Management Services Department-Finance Division
Purchasing Section

HOW TO CONDUCT BUSINESS WITH THE CITY OF HESPERIA

__Mission Statement:__ *Hesperia is dedicated to enhancing our safe, friendly community, while blending a rural lifestyle with progress and responsible growth.*

Introduction

The City of Hesperia (City) is pleased to publish this guidebook describing the City's procurement process. The purpose of this guidebook is to explain how a supplier may provide products and services to the City. The City is always interested in securing responsible suppliers who can meet its needs promptly, economically, and in the desired quality and quantities. The City's aim is to assist you in your sales effort and to promote business relationships with the City and we hope this guidebook will benefit you as a new or current supplier.

Purchasing is a section of the Finance Division. It is the City's goal to purchase necessary supplies, services, and equipment at the lowest possible cost, consistent with the quality needed to meet the City's requirements, thereby ensuring the taxpayers receive the maximum value for each dollar expended.

Visits by sales representatives to City Departments and the Purchasing Section are welcomed and encouraged. It is recommended that you schedule appointments for sales visits in advance in order to more productively utilize the time of City staff and salespersons.

This guidebook describes the organization of the City as it relates to various types of contracts.

The following is an outline of the bidding guidelines:

- Procurement of equipment, supplies, and general services:
  - Open Market - $2,000 and under
  - Informal Bidding Process - $2,000 up to $50,000
  - Formal Bidding Process - $50,000 and over

We sincerely hope you find this guidebook useful. If you have any questions and/or suggestions, please feel welcome to contact me at (760) 947-1814 or by email at adeaner@cityofhesperia.us .

Angelica Deaner, CPPB
Purchasing Supervisor

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1. OVERVIEW

This section is for quick reference. It is intended to provide a summary of the key facts needed to sell to the City and to indicate where in this guidebook it can be found.

A. Why should I read this guidebook?

This guidebook has been published to familiarize businesses with how the City buys the products and services it needs, and how vendors can make themselves known to the appropriate City department. This guidebook concentrates on the activities of the City's Purchasing Section.

The Table of Contents is structured primarily around questions that potential vendors frequently ask. The Table of Contents and this Overview section should serve as roadmaps to the guidebook.

B. What do I need to know?

1. Does the City buy what I sell?

The City buys everything needed to run City departments, some of which include general office supplies, pipes, tooling, and computer hardware and software.

See Section 2 "What the City Buys" and Section 12 "Commodity Codes List" for lists of the major commodity codes of products and services that the City buys.

2. What City departments use what I sell?

If you sell commodities or general services used by all City departments, it will be the Purchasing Section that solicits competitive bids and awards the contract. For contracts under $50,000, departments have the option to secure bids themselves.

If you are in construction or provide architectural and/or engineering services, the bidding or proposal processes are conducted by the Development Services Department.

If you provide professional services, the City department that will receive the services handles the purchase. The contract is signed by the City Manager; however each department generally conducts a Request for Proposal (RFP) process to select a potential consultant.

3. How do I make myself known to user departments?

Call each department directly. There are two sources for departmental phone numbers. First, you may consult Section 10 "City References". Second, City phone numbers are posted on the Internet. Go to the City's home page at **www.cityofhesperia.us**, click on "Directory".

C. What is in this guidebook, and what is not?

This guidebook generally covers purchases of:

- Products
- Professional and other services
- Construction
- Architectural and Engineering services

This guidebook does not cover:

- Lease or rental of City property
- Disbursement of City grant funds

This guidebook does not cover purchases by the following entities:

- Hesperia Police (San Bernardino County Sheriff's Department) (760) 947-1500 Fax (760) 247-1598
- Hesperia Recreation and Park District (760) 244-5488 Fax (760) 244-2513
- Hesperia Unified School District (760) 244-4411
- San Bernardino County Fire (909) 387-2060

D. What should I be careful of?

1. Promise of An Award

Because the City relies heavily on competitive bidding, no department knows which bidder will receive an award until sealed bids are opened and the evaluation is completed; therefore no one can provide assurances that a bidder will receive a particular order. City government is also subject to California law regarding conflict of interest, including the receipt of gifts. In many circumstances, gifts are illegal or, at the very least, may need to be reported by City officials on state mandated forms.

