

## **How to do Business with Yuba County**

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### **INTRODUCTION**

This summary is designed to help you become familiar with our policies and procedures for procurement, which in turn will aid in selling your products/services to the County.

### **PURCHASING**

County purchasing procedures are governed by California Public Contract Code and County Ordinance, Chapter 2.50. Purchasing is a function of the Administrative Services Department of Yuba County. The Purchasing Agent of Yuba County is charged with the responsibility of providing centralized purchasing for all departments and administers contracts required by law to be made on competitive bid. County departments have delegated authority given by the Purchasing Agent to make purchases of certain materials and equipment under \$15,000. The Purchasing Agent maintains surplus inventory and disposes of excess, obsolete or unserviceable equipment by auction, or other means as provided by law. Public Works Contracts are administered by the Director of Public Works.

Every purchase is made in the County's best interest while providing vendors a fair and equal opportunity to do business with the County. The County will consider:

- The price
- The quality of the product
- The suitability of the product for the intended use
- The ability, experience, efficiency, integrity, and financial responsibility of the bidder
- Qualifications for technical or expert services

### **HOW DO I CONTACT PURCHASING?**

Yuba County Administrative Services  
915 8<sup>th</sup> Street, Ste 119  
Marysville, CA 95901  
Phone: 530-749-7882  
Fax: 530-749-7884  
Email: [amehta@co.yuba.ca.us](mailto:amehta@co.yuba.ca.us)

### **WHAT PROCUREMENT METHODS ARE USED?**

#### Purchases Under \$500

- Departments have delegated authority to make purchase

#### Purchases between \$500 and \$15,000

- Departments request oral and informal written quotes (RFQ)

#### Purchases of \$15,000 or more

- Purchasing Agent seeks formal written sealed bids (RFP/IFB)

#### Cooperative Government Contracts

- State Contracts
- Inter-local Government Contracts

## **HOW DO I GET ON THE VENDOR LIST?**

- Complete the County's [Vendor Request Form](#) to ensure notice of solicitations for chosen commodity.

Invitations for Bids and Request for Proposals are usually sent to those firms listed under the commodity being requested. The County may also choose to use other sources such as the telephone book and/or yellow pages to obtain names of firms who may be capable of supplying the commodity.

General information regarding current solicitations is available on the County's web site at [www.co.yuba.ca.us](http://www.co.yuba.ca.us)

Vendors remain on the Vendor List for two years as long as they continue in good standing with Yuba County and return a bid request or respond with a "No Bid" to bid requests.

## **WHERE AND WHEN ARE SOLICITATIONS ADVERTISED?**

- IFB/RFP solicitation notices are listed on the County's web site at [www.co.yuba.ca.us](http://www.co.yuba.ca.us)
- Posted in public place such as Administrative Services Bid Board

## **HOW CAN I RECEIVE SOLICITATION INFORMATION?**

- Vendors registered with the County will automatically receive notification of IFB's, RFP's, RFI's, for the commodities they have chosen
- A list of current IFB's, RFP's, RFI's, will be displayed on County website

## **WHERE DO I SUBMIT MY RESPONSES TO IFB's/RFP's/RFI's/RFQ's?**

At the address, date and time specified in each solicitation.

## **WHEN AND WHERE ARE IFB's/RFP's OPENED?**

IFB's/RFP's are opened on the Date, Time, and Location specified in each individual IFB/RFP.

## **MAY I SUBMIT A LATE SOLICITATION RESPONSE?**

Yuba County does not accept late sealed bids/competitive sealed proposals. The time/date stamp on each bid/proposal shall be the official time of receipt for all Invitation for Bids (IFB) and Request for Proposals (RFP). IFB's and/or RFP's received after submission deadline shall be returned unopened and will not be accepted.

## **WHAT FACTORS DETERMINE TO WHOM THE SOLICITATION IS AWARDED?**

All solicitations are awarded to the most responsive and responsible bidder who submits the offer which represents the best value to the County.