

## SELLING TO DELTA DIABLO SANITATION DISTRICT

The Delta Diablo Sanitation District (DDSD) Purchasing Division is responsible for the acquisition of materials, supplies, equipment and services in support of District activities. This brochure has been developed to assist Suppliers in understanding the District's purchasing policies and procedures and to explain how a Supplier may participate in the District's business.

## BUSINESS HOURS

Office hours are 8:00 a.m. to 5:00 p.m., Monday through Thursday. In order to ensure an adequate amount of time to introduce your firm and/or product, we ask that you make an appointment before visiting the Purchasing Office.

## AUTHORIZED PURCHASES

The District uses Purchase Orders, Purchasing Cards, Blanket Purchase Agreements and Contracts to facilitate procurements. Suppliers providing sales to the District should ensure they are issued an approved purchase order or receive a valid purchasing card number before proceeding to meet the requested needs. Responding to such requests without authorization is done at the vendor's own risk.

## METHODS OF PROCUREMENT

The District uses three basic methods to procure goods and services. The following is a brief description of each of the three types and their use:

[Request for Quotation \(RFQ\)](#). This process is a flexible and expeditious method for acquiring goods and services, reducing paperwork and administrative time and effort. RFQ's are generally used for items of lesser dollar value or where time limitations do not allow for more formal solicitations. Supplier responses, i.e., "Quotes", should completely conform to the RFQ requirements and include a firm price and the delivery date.

[Request for Bid \(RFB\)](#). The RFB process is the formal, more systematic process requiring bids or "offers" be submitted in sealed envelopes. Specifications are detailed and negotiation discussions are not allowed. Bids are due on or before the published date and time for receipt at the Purchasing office. Bids received after the exact time set for opening of bids will be returned unopened. If suppliers have questions about bid requirements, they should ask for clarification prior to bid opening. Contract award is based on the lowest price received from a responsive and responsible bidder.

[Request for Proposal \(RFP\)](#). The RFP is used when the importance of technical considerations dictates the contract award be based upon cost and "other factors". The "other factors" are expressed in the RFP as Evaluation Criteria. Unlike the RFB, which contains a detailed or design specification, in a RFP the requirement is generally expressed in terms of performance specification or required outcome. Suppliers are asked to propose their own technical solution to achieve the required results. Negotiation discussions may be conducted to ensure a complete understanding of all issues and that the proposed price properly reflects that understanding. Contract award is made based upon DDSD's best value determination. The best value need not be the lowest price.

## CURRENT BID OPPORTUNITIES

Vendors wishing to view current bid opportunities can visit DDSD's website at <http://www.ddsd.org>, click on **Doing Business**, and then choose **Current Bid/RFP Opportunities**.

## SPECIFICATIONS

Written specifications are used in the procurement process to describe the required level of quality, quantity, delivery and scope of work. Specifications are generally prepared by District staff and reviewed by Purchasing to eliminate undue limitations that unnecessarily reduce competition. On occasion a Supplier may expend time and money assisting District Staff in developing the specifications. If this is done, remember that the purchase is generally made through a competitive process and the time spent on expensive designs, demonstrations, layouts, etc. does not guarantee an order. The help you give DDSD in developing a purchase request, although sincerely appreciated, cannot be considered when the final purchase decision is made and may even eliminate you from the competitive

## CONSTRUCTION AND PROFESSIONAL SERVICES

Minor maintenance and construction projects are solicited as RFQ's, RFB's, and RFP's. Construction projects (other than minor) are solicited as Public Works Projects administered by DDSD's Engineering Services department.

Professional Services are procured through RFQ's, RFP's or negotiation. Contract awards are based on the demonstrated competence and qualifications of prospective contractors to perform the required services at fair and reasonable prices.

## VENDOR PAYMENTS

Vendor invoices will be processed for payment after proof of delivery and in accordance with the terms set forth in the purchase order.

## GIFTS AND GRATUITIES

The District recognizes the importance of maintaining good relations with all members of the supplier community and believes this can be accomplished in a professional manner without gifts or gratuities interfering with and/or influencing employees. Suppliers are encouraged to cooperate with the District's policy prohibiting the acceptance of gifts and/or gratuities from any supplier or potential supplier by its employees.

## DISPOSITION OF SURPLUS PROPERTY

The disposition of surplus supplies, materials, and equipment is the responsibility of the Purchasing Department. Disposal of surplus property may be accomplished by exchange or trade for new goods, public auction, soliciting bids or eliminated as scrap. For a listing of current surplus items and equipment, please visit our website at <http://www.ddsd.org>, click on **Doing Business**, and then choose **Surplus**.

## INSURANCE AND SAFETY REQUIREMENTS

In instances where suppliers, contractors and consultants, or their representatives, will be working on District-owned property, the District requires that a certificate of insurance, with coverage at the minimum limits required by the District, be on file with the District. Separate endorsements, naming the District as Additional Insured, are required for General Liability and Automobile Insurance. In addition, Workers' Compensation Insurance that meets the minimum State requirements must also be provided.

## SUPPLIER REGISTRATION FORM

The Purchasing Department maintains a list of suppliers for all classes of commodities and services that are regularly purchased by DDSD. Suppliers wishing to be included on the list may visit the website at <http://www.ddsd.org>, click on **Doing Business**, and then choose **Supplier Registration**.

## SUMMARY

We hope this brief outline has helped you in understanding our Department and its purpose.

*We know that we can assist you by:*

- Directing your attention to our present and future needs
- Consolidating our requirements
- Arranging for demonstrations before the proper people
- Aiding in obtaining the greatest yield for your time and effort

*We hope you will help us by:*

- Keeping us informed concerning new items and trends
- Remembering that only purchasing personnel may make contractual commitments
- Checking with us before leaving demonstration or loaner equipment or supplies with departments
- Aiding us in obtaining the greatest yield for our time, effort and the taxpayer's dollars

When we do conduct business with you, it is our desire to have you feel that each transaction has been satisfactorily concluded in a respectful, fair and professional manner.