2. Authorized Purchase Orders

In general, no service should be provided, and no goods should be delivered before receiving a written purchase order from the City. Until the purchase order is executed by the City, the City has no legal obligation to pay for the order. If work begins without legal authorization and certification of funds by the Finance Division, your options may include taking back your merchandise or filing a claim with the Finance Division (Some exceptions apply to Departmental Purchase Orders. See Section 7 Type of Awards.)

E. City Code Related to Procurement

The City of Hesperia Municipal Code Section 3.08 governs the policies and practices of the City's Purchasing Section. Municipal Code Section 3.08.030 states:

> "There is created a Purchasing Division within the City which is vested with the authority for the centralized purchase of supplies, equipment, and services. (Ord. 222 § 2 (part), 1995)"

F. Availability of Funds

The City's fiscal year is from July through June. Budgets are set to correspond to the fiscal year. The City enters a quote/bid process believing that funds are available for the purchase; however, depending upon cost and budget availability at the time, the City may or may not make an award. The City's obligation for payment of any contract beyond the current fiscal year is contingent upon the availability of funding from which payment can be made.

G. Local Bidder Preference

The City is committed to providing maximum opportunities to City of Hesperia businesses. The City receives sales tax equal to 1% of the sales price of the merchandise when a City of Hesperia address is identified as the point of sale. On formal bids, when a contract includes items subject to sales tax, the bid amount will be lowered by 1%, for price comparison only, to reflect the true cost of doing business with a local vendor. Businesses owned by a resident of the City of Hesperia that is not located within the City limits does not qualify for this "Local Bidder Preference".

H. Permits and Licenses

A Business License is required for all vendors doing business within the City of Hesperia. For more information, contact the City's Business License desk at (760) 947-1315. A copy of your Business License must be submitted for all contracts.

2. WHAT THE CITY BUYS

The following are examples of the types of products the City purchases:

- vehicles: cars, trucks, vans
- petroleum: fuel, lubricants
- office supplies
- pre-printed forms
- computer hardware/software
- food
- animal feed and supplies
- first aid supplies
- clothing
- electrical supplies
- pipe, fittings, valves
- hardware/tools
- party rental supplies
- regulatory signs
- janitorial supplies

The following are examples of general services the City buys:

- security guard services
- pest control
- landscaping
- window cleaning
- weed control
- after-hour telephone answering
- street sweeping
- uniforms
- waste pumping
- abatement
- locksmith
- laundry

The following are examples of public works projects for which the City contracts:

- building construction
- street repair
- utility systems and repair
- small construction
- street striping

The following are examples of professional services for which the City contracts:

- management consulting
- accounting and auditing
- legal
- computer software design and consulting
- architecture and engineering
- background screening
- veterinary
- appraisal
- building plan check
- pre-employment medical screening

3. COMPETITIVE BIDDING

A. How do I get started?

After the necessary research is completed to determine that the City buys what you sell and that it is worthwhile for you to become aware of upcoming bids, complete and submit a "Vendor Application" that contains forms requesting information about the goods and/or services provided. This application can be obtained by visiting City Hall, contacting Finance at (760) 947-1182, or by downloading the application from the City's website www.cityofhesperia.us

Once the Vendor Application has been submitted, your organization will be in the City's Bidder Database and available to departments seeking what you provide; however, please note that you cannot depend on departments to notify you every time they need what you provide.

