



City of Palm Springs

OPEN HOUSE

HOW TO DO BUSINESS WITH THE CITY OF PALM SPRINGS

OCTOBER 18, 2023

Kim Baker – Procurement & Contracting Director

Jeffrey Bernstein – Mayor ProTem

Scott Stiles – City Manager

Department Staff – To be introduced at the end of the presentation



AGENDA

- ❖ **Presentation by Procurement** – How to do business
- ❖ **Questions and Answers**
- ❖ **Meeting Department Staff** – To get started doing business



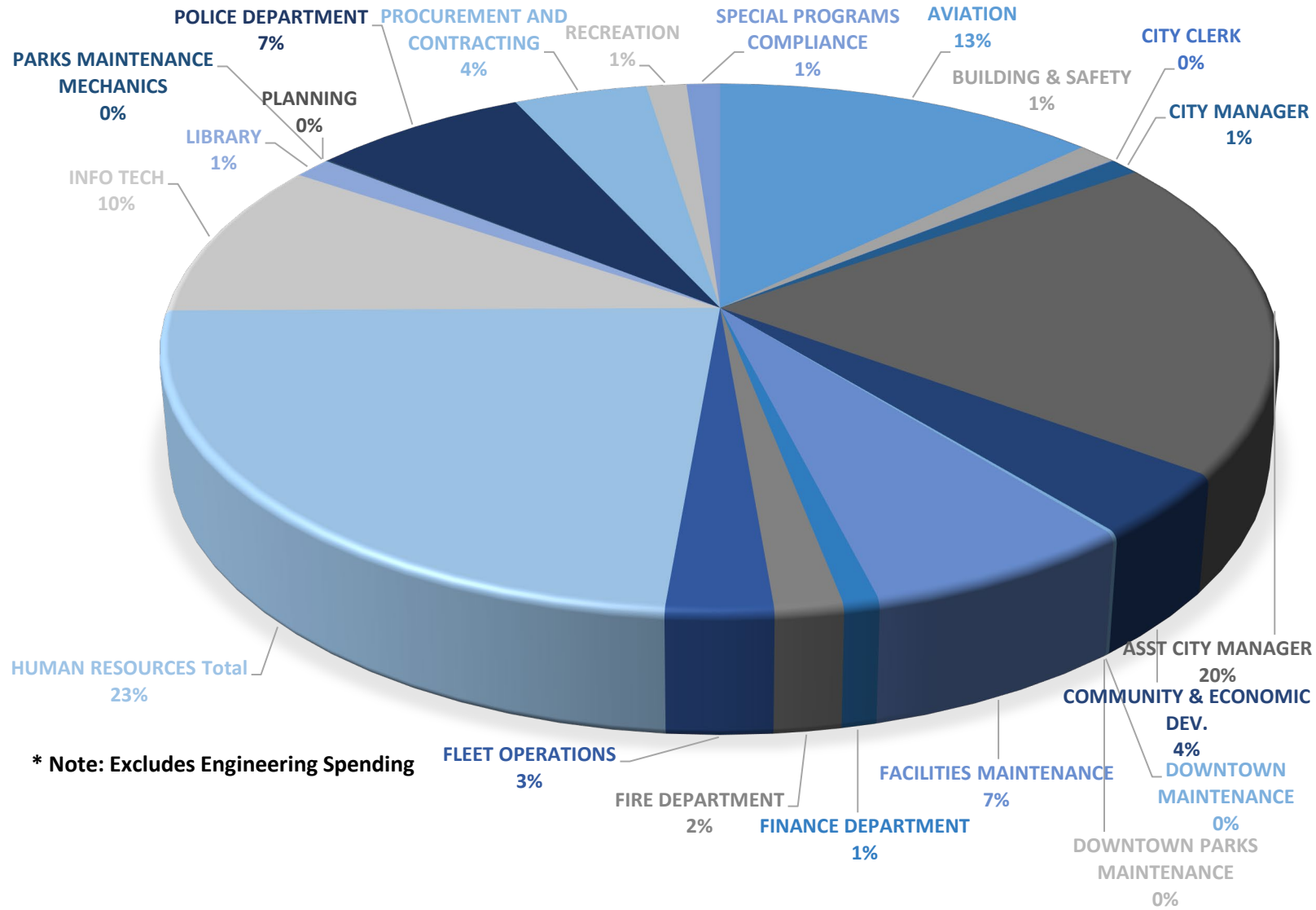
HOW MUCH DOES THE CITY PURCHASE?

