Informational Vendor Webinar

City of Riverside Purchasing Division

January 22, 2026

Team Introductions

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CITY OF RIVERSIDE
PURCHASING

Today's Objectives

- Learn the City's purchasing and contracting process
- Learn how to register to do business with the City and find opportunities
- Learn about upcoming business opportunities
- Learn about the City's new RFP/Bid Format
- Answer your questions about working with the City

Agenda:

1. Overview of City's Purchasing Process
2. How to Find and Respond to Opportunities
3. Preview Upcoming Opportunities
4. Demo New Bid/RFP Format
5. Open Q&A

Overview of City's Purchasing Process

So, What Does the City of Riverside Buy?

The City purchases hundreds of millions of dollars in goods, services, and Public Works projects every year.

A few examples include…

Goods

- Vehicles and auto parts
- Print materials and communications
- Construction equipment
- Inventory water and electric materials for warehouse
- Office supplies
- Technology equipment and software

Services

- Non-professional services
  - Janitorial services
  - Landscape maintenance services
  - Tow truck services
- Professional services
  - Consultants & Specialists
  - Audit

Construction

- Renovating City buildings
- Sewer improvements
- Street or sidewalk improvements
- Painting/other maintenance
- Power plant/electricity
- Design-Build projects including both Design and Construction

How the City Makes a Purchase

Types of purchases and what they mean for you:

Type	$ Value	Advertised in PlanetBids	How Vendors Can Respond
Informal Purchase	$50,000 or less	No	• Provide **quotes** upon request
Formal Purchase	Over $50,000	Yes	Respond to a **formal solicitation** in PlanetBids: • **Invitation to Bid (ITB):** vendor(s) will be selected based on the lowest price technically acceptable bid • **Request for Proposals (RFP):** vendor(s) will be selected based on price and proposal content • **Request for Qualifications (RFQ):** vendor(s) will be prequalified for future work

The City's Formal Purchase Process

Formal solicitations are conducted through a standard open, competitive, fair, and transparent process

	Bid or RFP Released	Questions & Answers	Evaluation & Intent to Award	Approval & Contracting
Vendor's Role	• Download and read documents. • Prepare a response with all required items.	• Attend pre-bid meeting. • Submit questions. • Review answers/ addendums.	• Read Intent to Award Decision. • If selected, respond to City staff to proceed. • If not selected, option to request a debrief.	• Sign agreement. • Register as a Vendor with the City. • Provide insurance and business license details.
City Objective	Advertise opportunity and process to all prospective vendors.	Ensure all prospective vendors have equal access to information.	Select the bid/proposal that best meets the City's needs using a clear, fair, transparent framework.	Negotiate final terms with the awarded contractor, and publicly secure executive approval.

Local Vendor Preference Program in the City

- The Riverside City Council adopted a **local preference policy** aimed at supporting Riverside businesses and growing the City's economy.
- This policy encourages the City to obtain goods, services, and professional services from vendors who have a local presence in the City of Riverside.
- A "local vendor" is defined as a business that has a fixed facility and business address within the City, holds a valid business license, and reports sales tax through a Riverside location.

How is Local Vendor Preference Applied?

Purchase Type	LVP Application
Informal Purchase <$10,000:	Department must make a good faith effort to select a local vendor
Informal Purchase ≤$50,000:	Local vendor wins if within 5% of lowest quote
Formal Bid:	Local vendor wins if within 5% of lowest bid
Formal RFP:	Local vendor receives full cost points if within 5% of lowest proposed cost

Exclusions:

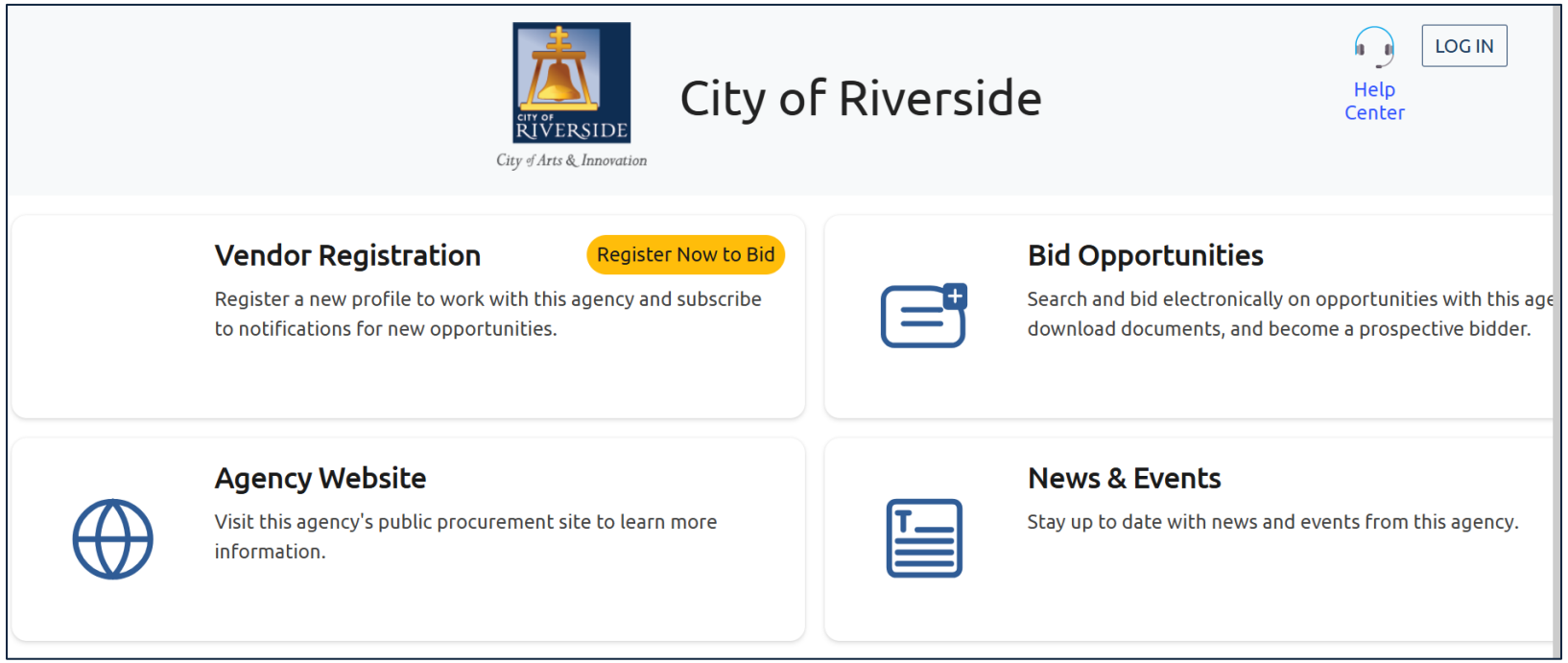
- ❑ Procurements funded by utility rates such as water, electric, sewer, or solid waste collection
- ❑ Construction Services
- ❑ When not allowed from a non-City funding source (e.g., federal grants)