B. Contacting Purchasing

If you sell products or general services, your first stop should be the Purchasing Division. You may contact purchasing via e-mail at purchasing@cityofhesperia.us or by phone at (760) 947-1058. Speak to the Purchasing Analyst to arrange an appointment to discuss your products and/or services. Purchasing's regular office hours are 7:30 a.m. to 5:30 p.m Monday thru Thursday and 7:30 a.m. to 4:30 p.m. on Fridays. Please complete the Vendor Application beforehand and bring it with you to your appointment.

It is important to the City to make your time as productive as possible. To help us do so, when you meet with the City, please bring your company's:

- literature,
- references,
- telephone contacts,
- names of people authorized to sign contracts on your company's behalf, and
- information regarding any contracts you have with the federal, state or other municipal governments, etc.

C. User Department Purchases

Most City departments can handle their own purchasing of products and general services up to a maximum order of $50,000 (including tax and freight), subject to certain exceptions. For product purchases, competitive bids are not required for under $2,000. For purchases over $2,000, multiple written quotes must be obtained. City procedures encourage departments to solicit at least three bids for all orders.

To place an order, departments create a Departmental Purchase Order and mail it directly to the vendor. Except for developing the procedures for departments to follow, Purchasing is not involved in these types of orders. To compete for these orders, bidders must make themselves known to departments, both directly and by making sure that they are in the City's Bidder Database, and comply with all of the City Ordinances.

D. How does Purchasing request bids?

After your first visit to Purchasing, your next encounter with the process could be when you receive a bid request. Except for emergency or urgent needs, Purchasing sends out written requests for bids/quotes. These requests are generally of two types:

- Bids over $50,000: Purchasing sends the formal "Request for Bids" (RFB) to potential bidders and advertises the bids in the City's adjudicated newspaper.
- Bids under $50,000: Purchasing sends out informal bids, called "Request for Quotes". The quotations are not advertised, but are sent to a minimum of three prospective bidders.

For urgently needed items or purchases under $2,000, Purchasing requests quotations by telephone or fax.

E. Public Works/Engineering

The process for awarding a contract for a Public Works project is defined by the California Public Contract Code. Specifications and bidding procedures for major construction, improvements, or the repair of public buildings, streets, drains, sewers, and utilities, are the responsibility of the Engineering Department. For more information, please see Section 10 "City References."

4. REQUEST FOR BIDS (RFB) PROCESS

The RFB process begins when the Purchasing Section receives a completed requisition for bids request from a City department, which describes the desired item or service.

The procedures involved in the RFB process are set forth in the City's Municipal Code. All purchases of $50,000 or more are subject to formal bidding procedures. Upon receipt of a requisition and specifications, the Purchasing Section prepares the legal advertisement for publication in the official City adjudicated newspaper (Hesperia Resorter). The advertisement includes the time, date, and place of the bid opening and a summary of the items or services to be purchased.

The RFB package with all required specifications, forms, and drawings, if applicable, is published on the City's web site. This allows not only the bidders that were sent the bid to view and respond, but also anyone that has access to the Internet.

A bidder may request a RFB package to be mailed to them. However, the Purchasing Section encourages all bidders to acquire the information from the Internet. If a bidder has questions, the Purchasing Section requires that inquiries be submitted in writing.

All Formal Bids must be received by Purchasing prior to the time and date set for the opening of bids.

A. Bidder List Selection

When a department submits its request to the Purchasing Section, it may include a list of suggested bidders. The analyst will use these suggested bidders and will supplement this group with additional bidders from the bidders' list cross-referenced with the commodity or service.

