

5% Local Small Business Incentive

In keeping with the City's good business practices, Departments are encouraged to purchase from Gardena-based businesses.

On bids for City contracts up to **\$250,000**, Gardena-based businesses can qualify for a small business credit of 5% for purposes of determining the lowest responsible bidder on certain City contracts (does not apply to Federal Transportation funded projects). A prime contractor may also qualify for the credit if 10% of the subcontractors used are headquartered and licensed in the City.

"Small Business" means a business entity that has, for at least twelve (12) months prior to submittal of its bid, held a current business license issued by the City; maintained its principal business office within the city's geographic boundaries; either employs fewer than 100 employees, or has annual gross receipts of \$10 million or less over the previous three (3) years.

DBE/MBE/WBE Businesses

Gardena supports buying from Disadvantaged, Minority, and Women-Owned Businesses. This is a requirement for purchases with Federal grant funds, but the policy applies to other purchases. To qualify as a DBE/MBE/WBE business, vendors must meet certain mandated requirements. A DBE application package may be obtained from the City's website and returned, along with the vendor's response, to a competitive bid request. As part of the DBE application package, certifications which are less than two years old and acquired by the vendor from another public agency, may be attached to the application.

8/26/2015

Insurance Requirements

Vendors doing business with the City are required to submit certificates of insurance for General Liability Insurance and Workers' Compensation. Automobile Insurance coverage may also be required. The City requires a minimum of \$1,000,000 liability coverage per single incident with an A-VII Best Rated carrier and requires that the City be listed as the additional insured.

Business License

Vendors must obtain the pertinent business license and permits required by the City. For more information regarding obtaining a business license, please contact (310) 217-9518, or visit www.ci.gardena.ca.us.



City of Gardena City Hall

City of Gardena



HOW TO DO BUSINESS WITH THE CITY OF GARDENA

A QUICK REFERENCE GUIDE

HOW THE CITY PROCURES SUPPLIES, SERVICES, AND EQUIPMENT

**1700 W. 162nd Street
Gardena, CA 90247
(310) 217-9516
www.ci.gardena.ca.us**

The Purchasing System

The procedures for the purchase of supplies, services, and equipment by the City are set forth in the Gardena Municipal Code (GMC), Chapter 2.60.

The goal of purchasing is to secure all items and services at the best value obtainable for the expenditure of each tax dollar, while giving all qualified vendors an equal opportunity to do business with the City.

The Purchasing Office administers the procurement of all purchases for the City either directly or through technical support to City Departments who have been given authority for direct purchase of certain items. Departments work directly with prospective businesses to secure the items that best satisfy their Department needs as quickly as possible. The Purchasing Office is usually the first point of contact for new vendor inquiries. Depending upon the product or service, the Purchasing Office may handle the call directly or refer the vendor to the appropriate Department(s) for follow-up.

Methods of Procurement

The method of vendor selection is based upon both the type of item being purchased and its dollar value. Items valued at less than \$25,000 are handled administratively and usually purchased directly by the user Department.

Purchases Between \$25,000 - \$50,000:

Purchases over \$25,000, but less than \$50,000, must be ratified by the City Council.

Formal Bid Process

Purchases of \$50,000 or More:

Purchases valued at \$50,000 or more must be procured by competitive bid and awarded by the City Council.

Vendors Bid List:

Bid packets are mailed directly to all vendors that have been identified as providing the types of items/services to be purchased. This is compiled as the approved "Vendors Bid List" and remains on file for future solicitations.

Bonding Requirements:

Each bid process differs, but a Bid Bond, Performance Bond and/or Contractor's Labor and Materials Bond are generally required.

Bid Opening:

The Bid Solicitation Packet and Public Notice state a "Bid Opening" time and place. All formal bid responses are sent directly to the City Clerk and remain sealed until the bid opening. The bids are opened in a public forum, usually in the City Council Chambers, at the date and time appointed, and announced publicly.

Lowest Responsible Bidder:

Bids are awarded to the "lowest responsible bidder." This is defined as the bid that complies with the bid specifications, compatibility with Department needs, and has the lowest cost proposal.

Council Award of Bid:

Staff submits the bid solicitation packet, vendors bid list, City Clerk bid opening report, and a recommendation for award to the lowest

Vendor Bid List

responsible bidder to the City Council who awards the purchase at a regularly-scheduled Council meeting.

Vendors who desire to be placed on future bid lists for services, supplies or equipment should submit a letter, on company stationery, outlining the products or services they can provide. Enclose a business card with contact infor-

City of Gardena

Attn: Purchasing Office

1700 W. 162nd St., Room 104

Gardena, CA 90247

Public Works Projects

Public Works projects are governed by Chapter 13 of the Gardena Municipal Code (GMC), pursuant to Section 20160, et seq. of the Public Contract Code. Inquiries about Public Works bids should be directed to:

Engineering/Public Works Division
310/217-9528.

For more information about City Bids, visit the City of Gardena website at:

www.ci.gardena.ca.us

or call Public Works Engineering at:

(310) 217-9528

The City of Gardena supports buying from Disadvantaged, Minority, Veteran and Women-Owned Enterprises!