Special Upcoming Event for Local Vendors

How to Find and Respond to Opportunities

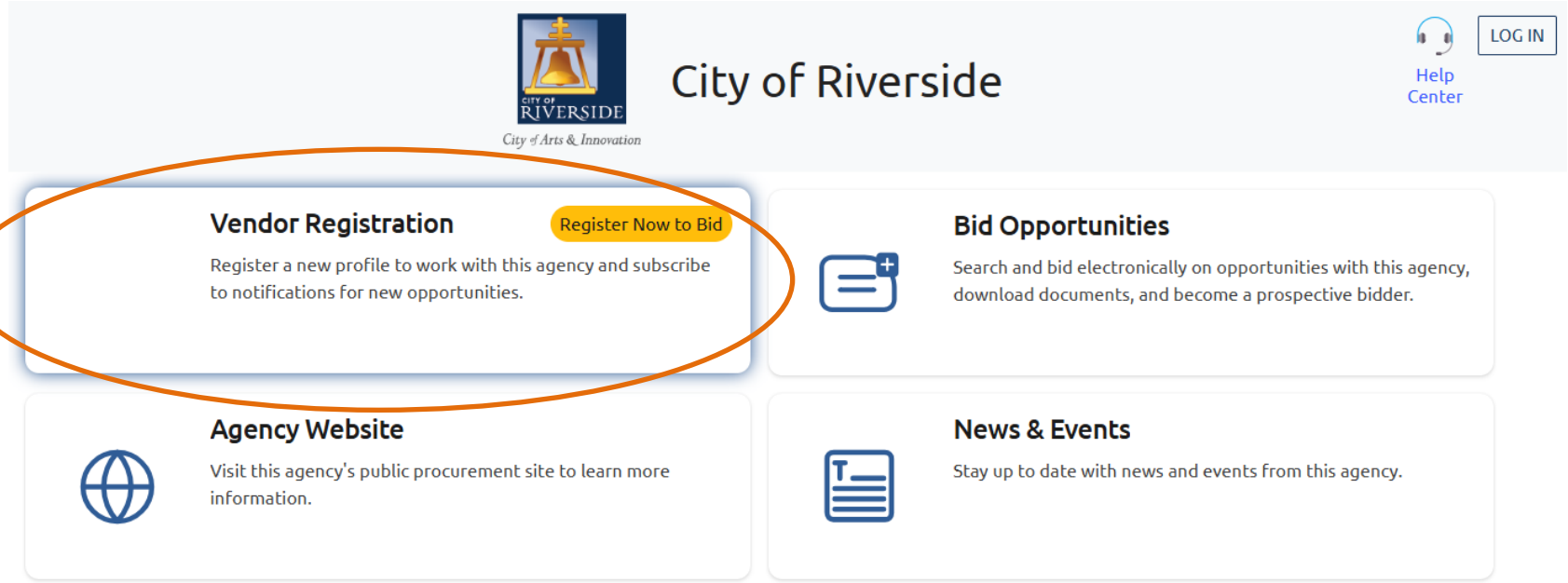
Find and Bid on Opportunities on PlanetBids

- The City of Riverside utilizes **PlanetBids** Vendor Portal for our online electronic bidding system for formal purchases.
- Access the portal at http://riversideca.gov/bids



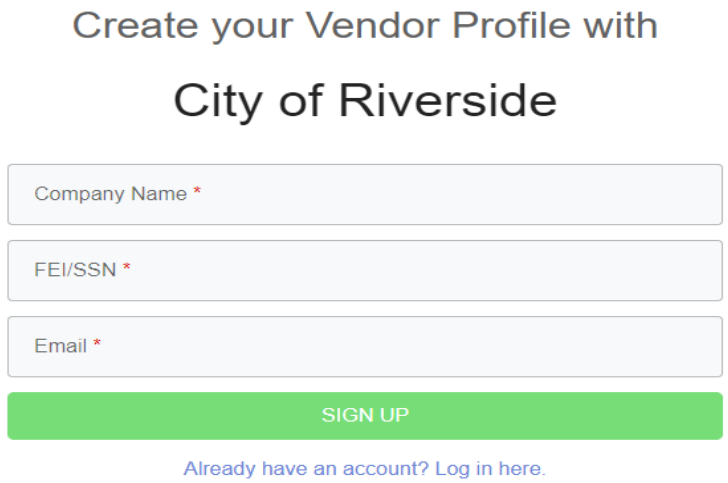
New Vendors: Register on PlanetBids

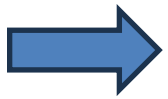
- New vendors should select "Vendor Registration" to create a profile and set up notifications about relevant business opportunities.