B. Submitting Bids

Because of the structured nature of government contracting, the City has little flexibility if the bid submitted does not include everything required. Therefore, it is critical that a bid submitted be correct the first time otherwise the City may not be able to consider it. The following are some things to keep in mind:

- **Be timely -** Submit your bid by the date and time specified. Late bids will not be considered.
- **Read the bid conditions -** Each bid contains a number of bid conditions, some applicable to all City bids and some tailored to the particular bid. Prices must be firm for the period specified. For a contract that could extend over several years, prices can change yearly.
- **Be responsive -** Bid on the items and in the quantities the bid requests. If you add any qualifications or reservations to your bid, the bid may be considered conditional or nonresponsive and can be rejected.
- **Adhere to bid conditions; Failure to do so may result in rejection of the bid.** A bidder should do the following in preparing and submitting bid documents or online bid responses:

1. Thoroughly read and understand the bid documents, including all specifications, terms and conditions. A bidder may contact the City staff member whose name appears on the bidding documents for clarification.
2. Whenever possible, provide a bid on the item which is specified. Bids for alternate products may be submitted, but are expected to meet or exceed the specifications.
3. Note any exceptions to the requested specifications either on the bid documents or in a letter of explanation accompanying the bid. Online bids can note their comments in the response box below the bid item.
4. Indicate the price in the proper areas of the request form in ink for the unit size requested. Bids must be submitted on the bid form provided by the City.
5. An officer or authorized agent of the company must sign the solicitation. A solicitation that is not signed will be rejected.

C. Addendum

Any changes, additions, or clarifications will be handled by an addendum. Bidders must acknowledge the receipt of any addendums.

D. Bid Opening

Bids must be received by the City prior to the time and date indicated on the solicitation. A bid opening has no action taken to determine the successful bidder on any project or for any purchase. It is important to not assume that the apparent low bidder on any bid opened at bid opening will be awarded a contract by the City.

E. May I be present for the bid opening?

Yes. The bid request identifies when bids will be opened. Formal proposals are opened publicly. Generally, Purchasing announces the names of bidders and their bids. Only summary pricing may be announced. Quotations are not opened publicly, however you can contact the City any time after you submit a quotation to find out if the quotations have been opened yet.

F. How does the bid evaluation process work?

Depending on the complexity of the bid, it can take from several days to several weeks to evaluate all the bids submitted. Purchasing makes certain that bidders are bidding on the same items and in the same units and quantities. Sometimes a bid states “brand name or equal,” which means that if you bid on an item other than the one specified, your item must perform as well as the specified item.

When bids have been evaluated, Purchasing sends a summary to the requesting department for review and recommendation. Purchasing awards the contract to the lowest responsible/responsive bidder.

For a bid with many items, Purchasing, at its discretion, may award the entire contract to one bidder based on comparisons of the aggregate bids, or may make individual line item awards to the lowest bidders. This option will be stated in the bid package.

G. May I inspect the bids?

After a contract is awarded, all bids become part of the public record and may be inspected. After the award is made, you may come to the office and inspect the bid tabulation, or copies can be sent to you. To find out if the bid has been tabulated and the award made, call Purchasing at (760) 947-1058.

H. Award

Purchasing makes recommendations of the bids and presents bid tabulations to the requesting department. After receiving the requesting department's approval, a written notification (Notice of Intent) is sent to the lowest responsive/responsible bidder who meets the requirements and criteria in the RFB documents. A staff report is then prepared by the requesting department and presented to the City Council for their approval. No action is taken until the City Council approves the award.

I. Inappropriate Specifications

Prospective bidders should inform the City if the specifications or other bidding requirements are faulty, unnecessary, or inhibit competition. Inquiries concerning inappropriate specifications should be brought to the City's attention as soon as possible so any valid issues can be addressed in an addendum, to maintain fair and equal treatment of all bidders.

Telephone conversations with the Purchasing Section or the requesting department are considered undocumented communications and do not waive or modify the requirements of a solicitation.

J. Certificate of Insurance

If required, the successful bidder must furnish a Certificate of Insurance certifying insurance coverage as specified on the solicitation. The insurance company must state that the contractual liability includes the liability of the City of Hesperia assumed by the contractor in the contract documents. The certificate must also state that the City of Hesperia will be given written notice if the policy is cancelled or changed within ten days prior to the effective date. The "Certificate of Insurance" shall be furnished to the City's Risk Manager before the purchase order or contract is issued. The Certificate of Insurance must be furnished within ten days after the award.

