all service contractors who receive contracts for \$25,000.00 or more in any twelve-month period shall provide payment of a minimum level of compensation to employees who perform services under or related to the contract. Under specific circumstances, contractors may be exempt from this requirement or receive a waiver from the City.

Equal Benefits Ordinance

The Ordinance requires that all contracts that receive contract for \$25,000.00 or more in any twelve-month period shall provide employee benefits to their employees with domestic partners equivalent to those provided to their employees with spouses.

Who We Buy For

These are some of the departments we buy for:

Fire Department
Oakland Public Works Department
Housing & Community Development Department
Community Police Review Agency
Finance Department
Human Services Department
Oakland Parks, Recreation & Youth Development Department
Planning & Building Department
Oakland Public Library Department
Human Resources Management Department
Information Technology Department
Economic & Workforce Development Department
Public Ethics Commission Department
Department of Transportation
Department of Race and Equity
Office of the City Administrator
Preservation of City Charter Offices
Department of Violence Prevention

BUYER ASSIGNED DEPARTMENTS

BUYER 1 - Hassan Lecky (Senior Buyer) (510) 238-7569

- City Administrator Office (CAO)
- City Clerk / KTOP / Contract Compliance now Workplace and Employment Standards
- Department of Transportation (DOT)
- Police (OPD)
- Public Works (Construction)
- Public Works (KOCB)

BUYER 2 – Ruby Sifflet-Hill (510) 238-7560

- City Auditor
- Finance and Management (F&M)
- Human Services (HSD)
- Information Technology (ITD)

BUYER 3 – Candice Shanks (510) 238-7565

- Economic and Workforce Development
- Fire (OFD)
- Housing and Community Development
- Planning
- Public Ethics Commission
- Public Works (Facilities – Edgewater 7101)
- Race and Equity

BUYER 4 – Sid Levy (510) 238-7316

- Mayor
- City Council
- Parks and Recreation (PRD)
- Public Works (Fleet)
- Office of Emergency Services (OES)

BUYER 5 – Eddie Ramos (510) 238-7563

- Human Resources
- City Attorney Office
- Library
- Public Works (Facilities – Dalziel 250)
- Public Works (Sewers)

CAPPO ~ California Association of Public Procurement Officials, Inc.
Standards of Purchasing Practice

- To regard public service as a sacred trust, giving primary consideration to the interests of the public agency that employs us.
- To purchase without prejudice, seeking to obtain the maximum value for each dollar expended.
- To avoid unfair practices, giving all qualified vendors equal opportunity.
- To honor our obligations and require that obligations to our public agency be honored.
- To accord vendor representatives courteous treatment, remembering that these representatives are important sources of information and assistance in solving our procurement needs.
- To refuse to accept any form of commercial bribery, and prevent any appearance of so doing.
- To be receptive to counsel from our colleagues, and to cooperate with them to promote a spirit of teamwork and unity.
- To conduct ourselves with fairness and dignity, and to demand honesty and truth in the procurement process.
- To strive for greater knowledge of procurement methods and of the materials we purchase.
- To cooperate with all organizations and individuals involved in activities designed to enhance the development of the procurement profession, remembering that our actions reflect on the entire procurement profession.