How-To Do Business With the City of Roseville

Foreword

The purpose of this document is to inform potential suppliers of the procedures for doing business with the City of Roseville. Any questions which are not answered here may be directed to the Purchasing staff at: PurchasingBuyers@roseville.ca.us or by calling the Purchasing office main line, (916) 774-5720.

Location

The Purchasing Division office and City Warehouse / Central Receiving dock are located at: Corporation Yard, 2075 Hilltop Circle, Roseville, CA, 95747.

Hours of Operation

Purchasing office: 7:00 a.m. – 5:00 p.m. Monday through Friday
Central Receiving dock: 7:00 a.m. – 3:00 p.m. Monday through Friday

Purchasing Office Visits

We value your visits; however, we recommend that you call for appointments in order to productively utilize our time and yours. Please call (916) 774-5720 to inquire about scheduling appointments.

Purchasing Staff

The City of Roseville has a centralized purchasing staff. Each Buyer is responsible for specific commodities and may be contacted by email at: PurchasingBuyers@roseville.ca.us.

Methods of Procurement

Acquisitions of goods and services are made via Purchase Order, Service Agreement, or Professional Services Agreement. All purchases are subject to the City of Roseville's terms and conditions, which can be viewed at: **www.roseville.ca.us/doingbusiness**.

The City of Roseville utilizes the following methods of purchasing:

Informal Requests for Quotation - Products or services valued below the City's formal bid limit are typically submitted in writing. Although a sealed bid technique is not used, all informal quotations are made on a competitive basis securing quotes from at least three (3) vendors whenever possible.

Formal Request for Quotation (RFQ) or Formal Request for Proposal (RFP) – Products or services valued over the City's formal bid limit require the following:

- Posting of a public notice
- Submission of a sealed bid (RFQ) or proposal (RFP)
- Public bid opening (RFQ) or acknowledgment (RFP)
- Award by the City Council

These solicitations are posted to the City's website at: **www.roseville.ca.us/rfps**.
Bid awards are also posted on the same link.

Insurance

If a vendor will be performing work on City premises, the vendor will need to furnish insurance certificates to the City's Risk Management Division prior to beginning any work. City of Roseville general insurance requirements are available at: **www.roseville.ca.us/doingbusiness**.

City of Roseville Business License

When do I need one and how do I obtain one? You need a current Roseville Business License to do business with the City or within City limits. Roseville Business License information and forms are available at: **www.roseville.ca.us/gov/finance/licensing/business.asp#how_long**.

Accounts Payable

Vendor questions, vendor forms, and Accounts Payable contact information is available at: **www.roseville.ca.us/gov/finance/general_accounting/accounts_payable.asp**.

CITY OF ROSEVILLE CALIFORNIA

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