5. PROFESSIONAL SERVICES

A Request for Proposal (RFP) is utilized to acquire professional services, highly technical services, consulting services, design/building services, and selected products. RFP packets are sent to the bidders that have indicated the ability to provide the required service.

A bidder may request a proposal package be mailed to them. If a bidder has questions, the City will instruct the bidder in writing. The RFP packet will contain the evaluation criteria, which includes qualifications, skills, expertise, experience, and references. Proposals must be submitted in writing prior to the time and date set for opening of proposals.

A. Construction, Architects, and Engineers

Those interested in opportunities for construction, architectural, engineering and/or related work, should contact the Development Services Department directly (see Section 10 "City Reference" for contact information).

B. Professional Services

Some samples of professional services include:

- management consulting
- accounting and auditing
- legal services
- computer software design and consulting
- architecture and engineering
- background screening
- veterinary
- appraisal
- building plan check
- pre-employment medical screening

Although Purchasing approves all contracts for professional services, before such a contract arrives in Purchasing, the user department requiring services has already conducted a Request for Proposal (RFP) process.

Those that provide such services should contact the user department directly for information about contracting opportunities and procedures(see Section 10 "City Reference" for contact information).

6. INTERNET INFORMATION

A. Where are bids posted?

The Purchasing Section posts bids at: **www.cityofhesperia.us** under the City Government> City Departments> Purchasing Section tab.

B. Posted Bids

The categories of bids that are posted on the City's internet page are:

- Equipment
- Supplies
- General Services
- Professional Services
- Small Construction Projects

A complete bid package is posted for each bid request. Please download and read the attached files before contacting anyone with questions about the bid.

C. Purchasing's Home Page

- Request for Bids and Proposals – Lists of bids by request number.
- List of Purchasing Staff – Lists of purchasing staff members, phone numbers, and e-mail addresses.
- Required Bidder Forms – Lists forms required from the bidders to conduct business with the City.
- General Information – This section outlines the information contained in this guidebook.

7. TYPES OF AWARDS

A. Purchase Order
A Purchase Order is used for a one-time purchase of a definite quantity of goods.

B. Contract Purchase Order
For construction, professional services, and other transactions, the City prepares a Contract Purchase Order and a separate contract (approved by the vendor, the City Manager, and the Assistant City Manager-Management Services). The Contract Purchase Order verifies that funds have been encumbered and the performance can begin. The separate contract provides a detailed description of the duties and responsibilities of the vendor and the City.

C. Citywide Blanket Purchase Order
A Citywide Blanket Purchase Order is awarded for a fixed term for an indefinite quantity of goods or services. Purchasing or other City departments may place orders throughout the year. All listed items the City needs will be purchased from the successful bidder, unless conditions in the bid state otherwise.

D. Departmental Blanket Purchase Order
A Departmental Blanket Purchase Order enables a City department to order directly from the vendor in accordance with the Blanket Purchase Order's terms. The Departmental Blanket Purchase Order may cover: limited purchases of items not on a Citywide Blanket Purchase Order; monthly charges, such as for copier rental or maintenance; etc.

E. Emergency Order
If an emergency situation arises, a department may contact a vendor directly and orders what is needed. A confirming purchase order would follow.

Purchasing maintains an "Emergency Resource List of Suppliers" that may be contacted in the event of a local disaster. If you believe your company may be able to provide such a resource, please contact Purchasing to register as an emergency resource supplier.

F. Departmental Purchase Order (DPO)
Under Purchasing's guidelines, departments may place their own orders for products up to $2,000 (including tax and shipping). Departments are encouraged to solicit competitive bids. For DPOs, the department will deal directly with the vendor, and Purchasing will not be involved.

8. DELIVERY AND ACCEPTANCE

After the City's order has been placed (whether by Purchasing or another department), you will be working with the department to which you will deliver the product or service. That department is responsible for receiving and accepting the product or service and initiating the process to pay the invoice.

