

More FAQs...

Q: What is Local Preference?

A: The County of Riverside has adopted a local preference program for those bidders located within the County of Riverside. A five percent (5%) price preference may be applied to the total price during the evaluation of the responses.

Q: How do I qualify for the local preference?

A: To qualify as a local business, the business must have fixed offices within the geographical boundaries of Riverside County and must credit all sales taxes paid resulting from the RFQ/P to that Riverside County location. A vendor must include a copy of their Business Tax Certificate that supports the local preference with each quotation/proposal response.

SPECIAL NOTE:

The Purchasing Office has established a code of ethics governing the performance of all persons exercising delegated purchasing authority by the Purchasing Agent in transacting Riverside County business and to prevent potential conflicts of interest. As public servants we must adhere to the County policy and not accept gifts or entertainment. Suppliers are requested to cooperate in this regard by not making any such offers to employees. Thank you for your cooperation.



Vendor's Guide to Doing Business with the County of Riverside 2017



County of Riverside Purchasing and Fleet Services

2980 Washington Street
Riverside, CA 92504
Voice: (951) 955-4937
Fax: (951) 955-3730



Business Hours:
M-F 8:00 am to 5:00 pm

Web Page:
www.purchasing.co.riverside.ca.us

Purpose

Thank you for your interest in the County of Riverside. The County of Riverside Purchasing Department is constantly looking for suppliers of the varied goods and services it procures. **What do we purchase? Almost everything!** The business of County government consumes large amounts of goods and services. In the last twelve months, Riverside County Purchasing expended over **\$800,000,000 through the issuance of over 80,000 purchase orders.**

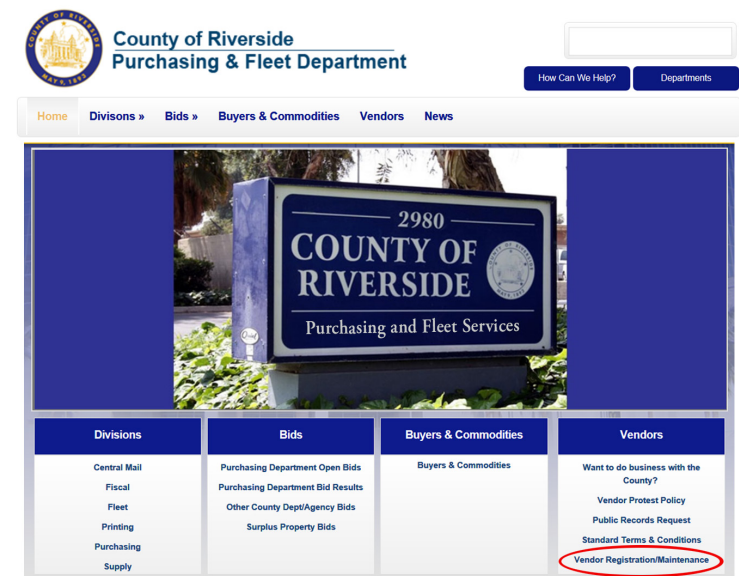
The purpose of this guide is to introduce representatives who sell products and/or services to the County's procurement system. The content of this pamphlet is intended to serve as a very general guide. However, if your question is not covered in this pamphlet, do not hesitate to call the Purchasing Office.

Purchasing Policies

The Board of Supervisors delegated authority to purchase/contract to the Purchasing Agent, via County Ordinance 459 (current revision). Authority to purchase/contract is with few exceptions, the exclusive right of the Board of Supervisors and the Purchasing Agent. In short, all contracts (purchase orders) to procure goods or services must be approved by the Purchasing Agent or Board of Supervisors.

How to get started

The first step is to register your company in the County vendor database utilizing the Vendor Self-Registration. This form will tell us about your company and enable us to place you in our commodity database based on the goods and services you provide. Go to <http://www.purchasing.co.riverside.ca.us> and press the Vendor Self-Registration link. When needs arise, the County utilizes this database in conjunction with a third party online software called Public Purchase at [www. publicpurchase.com](http://www.publicpurchase.com) to request quotes and bids. Because of the number of active vendors in our database, we cannot guarantee you will receive notice of every opportunity to sell to the County. Therefore, we encourage you to visit our Bidding Opportunities page on a regular basis for a listing of current bid solicitations and visit our facilities and staff.



GENERAL PROCUREMENT POLICIES

Payment Terms

For calculating due dates for payment terms, the County will use either the date an acceptable invoice is received by the County or the date the goods/services are received and accepted, whichever is later.

Sale/Use Tax

The County shall pay only the California Sales and Use Tax when applicable and listed separately on the invoice.

Recycled Material

Wherever possible, the County of Riverside is looking for items made from, or containing in part, recycled material. Bidders are encouraged to bid items containing recycled material as an alternative for the items specified; however, the County reserves the right to reject those alternatives as non-responsive.