In 2023 Palm Springs issued 1,489 Purchase Orders = **\$177,636,704.76**

The biggest items are capital projects (engineering/construction) = **\$111,146,072.98**

Other goods and services = **\$66,490,631.78**

GRAPHIC OF SPEND BY DEPARTMENTS



WHICH DEPARTMENTS PURCHASE THE MOST?

DEPARTMENT	%	TOTAL AMOUNT
HUMAN RESOURCES	23.38%	\$12,692,654.92
ASSISTANT CITY MANAGER	19.72%	\$10,703,889.18
AVIATION	12.87%	\$6,983,733.84
INFO TECH	9.57%	\$5,193,288.33
POLICE DEPARTMENT	7.25%	\$3,936,250.28
FACILITIES MAINTENANCE	6.83%	\$3,709,712.17
PROCUREMENT AND CONTRACTING	4.45%	\$2,416,577.10
COMMUNITY & ECONOMIC DEV.	3.94%	\$2,139,253.62
FLEET OPERATIONS	2.70%	\$1,464,665.97
FIRE DEPARTMENT	1.72%	\$935,393.02
RECREATION	1.34%	\$725,741.20
BUILDING & SAFETY	1.31%	\$712,536.77



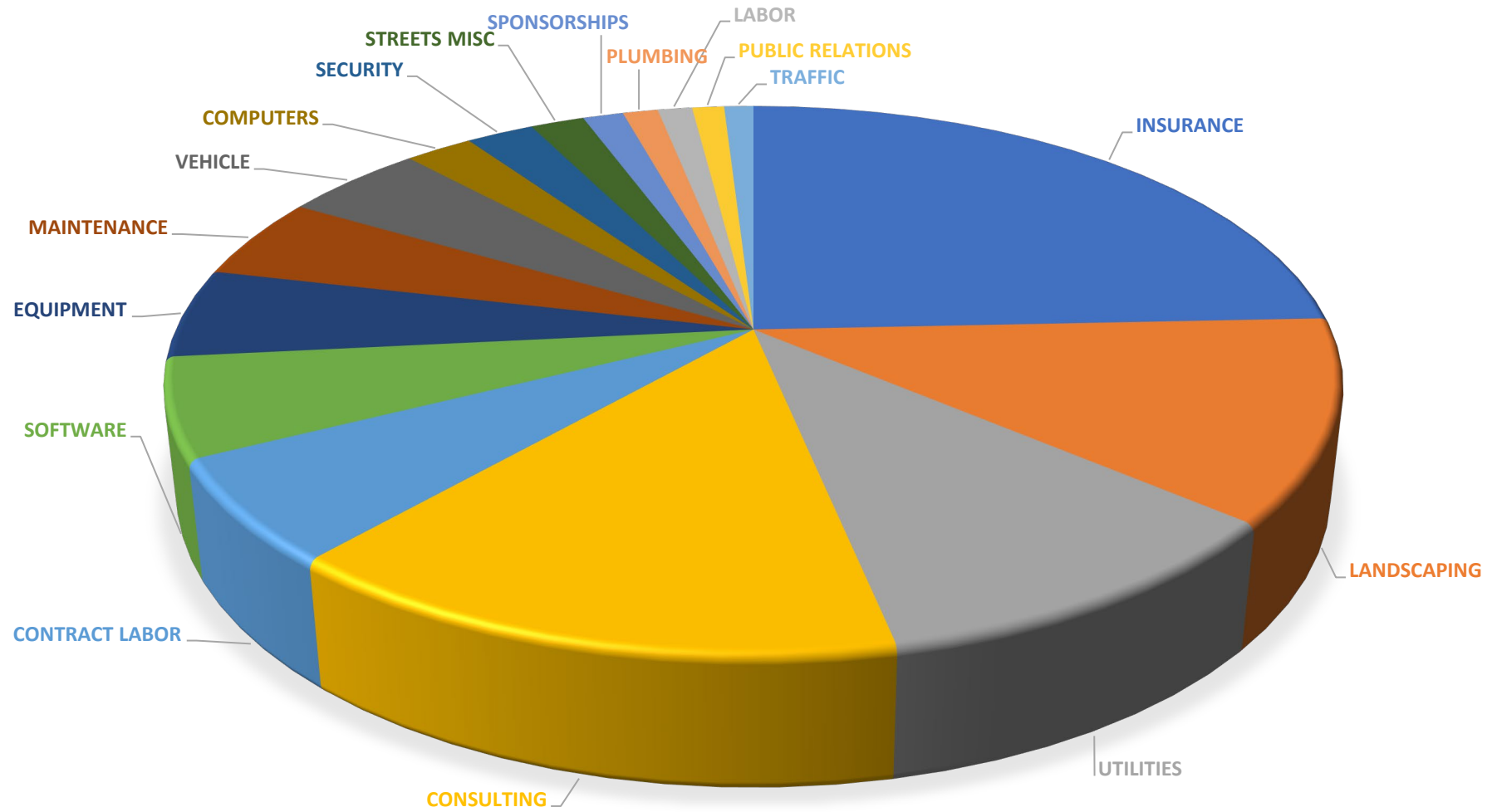
WHICH DEPARTMENTS PURCHASE THE MOST?

