

Tax, Insurance, W-9

- The City pays California State sales and use taxes when applicable and is exempt from Federal excise tax
- Vendors who perform a general service for the City are required to submit proof of insurance coverage as specified by the bid specifications.
- Form W-9 Request for Taxpayer Identification Number and Certification must be on file with Purchasing prior to award of bid and issuance of purchase order. This form is available online.

Business License

Vendors doing business with the City must have a Business License, which may be obtained from the Development Department by calling (760) 955-5072 or online at <https://www.victorvilleca.gov/government/city-departments/development/business-license>

Sales Calls

To save time and ensure you receive adequate attention, it is highly recommended that an appointment is made before making unscheduled visits. Please contact the Purchasing Division to request the Buyer's name and phone number for the product or service you provide and request an appointment.

Professional Consultants

The acquisition of professional services is administered by a Request for Proposal (RFP) or a Negotiated Contract. Professional services are defined as those of an attorney, architect, engineer, accountant, or other professionals and specialized consultants. Contact the Purchasing Division for more information.

Capital Improvement Contracts

The acquisition of capital improvements is administered by an informal or formal Request for Bid (RFB). A capital improvement is new construction or remodeling that improves City fixed assets. Contractors may contact the Purchasing Division at **(760) 955-5200** for further information.



Mailing Address

P.O. Box 5001
Victorville, CA
92393-5001
Fax: (760) 269-0045

14343 Civic Drive
Victorville, CA

Phone: (760) 955-5200

Hours:

Mon. through Thur.
7:30 a.m. to 5:30 p.m. &
Fri. 7:30 a.m. to 4:30
p.m.

purchasing@victorvilleca.gov

Vendor Guide

Doing business
with the City of
Victorville



www.victorvilleca.gov

This brochure is intended as an introduction for potential vendors to the purchasing process of the City of Victorville.

The City of Victorville purchases a wide variety of materials and services through a semi-centralized purchasing system administered by the Purchasing Division. This system standardizes bidding and evaluation procedures, achieves economy of scale benefits, provides consistency in dealing with vendors, and ensures an open, fair, and competitive procurement process.



The City requires invoices to be submitted with the Purchase Order number referenced. The Purchase Order number should also be listed on all shipping tags and all documentation relevant to the order. Payment is made only upon delivery and acceptance of all material, equipment or services, as specified on the Purchase Order. Partial payments are not made by the City unless authorized by the Buyer and specified on the Purchase Order. Every attempt will be made by the City to process payments within thirty (30) days.

Methods of Procurement

Procurement Cards and Petty Cash

City personnel are authorized to make small-dollar purchases of nonstandard supplies on an as-needed basis using City-issued procurement cards.

Open Purchase Order/Blanket Purchase Order

These types of purchase orders are established to obtain supplies or services directly from pre-qualified vendors on an as-needed basis for a specific period-of-time not to exceed a specific dollar amount. Competitive price quotations may be solicited, and award may be to other than the lowest-priced vendor based on criteria such as best value to the requesting department, and completeness of inventory.

Formal Bidding

Formal bidding procedures are utilized when the cost of supplies, materials or equipment required on a single purchase exceeds \$50,000. The process requires advertising in a newspaper of general circulation (the City advertises in the Daily Press and San Bernardino Sun), receiving sealed bids, publicly opening the bids and awarding the purchase to the lowest responsive bidder meeting specifications.

Informal Bidding

This informal process for a single purchase differs from formal bidding in that quotations are solicited from at least three (3) vendors either by fax, e-mail or mail and are not normally advertised. Award is made to the lowest responsive vendor meeting specifications.

Request for Proposal (RFP)

This is used primarily for services and highly technical commodities. An RFP differs from a formal bid in that proposals may be solicited in a one- or two-step process. The award can be to other than the lowest-priced vendor. The following criteria are considered when evaluating which proposal is the most advantageous to the City:

- Cost to the City
- Quality of the proposed service
- Capabilities and expertise of the vendor
- Ability of the vendor to perform
- Past service record/references
- Proposal that best meets all the requirements of the City
- Shipping
- Warranty
- Delivery Instructions
- And other factors deemed to be in the City's best interest as determined solely by the City

All orders must be delivered to the address specified on the Purchase Order.

Vendor Registration/Bid List

To be added to the City's bidders list, please complete the Vendor Registration Form available online at

www.victorvilleca.gov/government/city-departments/administrative-services/finance/purchasing/vendor-application or send an email to

purchasing@victorvilleca.gov requesting to be added to bidder's list for the products or services that you wish to sell to the City.