A. Deliveries

For most orders, the delivery point is cited in the requesting department where the item or service will be used. Note carefully the Delivery Address in the City's bidding and order documents. The City will make every effort to indicate the delivery point's floor and whether an elevator is present for heavy items, however, even if this detail is not present, you are responsible for delivering to the final destination specified in the order. (Note: The City has a number of facilities at various locations)

B. Order Numbers

The Department contact name and Purchase Order number must be included. This will enable the City to identify the correct department or individual as the recipient in case there are any problems.

C. Inspection and Acceptance

All goods and services are considered received by the City only after the requesting department verifies all items are received and in good condition, or that the service has been performed satisfactorily. After inspection and any necessary tests have been performed, the department will approve the invoice.

D. Problems

Circumstances that may interfere with the City's acceptance and payment for an order include:

- **Short shipment, backorders:** Generally, the City pays for an order only after all items have been received. Partial payments are discouraged because of the abovementioned burden and cost of multiple payments. Exceptions are large-volume, high-dollar orders. If you have made several shipments to fill an order, and mailed the invoice for the entire order before all shipments were received, you can expect payment only after the City receives the complete order.
- **Wrong delivery address:** Occasionally, vendors send orders to Purchasing instead of the requesting department. This causes delays as Purchasing determines the ultimate recipient and forwards the order. If no purchase order number appears on the outside of the container, Purchasing may be unable to identify the correct department and thus be forced to return the shipment.
- **No purchase order number on the package:** If there is a problem with the delivery address, knowing the order number can be of significant assistance to the City in identifying the ultimate recipient.

9. PAYING AN INVOICE

If you have questions about an invoice, please feel free to call Accounts Payable at (760) 947-1813. With respect to the payment of invoices, Accounts Payable will act as the liaison between the vendor and City departments. Always have the City's Purchase Order number and invoice number available when you call.

This information is applicable to purchase orders, contract Purchase Orders, and blanket Purchase Orders. For payment information on construction, contact the particular City department involved (See Section 10, "City References," for names, addresses and phone numbers).

A. Where do I send the invoice?

Ensure that all invoices are sent as follows:

City of Hesperia
Attn: Finance Division - Accounts Payable
9700 Seventh Avenue
Hesperia, CA 92345

Include the Purchase Order, Contract Purchase Order, or Blanket Order Release number on the invoice. This will help us match the invoice to the correct order.

B. What does the user department have to do?

The City must verify that the order was received complete and in good condition. The invoice is matched with the purchase order and any receiving document so the City can determine that what was delivered is what was ordered.

C. What happens before the check is written?

The Accounts Payable Section reviews the invoice and upon receiving information prepares the warrant and mails it to the vendor. Checks are not hand delivered.

D. What can I do to help the payment process proceed more quickly?

- Make sure the shipment is sent to the correct City address. In general, do not send the shipment to Purchasing. Note carefully the "Deliver To" address on the City's Purchase Order, Contract Purchase Order, Blanket Order Release, or Departmental Purchase Order.
- Include the order number on the outside of the package.
- Send an invoice for the complete order, not a partial one, and do this only after the full order has been shipped. In general, the City does not pay partial invoices. Invoices sent too early may become difficult to locate once the shipment arrives.
- Send the invoice to the correct City address.
- Include the correct Purchase Order number. The City needs that identifying number to match the shipment or services with the procurement document.
- Finally, the City's payment term is net 30-days.