LIBRARY	1.26%	\$686,033.81
SPECIAL PROGRAMS COMPLIANCE	1.12%	\$605,859.36
CITY MANAGER	1.02%	\$552,409.80
FINANCE DEPARTMENT	0.90%	\$490,400.00
STREETS MAINTENANCE	0.29%	\$157,746.72
DOWNTOWN MAINTENANCE	0.12%	\$62,760.65
SUSTAINABILITY	0.09%	\$50,421.04
PARKS MAINTENANCE MECHANICS	0.04%	\$23,793.27
CITY CLERK	0.03%	\$18,235.41
PLANNING	0.03%	\$15,300.00
DOWNTOWN PARKS MAINTENANCE	0.00%	\$2,688.42



GRAPHIC OF SPENDING BY TYPE

CITY OF PALM SPRINGS SPENDING BY TYPE - FY23*



* Note: Excludes Capital Projects



WHAT DO THE DEPARTMENTS BUY?

Category	Total Amount
INSURANCE	\$ 15,043,175.72
LANDSCAPING	\$ 7,358,810.94
UTILITIES	\$ 6,500,372.11
CONSULTING	\$ 9,126,696.16
CONTRACT LABOR	\$ 3,758,169.12
SOFTWARE	\$ 3,606,635.00
EQUIPMENT	\$ 3,248,919.57
MAINTENANCE	\$ 2,983,443.25
VEHICLE	\$ 2,880,811.12
COMPUTERS	\$ 1,380,467.51
SECURITY	\$ 1,376,969.44
STREETS MISC	\$ 1,097,834.10



WHAT DO THE DEPARTMENTS BUY?

SPONSORSHIPS	\$	823,948.00
PLUMBING	\$	715,980.54
LABOR	\$	700,000.00
PUBLIC RELATIONS	\$	649,365.96
TRAFFIC	\$	595,540.00
OFFICE SUPPLIES	\$	558,800.73
SUPPLIES	\$	526,729.05
BOOKS	\$	458,276.58
LIGHTING	\$	425,554.13
BUILDING	\$	409,035.00
HVAC	\$	355,781.50
EVENTS	\$	350,912.52
MEMBERSHIPS	\$	276,500.00
ART	\$	173,180.00



WHAT DO THE DEPARTMENTS BUY?

RENTALS	\$	161,963.90
RECREATION	\$	161,859.70
UNIFORMS	\$	155,101.54
ADMINISTRATIVE	\$	134,500.00
POLICE	\$	124,604.60
PARKS MAINTENANCE	\$	90,665.26
TRAINING	\$	87,944.30
AUDIO	\$	83,221.70
PRINTING	\$	75,776.23
SUBSCRIPTIONS	\$	15,000.00
ROOF REPAIRS	\$	8,150.00
GRAPHICS	\$	5,148.50
ADVERTISING	\$	4,788.00



HOW DO ALL THESE ITEMS GET PURCHASED?

Informal Process

- ✦ **Departments get quotes for items under \$75,000 in value**
- ✦ **1 quote for items under \$10,000**
- ✦ **3 quotes for items over \$10,000 but under \$75,000**
- ✦ **These items make up the majority of purchases or 1,382 of the 1,489 Purchase orders issued**
- ✦ **Items of this value can be awarded by staff up to the City Managers level**



HOW DO ALL THESE ITEMS GET PURCHASED?

