

CITY OF PALM SPRINGS MISSION STATEMENT

"Palm Springs is an inclusive world-class city dedicated to providing excellent and responsive public services to enhance the quality of life for current and future generations."



City of Palm Springs
3200 E. Tahquitz Canyon Way
Palm Springs, CA 92262

760.323.8299

www.palmspringsca.gov

DEPARTMENTS

- ✦ **AVIATION**
 - 760.318.3800
- ✦ **BUILDING AND SAFETY**
 - 760.323.8242
- ✦ **COMMUNICATIONS**
 - 760.323.8250
- ✦ **COMMUNITY AND ECONOMIC DEV**
 - 760.323.8376
- ✦ **FIRE AND EMERGENCY MANAGEMENT**
 - 760.323.8181
- ✦ **ENGINEERING**
 - 760.323.8253
- ✦ **FINANCE**
 - 760.323.8229
- ✦ **HUMAN RESOURCES**
 - 760.323.8215
- ✦ **INFORMATION TECHNOLOGY**
 - 760.323.8234
- ✦ **LIBRARY**
 - 760.322.7323
- ✦ **MAINTENANCE & FACILITIES**
 - 760.323.8167
- ✦ **OFFICE OF NEIGHBORHOODS**
 - 760.323.8255
- ✦ **PARKS & RECREATION**
 - 760.323.8272
- ✦ **PLANNING**
 - 760.323.8245
- ✦ **POLICE**
 - 760.323.8116
- ✦ **PROCUREMENT AND CONTRACTING**
 - 760.322.8368
- ✦ **SPECIAL PROGRAMS**
 - 760.322.8382
- ✦ **SUSTAINABILITY**
 - 760.323.8214

CITY OF PALM SPRINGS

PROCUREMENT AND CONTRACTING DEPARTMENT



CONTACT US

The Department of Procurement & Contracting is committed to supporting the mission, values, and strategic goals set by our City leaders. We provide centralized professional procurement services for the acquisition of all commodities, equipment, services, and construction for all operating divisions of the City in compliance with all applicable Federal, State and local laws, including the City's Municipal Code.



PROCUREMENT

The following thresholds apply to purchases for the City:

Informal – by Departments

- ✓ Under \$10k – 1 quote
- ✓ \$10k - \$75k – 3 quotes

GOODS = PURCHASE ORDER
 SERVICES = SERVICE AGREEMENT

FORMAL PROCUREMENT – BY PROCUREMENT AND CONTRACTING DEPT

- ✓ OVER \$75K

ADVERTISED IN DESERT SUN ON SUNDAYS

POSTED ON PLANETBIDS

INVITATION FOR BIDS (IFB) = LOWEST PRICE

REQUEST FOR PROPOSALS (RFP) = BEST VALUE

REQUEST FOR QUALIFICATIONS (RFQ) = MOST QUALIFIED



PLANETBIDS

<https://pbsystem.planetbids.com/portal/47688/portal-home>

- The City uses PlanetBids as its electronic bidding site.
- All formal procurements are posted to this site.
- All communications go through this site during the procurement process.
- Bidders/Proposers upload bids and proposals to this site, so everything is paperless.
- Registering with PlanetBids keeps you informed when procurements are posted
- There is no cost to register with Planet Bids
- Note: quote requests are not placed on PlanetBids



INSURANCE

The City requires insurance from contractors and vendors performing services for the City, generally, as follows:

- Comprehensive General Liability
- Automobile Liability
- Workers Comp
- Professional Liability (Design Services)

BUSINESS LICENSE

A valid Business License is required for all entities doing business within city limits. See the following link for more information:

<https://www.palmspringsca.gov/government/departments/finance-treasury/business-license-tax>

LOCAL BUSINESS ORDINANCE

Pursuant to the City of Palm Springs Local Preference Ordinance 1756, in awarding contracts for services, including consultant services, preference to a Local Business shall be given whenever practicable and to the extent consistent with the law and interests of the public.