10. CITY REFERENCES

A. Management Services Department
Main Office:
Second Floor
9700 Seventh Avenue
Hesperia, CA 92345
Phone: (760) 947-1876
Fax: (760) 947-1825

- Purchasing Section
  Phone (760) 947-1814
  E-mail: purchasing@cityofhesperia.us

- Accounts Payable Section
  Phone (760) 947-1813
  E-mail: ap@cityofhesperia.us

- Human Resources Division
  Phone (760) 947-1125

- Management Information Systems Division
  Phone (760) 947-1823

- Utility Billing
  1st Floor
  Phone (760) 947-1840
  Fax (760) 947-1218

B. City Manager's Department
Main Office:
Second Floor
9700 Seventh Avenue
Hesperia, CA 92345
Phone: (760) 947-1018
Fax: (760) 947-2881

- City Clerk's Office
  Phone (760)947-1056

C. Economic Development Department
Main Office:
Second Floor
9700 Seventh Avenue
Hesperia, CA 92345
Phone: (760) 947-1909
Fax: (760) 947-1917

D. Development Services Department
Main Office:
First Floor
9700 Seventh Avenue
Hesperia, CA 92345
Phone: (760) 947-1473
Fax: (760) 244-2515

- Building and Safety/Community Development
  Phone (760) 947-1216
  Fax (760) 947-1418

For information on upcoming Public Works/Construction and Professional Service bids:

- Project Construction Manager
  Phone (760) 947-1202

- Management Analyst
  Phone (760) 947-1474

- Administrative Analyst
  Phone (760) 947-1449

E. Public Works Division/Hesperia Water District
Main Office:
17282 Mojave Street
Hesperia, CA 92345
Phone: (760) 947-1411
Fax: (760) 947-4060

- Warehouse
  Phone (760) 947-1481

- Building and Maintenance
  Phone (760) 947-1602

F. Code Compliance Division – Animal Control
Main Office:
11011 Santa Fe Avenue
Hesperia, CA 92345
Phone: (760) 947-1411

G. Code Compliance Division – Code Enforcement
Main Office:
11011 Santa Fe Avenue
Hesperia, CA 92345
Phone: (760) 947-1711
Fax: (760) 947-3042

11. FINANCE STAFF DIRECTORY

The Finance Division of the Management Services Department operates under the direction of the Assistant City Manager-Management Services. The Purchasing Section of the Finance Division operates under the direction of the Deputy Finance Director.

Brian D. Johnson Assistant City Manager-Management Services	(760) 947-1442 bjohnson@cityofhesperia.us
Anne M. Duke Deputy Finance Director	(760) 947-1441 aduke@cityofhesperia.us
Angelica Deaner, CPPB Purchasing Supervisor	(760) 947-1814 adeaner@cityofhesperia.us
Jeffery Hill Purchasing Analyst	(760) 947-1058 jhill@cityofhersperia.us
Keith Cheong Accountant	(760) 947-1193 kcheong@cityofhersperia.us
Jose Mendoza Accountant	(760) 947-1182 jmendoza@cityofhersperia.us

12. COMMODITY CODE LIST

The following are examples of the types of products the City purchases.