Formal Process

- ✦ **Procurement and Contracting Department issues formal solicitations over \$75,000 in value**
- ✦ **Posted on an electronic bidding platform called PlanetBids**
- ✦ **Vendor registration is free with PlanetBids. Registered vendors are automatically notified when a procurement is posted.**
- ✦ **Our website palmspringsca.gov is where you can find information on open bid opportunities**



Formal Process

- ✦ These procurements are in the forms of:
 - ✦ **Invitations for Bid (IFB)** = priced based selection
 - ✦ Participants submit forms and pricing
 - ✦ **Request for Proposals (RFP)** = best value-based selection
 - ✦ Participants submit proposals
 - ✦ **Request for Qualifications (RFQ)** = qualifications-based selection
 - ✦ Participants submit statement of qualifications no pricing
- ✦ Awarded by the City Council



LOCAL PREFERENCE

Local Preference

A preference is given to local vendors on solicitations (5% bids or 5 pts proposals)

The term “Local Business” is defined as a vendor, contractor, or consultant who:

- Has a valid physical business address located within the Coachella Valley,
- at least six months prior to bid or proposal opening date,
- from which the vendor, contractor, or consultant operates or performs business on a day-to-day basis,
- and holds a valid business license by a jurisdiction located in the Coachella Valley.
- In order for a business to be eligible to claim the preference, the business **MUST** request the reference in the Solicitation response and provide a copy of its current business license from a jurisdiction in the Coachella Valley.



SUSTAINABLE PURCHASING

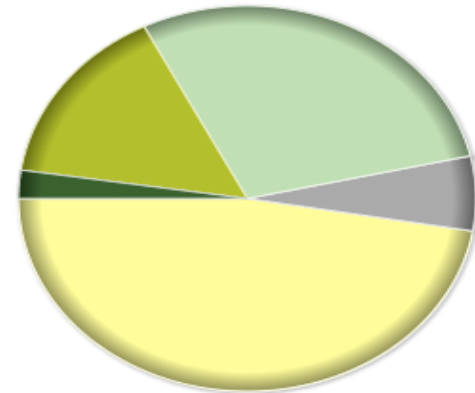
Council approved the City's Environmentally Preferable Purchasing Policy (EPPP)

This policy recommends local purchasing to reduce transportation greenhouse gas emissions.

City staff are committed to purchasing green products and are making progress starting with our office supplies:

Spend by GreenerOffice Ratings (Previous 12 Months)

Rating	Spend	% of Total
Non-Green/ Unknown	\$98,688	47%
Meets Industry Environmental Norms	\$13,035	6.2%
Light Green	\$60,300	28.7%
Mid Green	\$31,693	15.1%
Dark Green	\$4,912	2.3%
Total Overall Spend	\$210,038	100%



PURCHASE ORDERS VERSUS SERVICE AGREEMENTS

- ✦ Goods or Commodities are issued to the vendor via **Purchase Order**
- ✦ Services are issued to the vendor via **Service Agreement (Contract) followed by a Purchase Order**
- ✦ City issues the boilerplate agreements with the solicitations so the vendors can view the terms and conditions before quoting/bidding/proposing on work.
- ✦ Vendors should **never** do work without a Purchase Order or signed Agreement unless the work has been deemed an **emergency**
- ✦ Doing work without authorization can result in loss of payment or slow payment for goods and services



INSURANCE REQUIREMENTS

The City has standard insurance requirements that are required when doing business with the City when performing services and for some purchase of goods that carry higher risk.

Minimum Scope of Insurance. The minimum amount of insurance required :

1. **Comprehensive general liability** and personal injury with limits of at least one million dollars (**\$1,000,000.00**) **combined single limit** coverage per occurrence and two million dollars (**\$2,000,000**) **general aggregate**;
2. **Automobile liability** insurance with limits of at least one million dollars (**\$1,000,000.00**) **per occurrence**;
3. **Professional liability** (errors and omissions) insurance with limits of at least one million dollars (**\$1,000,000.00**) **per occurrence** and two million dollars (**\$2,000,000**) **annual aggregate** is:

_____ required (typically required for professional services like Engineering)

_____ is not required; **(typically not required for standard services)**

4. **Workers' Compensation** insurance in the **statutory amount** as required by the State of California and Employer's Liability Insurance with limits of at least one million dollars **\$1 million per occurrence**. If Contractor has no employees, Contractor shall complete the City's Request for Waiver of Workers' Compensation Insurance Requirement form.



