

Environmental Commitment: The County adopted an environmentally preferable purchasing policy that requires the procurement of products and services with the lowest overall environmental impact from manufacturing through end-of-life. We encourage vendors to provide products and/or services that conserve energy, water, fuel and other resources; contain recycled content and are recyclable; minimize pollution and greenhouse gas emission; reduce toxicity; and protect public and environmental health. To achieve these objectives, environmental factors, sustainability of operations, and product attributes may be evaluated in the procurement process.

Green Business Certification: The County manages a green business certification program that allows vendors to be recognized for their commitment to sustainable business practices, which may be evaluated in the procurement process. Visit <https://greenbusinessca.org/AlamedaCounty> to learn more about becoming a certified green business.

Green Building Requirement: The County adopted a green building ordinance which requires County construction projects to be built to a LEED™ Silver standard. Materials procured for construction as well as furniture, fixtures, and other interiors will contain recycled content, be durable, conserve energy and water, and have a low-environmental impact.

Tax: The County pays California State sales and use tax when applicable and is exempt from some federal taxes.

Insurance: Vendors who provide goods and services to the County may be required to submit proof of insurance coverage as specified by the County's Risk Manager. Please call the County Risk Manager at (510) 272-6451 for more information regarding insurance requirements.

Bid & Performance Bonds: Bonds may be required when necessary to protect the interests of the County. Most contracts issued by GSA-Procurement do not require bonding.

Gifts & Gratuities: The County of Alameda maintains a strict policy prohibiting the acceptance by its employees of gifts and/or gratuities from any vendor or potential vendor.

FOR MORE INFORMATION ON DOING
BUSINESS WITH
THE COUNTY OF ALAMEDA
GSA-PROCUREMENT
PLEASE CALL (510) 208-9600
OR
VISIT OUR WEBSITE AT
<http://acgov.org/gsa/>

Click on **the eSubscribe icon**  at the top middle of the webpage to sign up for updates on County contracting opportunities as well as County training and outreach events.

Click on the **Doing Business With Us** tab, located just below the eSubscribe icon, to find more information on:

- ▶ [Small, Local & Emerging Business Program](#)
- ▶ [County Contract Compliance System: Elation](#)
- ▶ [Current Contracting Opportunities](#)
- ▶ [Awarded/Closed Contracts](#)
- ▶ [Office of Acquisition Policy](#)
- ▶ [Sustainability & Energy](#)

VENDOR GUIDE



Kimberly Gasaway, Interim Director
Detra Dillon, Procurement Administrator



Transparency, Innovation, and Collaboration

1401 Lakeside Drive, Suite 907 ♦ Oakland, CA 94607

<http://www.acgov.org/> ♦ 510-208-9600

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Welcome: The County of Alameda purchases a wide variety of goods and services through a centralized purchasing system. The purpose of this brochure is to acquaint you with the County's purchasing policies and procedures, and explain how you can do business with the County. Our goal is to promote partnerships between you and the County of Alameda. If this brochure does not answer all of your questions, please visit our website at www.acgov.org or contact General Services Agency (GSA)-Procurement at (510) 208-9600 for further information.

Centralized Purchasing: Procurement of goods and services is centralized in the GSA-Procurement department under the direction of the Purchasing Agent. The acquisition of goods and services must be approved by GSA or the Board of Supervisors and authorized by a purchase order. The payment process is decentralized in Alameda County. Invoices are submitted to the contracting agency. Every attempt will be made by the County to process payments within 30 days. County departments may utilize the County Procurement Card to purchase approved goods and services up to \$3,000.

Contact Us: Office hours are 8:00 a.m. to 4:30 p.m. PST. To save time and ensure you receive adequate attention, please make an appointment before coming to the Procurement office. Please contact us, or consult our website, for the Buyer's name and phone number for the product or service you provide.

Contracting Opportunities: The Auditor-Controller's Office of Contract Compliance (OCCR) currently manages the Small Local Emerging Business (SLEB) Program and maintains a list of local and small/emerging locally owned vendors interested in doing business with the County. These businesses are solicited by GSA-Procurement through informal and formal competitive bid procedures to provide required goods and services to County departments. Formal Requests for Proposal/Quotation (RFP/Qs) are posted on the GSA Current Contracting Opportunities website and published in local newspapers. A bid preference is available to local and certified small/emerging locally owned businesses. Goods and/or Services over \$25,000 are required to be purchased from certified SLEBs or a minimum 20% (unless otherwise indicated) SLEB participation is required. Purchases of \$25,000 and under are made from certified SLEBs whenever possible. Contact OCCR at (510) 891-5500 or visit our website for more information regarding the SLEB Program and how to certify your company as a small or emerging local business.

Business Outreach: The GSA Office of Acquisition Policy (OAP) works with community businesses and County staff to promote and support the SLEB Program. Vendor informational meetings, networking/bidders conferences, training and vendor fairs are held to promote opportunities for the small, local and diverse business community to participate in the County's procurement process.

Informal Competitive Bid Process: An informal competitive bid process may be utilized when the cost of goods or services is \$100,000 or less. Quotes are solicited from at least three vendors whenever possible. County Staff solicits informal quotes by telephone, e-mail, fax or mail from vendors listed in the SLEB Vendor Database. Informal requests for bids are not normally advertised. Contracts are awarded to the lowest responsive bidder meeting specifications.

Formal Competitive Bid Process: Formal competitive bid procedures must be utilized when the cost of goods or services exceeds \$100,000 and may include the issuing of a Request for Proposal/Quotation (RFP/Q). RFP/Qs may be preceded by an RFI posted on the GSA Current Contracting Opportunities website and e-mailed via E-GOV to its subscribers, including certified small, local and emerging businesses (SLEB). RFP/Qs are posted on the GSA Current Contracting Opportunities website and advertised in local newspapers. The formal competitive bid process will include an opportunity for prospective bidders to attend networking/bidders conferences as part of the RFP/Q schedule of events.

In this process, sealed bids will be received by GSA-Procurement in accordance with RFP/Q instructions. An RFP/Q award will be in accordance with the criteria indicated in each RFP/Q issued and will not necessarily be awarded to the bidder quoting the lowest cost.

Local Vendor Preference: An Alameda County vendor is a firm or dealer with fixed offices and having a street address within the County and which holds a valid business license issued by the County or City within the County for at least six months prior to the date upon which a request for sealed bids or proposals is issued. Alameda County products are those which are grown, mined, fabricated, manufactured, processed or produced in the County.

A 5% bid preference is available to Alameda County products or vendors on all sealed bids except with respect to those contracts which state law requires be granted to the lowest responsible bidder.

Local and Small/Emerging Business Bid Preferences: A 5% bid preference for local businesses and a 5% bid preference for County certified small or emerging businesses (SLEBs) is available except with respect to those contracts which state law requires be awarded to the lowest responsible bidder. The maximum bid evaluation preference points for being certified is 10%: 5% local and 5% certified. Compliance with the SLEB program is required for goods, services and professional services contracts, including but not limited to architectural, landscape architectural, engineering, environmental, land surveying, and construction project management services projects.

The County utilizes the definition of a small business as indicated by the United States Small Business Administration. An emerging business, as defined by the County is one that is at least one-half the size of a small business and has been in business less than five years.

First Source Program: This program was developed to create a public/private partnership linking job seekers, unemployed and under-employed County residents to sustainable employment through the County's relationships with businesses, including contracts in excess of \$100,000 that have been awarded to vendors through the competitive process. Awarded vendors must, during the term of the contract, notify the County of any new or vacant positions within their company and provide Alameda County with a ten-day window to provide pre-screened applicants before such positions are advertised to the general public.