

HOW TO DO BUSINESS WITH THE CITY OF FRESNO WORKSHOP PRESENTED
ON OCTOBER 2, 2009

FREQUENTLY ASKED QUESTIONS

- Q. How long is the process to become certified as a DBE
A. can take up to 90 days.
- Q. If a business is in Los Angeles but there was an office in Fresno, where would they go to be certified as a DBE and is it good for both cities?
A. A firm would have to be certified in Los Angeles where the main office is, however, the certification is good state-wide.
- Q. Why does the City of Fresno allow a consultant to bid on a project?
- Q. If a firm is owned by a male and female minority, how would the business be split in the database?
A. It would be a 50/50 split.
- Q. How much documentation is required to become certified as a DBE, Small Local business?
A. Small/local is by address and business size, DBE requires financial information.
- Q. Regarding the statement of qualifications to bid on a project, how strict is the research and who makes the determination of qualification.
A. The Department would make the determination.
- Q. Can you have multiple email addresses in Bids online?
A. Yes, talk to front desk at Purchasing (621-1332)
- Q. How do you register to be a local business?
A. It is determined by the business address.
- Q. Are all bids posted OnLine?
A. Yes, with the exception of consultant bids.
- Q. When requirements contracts com out for bid, do we post it on line?
A. Only if it is a new contract, not the annual renewal.
- Q. Who writes the specs and the bids?
A. Each department/division is responsible for their own bids/specs.
- Q. When do we do addendums?
A. They are done if questions are to be answered or wage rates need to be updated.
- Q. How does the City purchase green/recycled products? Who enforces it?
A. Each department is responsible for purchasing their own green products if they are required. It is a policy and a preference not a mandate.
- Q. What determines local?
A. 25 Miles from City Hall or Fresno County.
- Q. What do vendors do that are specialty vendors such as asbestos removal which is not listed in the commodities code in Bids Online?
A. For these types of services, the departments do the solicitation and he would have to go through the department.
- Q. How does he get to the Department?
- Q. Is the local preference only for main offices in Fresno or can it be branch offices?
A. Can be both.
- Q. How does a vendor get on the specified products list?
A. That would be done through the department.
- Q. How does it work having a third party administering bids, like Bids Online? Can anyone else see your bid if you submit it early?
A. Nobody is able to see the bids, not even the buyers. We will be putting a time clock in the bidding area on individual projects with the countdown feature.
- Q. Why do we have a clock?
A. Required to.
- Q. What happens if a line is left blank on a bid?
A. Depends on the specifications.

- Q. Do we always award to the lowest bidder?
 - A. Yes, the lowest responsible, responsive bidder.
- Q. What is the limit each department can buy on its own?
 - A. \$2,500 is the maximum using the Cal card or direct voucher.
- Q. What is a Small Business certification and how do we apply?
 - A. This is done through the State of California's Dept. of General Services website.
- Q. Does a vendor need to register as a local business, do they self certify?
 - A. No, it is all done by the address on the bid package.
- Q. Is the local small business preference separate?
 - A. No, you must be both, local and small.
- Q. Is a satellite office considered local?
 - A. Yes.