BUSINESS LICENSE REQUIREMENTS

The City does require business to have a business license to do business with the City

Business License: The selected firm will be required to be licensed in accordance with the City of Palm Springs Business License Ordinance, Municipal Code Chapter 3.40 through 3.96, entitled “Business Tax”. Bidders/Proposers may obtain the license after award but must do so promptly as the license will be routed with the contract for final signature.

The City’s Finance Department manages this program that is set by Ordinance.



Informal – quotes under \$75,000

Meet and get acquainted with the Department staff that procure items or services in your field.

Understand the quote process and how to submit a quote and follow up when you haven't heard anything from the department.

Formal – solicitations over \$75,000

Register on PlanetBids and get familiar with the bidding/proposal process all done electronically online. Read the Sunday classifieds in the Desert Sun for opportunities.

Work with the Procurement and Contracting Department to get familiar with that process.



WHAT OPPORTUNITIES ARE AVAILABLE?

Current IFBs (bids) in process:

- On call Flooring for the Airport
- On call Weed Abatement for the Airport
- On call General Construction Services for the Airport
- Vehicle Carwash System for Fleet
- Natural Gas (on PlanetBids now)

Current RFPs (proposals) in process:

- Early Childhood Development Program for Recreation
- CAD/RMS System for Police
- Safety Management System for the Airport (on PlanetBids now)
- Zoning Code Update for Planning
- IT Strategic Plan for IT
- Utilities User Tax Audit for Finance
- Sales and Use Tax Audit for Finance



WHAT OPPORTUNITIES ARE AVAILABLE?

Current RFPs (proposals) in process (continued):

- Comprehensive Fee Study for Finance
- Communication and Marketing Services for Communications
- Spanish Language Services for Communications
- Medical Director for Fire
- Financial Consulting Services for the Airport
- Statement of Values for Legal Risk Management

Current RFQs (qualifications) in process:

- On Call Project Services (Architecture, Engineering, Planning, Environmental and Construction Management Services) for the Airport (on PlanetBids now)



YOU WON NOW WHAT?

Once you are successful and have your first Purchase Order or Agreement, please remember the following tips :

- 1) Complete the simple **vendor worksheet** from the Accounts Payable (AP) Department to get set up in our system for payment
- 2) Attach a copy of your **W9** with the vendor worksheet and send to AP making sure the business name is accurate
- 3) Keep your contact information current with the City's Accounts Payable Department as **POs are automatically issued to the email address provided** when you become a vendor



INVOICING

Once you are successful and have your first Purchase Order or Agreement, please remember the following tips to get paid promptly:

- 1) Always include your Purchase Order number on your invoice
- 2) Always include a contact number and name in case something is wrong
- 3) Always bill in accordance with the line items that are included as part of your Purchase Order or Agreement at the prices listed
- 4) Always bill in accordance with the billing timelines listed in your agreement
- 5) Do not hesitate to follow up after submitting an invoice to see if everything is moving ok
- 6) Checks are cut every other Thursday so keep that in mind when submitting for payment



QUESTIONS

- ✓ Any questions for general discussion questions may be asked at this time.



MEET THE DEPARTMENTS

- ✓ AVIATION – Victoria Carpenter
- ✓ COMMUNICATIONS - Amy Blaisdell
- ✓ COMMUNITY AND ECONOMIC DEV - Annie Fonseca and Roman Ruiz
- ✓ FIRE AND EMERGENCY MANAGEMENT – Jeff Van Lierop
- ✓ ENGINEERING – Vonda Teed
- ✓ FINANCE – Andrew Neri and Alejandro De Jesus
- ✓ HUMAN RESOURCES – Maria Weaver
- ✓ INFORMATION TECHNOLOGY – Larry Klingaman
- ✓ LEGAL – Oscar Verdugo

MEET THE DEPARTMENTS

- ✓ LIBRARY – Julie Warren
- ✓ MAINTENANCE & FACILITIES – Laurie Alyaian, Tabitha Richards, Daniel Martinez
- ✓ PARKS & RECREATION – Yvonne Wise, Rosa Romo and Janet Burns
- ✓ PLANNING – Chris Hadwin
- ✓ POLICE – Melissa Cain
- ✓ PROCUREMENT AND CONTRACTING – Kim Baker, Brian Sotak Rossman, Sheikia Wilson, Gene Summerville
- ✓ SPECIAL PROGRAMS – Patrick Clifford
- ✓ SUSTAINABILITY – Lindsey-Paige (LP) McCloy