DIRECTOR
LISA BRANDL, MPA, CPPO (951) 955-4936

ASSISTANT DIRECTOR
TERESA SUMMERS, MA, CPPO (951) 955-4928

PURCHASING MANAGER
MARK WHITESELL (951) 955-4931

COMPLIANCE CONTRACT OFFICER
VIRGINIA WILSON, MBA, C.P.M., CPPO (951) 955-9580
CONTRACT COMPLIANCE VWilson@rivco.org
Department Audits
Vendor Protests, Vendor Outreach
Cable Franchise/Right of Way Agreements
Public Records Requests
Special Procurements

BUSINESS PROCESS ANALYST II
DIRK BUESING (951) 955-4950
Vendor Registration DBuesing@rivco.org
Procurement Card Administration

SR. PROCUREMENT CONTRACT SPECIALIST
WALTER MACK (951) 955-9290
Professional Service Agreements WMack@rivco.org
(Architectural, engineering, environmental health related services)
Auditing and Financial Services
Fuels & Lubricants (oils, diesel, gasoline, etc.)
Forestry, Ranching, Farming Services, Travel, Furniture

PROCUREMENT CONTRACT SPECIALIST
CEDRIC CASON (951) 955-4948
All Sheriff Departments Projects CCason@rivco.org

PROCUREMENT CONTRACT SPECIALIST
HENRY ROBLES (951) 955-4934
All TLMA Projects HenryRobles@rivco.org

SR. PROCUREMENT CONTRACT SPECIALIST
JOHN MILLER, CPPO (951) 955-4945
All County Information JMMiller@rivco.org
Technology Projects & Commodities

PROCUREMENT CONTRACT SPECIALISTS
RICK HAI (951) 955-3618
All County Information RHai@rivco.org
Technology Projects & Commodities

CHERYL McCARTHY (951) 955-4931
All County Information CMcCarthy@rivco.org
Technology Projects & Commodities

PROCUREMENT CONTRACT SPECIALIST
MELISSA ETTER (951) 955-9750
All County Projects MEtter@rivco.org

PROCUREMENT CONTRACT SPECIALIST
SEAN REED (951) 238-3622
All Fire Dept. Projects and Commodities SJReed@rivco.org
Fire Trucks (Including Fire Public Works)

PROCUREMENT CONTRACT SPECIALIST
PATTI GUERRERO (951) 955-4821
All Probation Projects PGuerrero@rivco.org

PROCUREMENT CONTRACT SPECIALIST
MICHAEL MUNOZ (951) 955-4937
All Waste Management Projects

SR. PROCUREMENT CONTRACT SPECIALIST
SCOTT HADDON (951) 358-3957
All Dept. of Public Social Services SHaddon@rivco.org
Projects & Commodities

PROCUREMENT CONTRACT SPECIALISTS
DENEEN FLEMMING, CPCM (951) 358-5838
All Dept. of Public Social Services DFlemming@rivco.org
Projects & Commodities

PROCUREMENT CONTRACT SPECIALISTS
MELANIE HURST (951) 358-4541
All Riverside University Health System - MHurst@rivco.org
Behavioral Health

PROCUREMENT CONTRACT SPECIALIST
RICHARD STRICKLAND, CPPB (951) 358-6561
All Riverside University Health System - RStrickland@rivco.org
Public Health

PROCUREMENT CONTRACT SPECIALIST
JOE ANGELONE (951) 955-7989
All EDA and Facilities Management JAngelone@rivco.org
Projects & Commodities
Public Works (construction projects)
Fencing, HVAC
Pipe, Tubing, Fittings, Plumbing Supplies, Roofing Supplies
Janitorial Supplies/Equipment

PROCUREMENT CONTRACT SPECIALISTS
SUMMER CANCEL (951) 486-5505
& s.cancel@ruhealth.org
SHAWANA JENNINGS (951) 486-5438
All Riverside University Health System S.Jennings@ruhealth.org

SR. PROCUREMENT CONTRACT SPECIALIST
INES MARK (951) 955-4944
All County Projects IMark@rivco.org

PROCUREMENT CONTRACT SPECIALIST
IRENE MAESE (951) 955-4939
Appliances/Equipment Household IMaese@rivco.org
Automotive Parts and Repair
Cafeteria, Kitchen Equipment
Clothing, Uniforms, Textiles, and Boots
Decals, Stamps, Draperies, Equipment Maintenance
First Aid and Safety Equipment
Floor, Window & Wall Coverings (carpet)
Industrial Hardware, Hand Tools, Cable, Building Supplies
Laundry Equipment and Supplies
Paint, Paint Equipment
Promotional Items, Recreation Equipment
Security Alarms, Traffic Control Supplies, Office Supplies,
Food and Dairy Products

BUYER I
SUSAN SWITZ (951) 955-8735
Special Projects & All County Projects SSwitz@rivco.org

ADMINISTRATIVE SERVICES ANALYST II
MATTHEW JONES (951) 955-4657
Auto Shop Maintenance matthewjones@rivco.org
Equipment
Buses, Transportation Vans, Trailers
Compressors/Generators/Pumps
Fleet Projects, Vehicles, Cars, and Trucks
Heavy Equipment/Off Road, Boats

Frequently Asked Questions

Q: How does the County Request Bids?

A: Except for emergency or urgent needs, Purchasing sends out written requests for quotations/ proposals. **For quotations or proposals exceeding \$50,000**, Purchasing or Department Buyers send out formal RFQs or RFPs and post them on its web-page: <http://www.purchasing.co.riverside.ca.us> This web page provides a link to our third party on-line bidding system at www.publicpurchase.com where vendors can respond electronically to solicitations.

Q: What is the difference between an RFQ and an RFP?

A: An RFQ (Request for Quotation) is a competitive solicitation that is used whenever the County can specify with certainty the performance, functional or technical characteristics or the item or service needed. This quotation is opened publicly and award is generally to the lowest cost supplier meeting the minimum specifications as specified in the solicitation document and has the ability to fulfill the requirement.

An RFP (Request for Proposal) is a competitive solicitation that is used whenever the County cannot specify with certainty the item or service needed and the supplier is asked to propose a solution to a particular situation. These proposals are not opened publicly and bidders may be called to clarify their responses and allow for further negotiations of the prices, terms, and conditions of their offer. These are generally awarded to the vendor that best meets all the requirements listed in the RFP evaluation criteria.