



The City of Hayward Purchasing Department purchases and contracts for a wide variety of supplies, services, equipment and expert assistance to provide the City a full range of municipal services and programs. We are actively soliciting socially responsible businesses, vendors, suppliers, and contractors to provide quality products and services to the City at competitive prices.

The City of Hayward engages in a wide variety of activities while providing services for its residents. Hayward's operations include: police and fire protection, water distribution and maintenance, water and sewer maintenance services, executive airport, library services, animal services, street and landscape maintenance, neighborhood services, engineering and transportation, fleet management, building and planning, passport services, redevelopment and economic development, recycling program, technology services, internal services, rent reviews and facilities.

What We Buy

Everything that is required to keep the City operating on a daily basis. From office supplies to equipment, computers and vehicles. Services that we utilized, but not limited to, include janitorial services, security services, landscape maintenance, printing, and air travel and courier services. Public projects (construction) vary from sidewalk repair to demolition of buildings.

How We Buy

Our objective is to purchase the required goods and services in a timely manner to meet City department's needs at a fair and reasonable price, while incorporating environmental, economic and social stewardship criteria utilizing an open competitive bidding or best value process.

Policies and Procedures

The City makes its purchases under the authority granted in the City Charter. Competitive bidding or best value process are common method of obtaining solicitations. Awards are made to the lowest or best value response meeting City specifications. The City Manager has delegated the Purchasing and Services Manager the authority to execute purchase orders on behalf of the City to carry out policies and any others relating to purchasing matters which may from time to time, be established by the City Council. No payment will be made for any goods and services provided without a purchase order number or contract.



Methods of Procurement

Purchases are made utilizing techniques such as telephone or verbal quotations for items of small value, \$2,500 or less. Transactions with a delivered price between \$2,501 and \$15,000 will require at least 3 or more proposal. Transactions with a potential delivered price of \$15,001 or more will require 3 or more written quotations or proposals. Written informal quotations are used for items of greater value where competitive market exists. Formal bid procedures are used when the procurement is estimated to exceed \$35,000.



Selecting Sources of Supply

The City establishes no preferential list of sources. We buy from both large and small suppliers. The orders are awarded on the basis of best price or value meeting City requirements. The City has adopted a local 5% price bid preference for local business on supplies contracts. Therefore, a 5% price preference may be applied to the total bid price during evaluation of the bid response.



Potential Vendor/Contractor's List

The Purchasing Department maintain a "potential vendor/contractor's list" for all classes of commodities and services which are regularly purchased and needed by City departments. This list is compilation of vendors and contractors who have expressed interest in doing future business with the City. It is a library of information indexed according to commodity and is shared with various departments for pricing and bid solicitation.

How Do I Get On The Bidder's List?

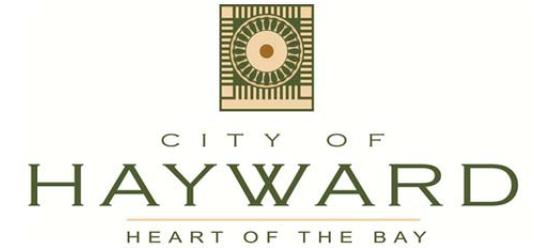
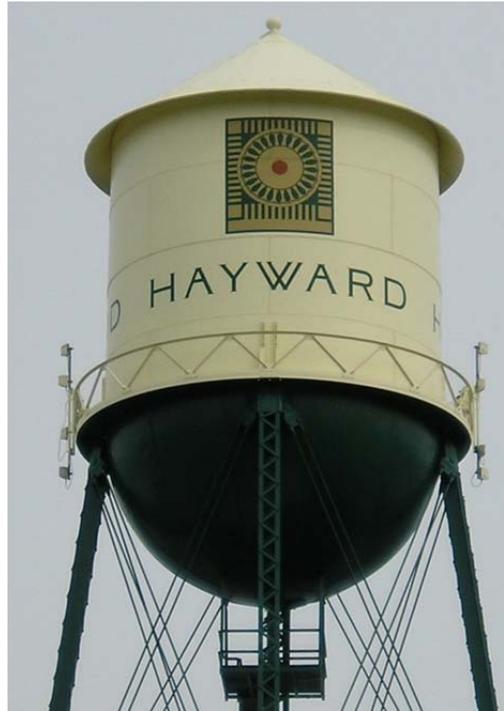
If you would like to register as a vendor with the City of Hayward and receive future Request For Quotations for products and services:

- Complete VENDOR APPLICATION which can be found on-line via <http://www.hayward-ca.gov/> under Departments, Finance Division. Go to Purchasing and click vendor registration and a blank vendor application is available on a pdf format.
- Mail completed form and any additional information you may consider necessary, such as catalog, line card, business reference to:

City of Hayward
Purchasing Department
777 B Street, Hayward, CA 94541



For additional information, please call 510-583-4800



A Vendor's Guide On How To Do Business With The City of Hayward Purchasing Department

777 B Street
Hayward, CA 94541-5007
<http://www.hayward-ca.gov/>