005 - Answering Service	190 - Consultant - Grant Administrator
010 - Appraisal - Material	195 - Consultant - Human Resources
015 - Auction Services	200 - Consultant - Inspection Services
020 - Audio Visual	205 - Consultant - Legislative Services
025 - Automotive Dealers	210 - Consultant - Management Services
030 - Automotive Stores (Parts/Accessories/Tire)	215 - Consultant - Marketing Research/Polling
035 - Automotive Repair and Maintenance	220 - Consultant - Marketing Services
040 - Banking - Commercial	225 - Consultant - Plan Check Services
045 - Books - Posters	230 - Consultant - Planning
050 - Broadcasting (except Internet)	235 - Consultant - Logistics Services
055 - Broker - Real Estate	240 - Consultant - Surveying/Geophysical/Mapping
060 - Bus or Other Motor Vehicle Transit Systems	245 - Consultant - Surveying/Mapping
065 - Carpet and Upholstery Cleaning Services	250 - Consultant - Technician
070 - Certified Public Accountants	255 - Consultant - Transportation Services
075 - Collection Agencies	260 - Consultant - Utility Services
080 - Computer - Internet	265 - Consumer Lending
085 - Computer/Software / Printer	270 - Container - Storage
090 - Computer Custom Programming Services	275 - Contractor - Carpentry
095 - Computer Facilities Management Services	280 - Contractor - Drywall and Insulation
100 - Computer Systems Design Services	285 - Contractor - Electrical
105 - Computer Training	290 - Contractor - Flooring
110 - Construction - Fence / Gate / Door	295 - Contractor - General
115 - Construction - Heavy and Civil Engineering	300 - Contractor - Glass and Glazing
120 - Construction - Highway, Street, and Bridge	303 - Contractor - Grading & Excavating
125 - Construction - Non-residential Building	305 - Contractor - Heating, and Air-Conditioning
130 - Construction - Oil/Gas Pipeline and Related	310 - Contractor - Masonry
135 - Construction - Power and Communication	315 - Contractor - Painting and Wall Covering
140 - Construction - Residential Building	320 - Contractor - Plumbing
145 - Construction - Supplies	325 - Contractor - Roofing
150 - Construction - Water/Sewer Line Structures	330 - Credit Bureaus
155 - Consultant - Administration Services	335 - Data Processing Service
160 - Consultant - Architectural Services	340 - Disposal Service
165 - Consultant - Audit Services	345 - Educational Support Services
170 - Consultant - Development Services	350 - Electronics and Appliance Supplies
175 - Consultant - Engineering Services	355 - Electroplating/Plating/Polishing/Anodizing
180 - Consultant - Environmental Services	360 - Employee Training
185 - Consultant - Financial Services	365 - Entertainment

370 - Equipment and Supplies	555 - Photographic/Camera Supplies
375 - Exterminating/Pest Control Services	560 - Photographic Services
380 - Floor and Flooring Supplies	565 - Pool Services
385 - Florists	570 - Printing
390 - Food and Beverage	575 - Printing - Digital
395 - Fuel Dealers	580 - Promotional/Embroidery
400 - Furniture and Home Furnishings Stores	585 - Publishing (except Internet)
405 - General Medical and Surgical Hospitals	590 - Recycling
410 - Gift, Novelty, and Souvenir Stores	595 - Rental - Electronics and Appliances
415 - Graphic Design Services	600 - Rental - Equipment
420 - Hardware Stores	605 - Rental - Office Equipment
425 - Industrial Equipment and Supplies	610 - Rental/Leasing - Auto
430 - Insurance - Life/Health/Medical	615 - Repair - Computers & Printers
435 - Insurance - Property/Casualty Carriers	620 - Repair - Equipment
440 - Insurance - Direct Title Carriers	625 - Repair - Office Equipment
445 - Insurance - Carrier(except Life/Health)	630 - Safety Services
450 - Internet Publishing and Broadcasting	635 - Safety Shoes
455 - Investigation and Security Services	640 - Safety Supplies/Products
460 - Investment Advice	645 - Security Guards and Patrol Services
465 - Janitorial Service	650 - Security Systems Services
470 - Janitorial Supplies	655 - Shipping Services
475 - Laboratory	660 - Signage/ Flags
480 - Landscape Architectural Services	665 - Tax Preparation Services
485 - Landscaping Services	670 - Telecommunications
490 - Lawn & Garden Equipment & Supplies	675 - Temporary Help Services
495 - Legal Services	680 - Testing
500 - Linen and Uniform Supply	685 - Towing
505 - Locksmiths	690 - Trade Show
510 - Machine Shops	695 - Traffic Safety
515 - Mailing/Postage	700 - Traffic Signal
520 - Medical Supplies	705 - Translation and Interpretation Services
525 - Metal Coating/Engraving/Allied Services	710 - Truck Transportation
530 - Metal Fabrication	715 - Truck/Utility Trailer Rental and Leasing
535 - Office Supplies/Stationery/Equipment	720 - Trust, Fiduciary, and Custody Activities
540 - Operating Supplies	725 - Utility Services
545 - Paint and Wallpaper Supplies	730 - Veterinary Services
550 - Pet Care Supplies	