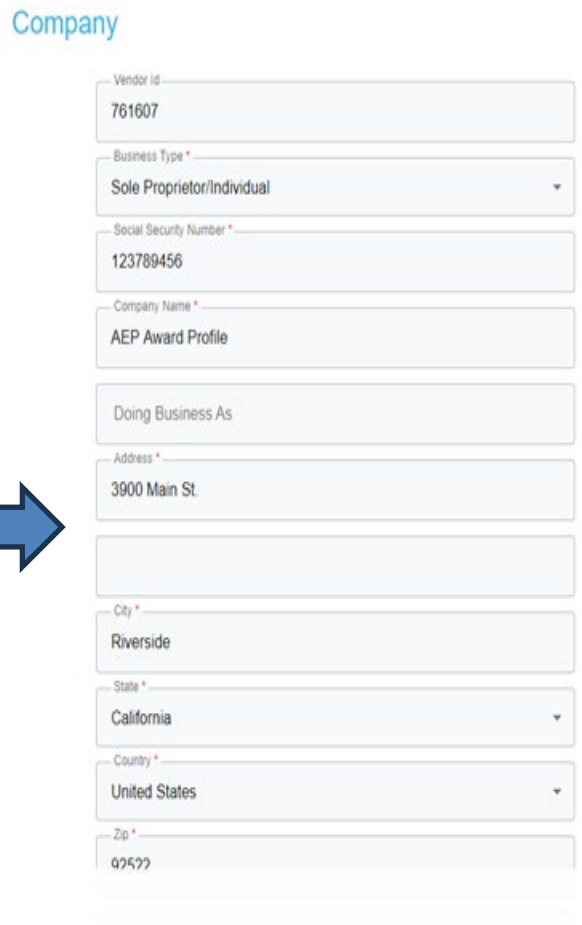


New Vendors: Register on PlanetBids

- Fill out a profile with your company business information

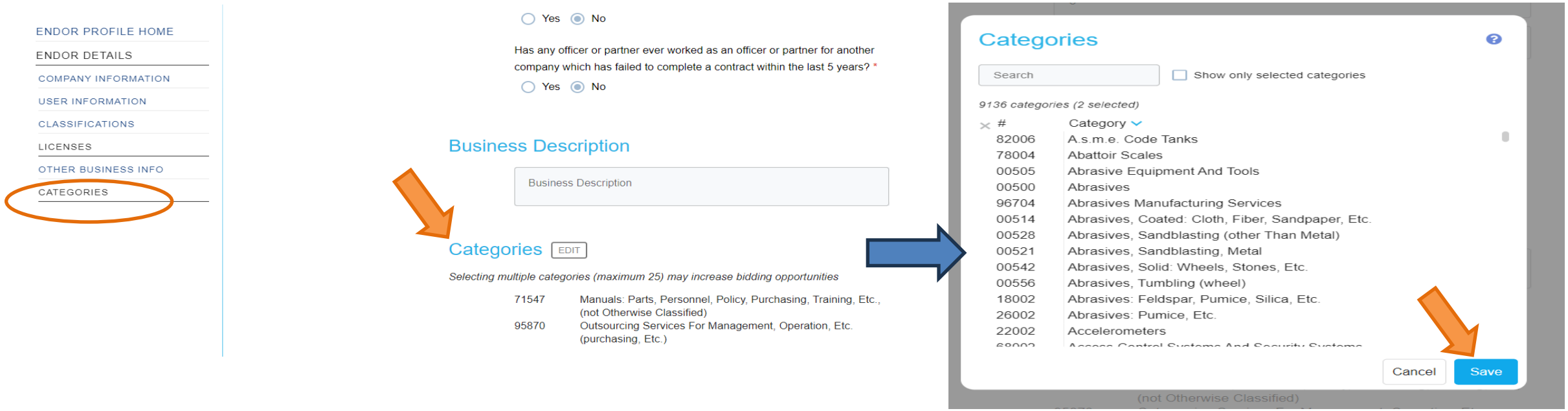






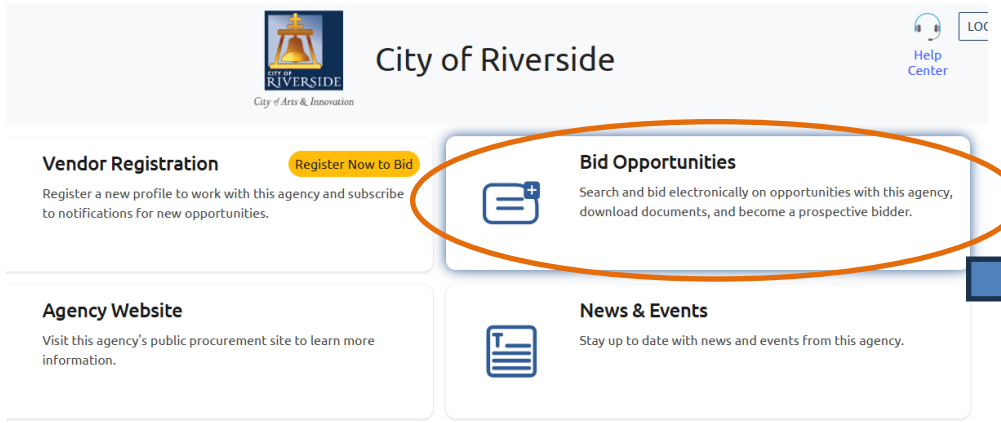
Select Categories to be Automatically Notified

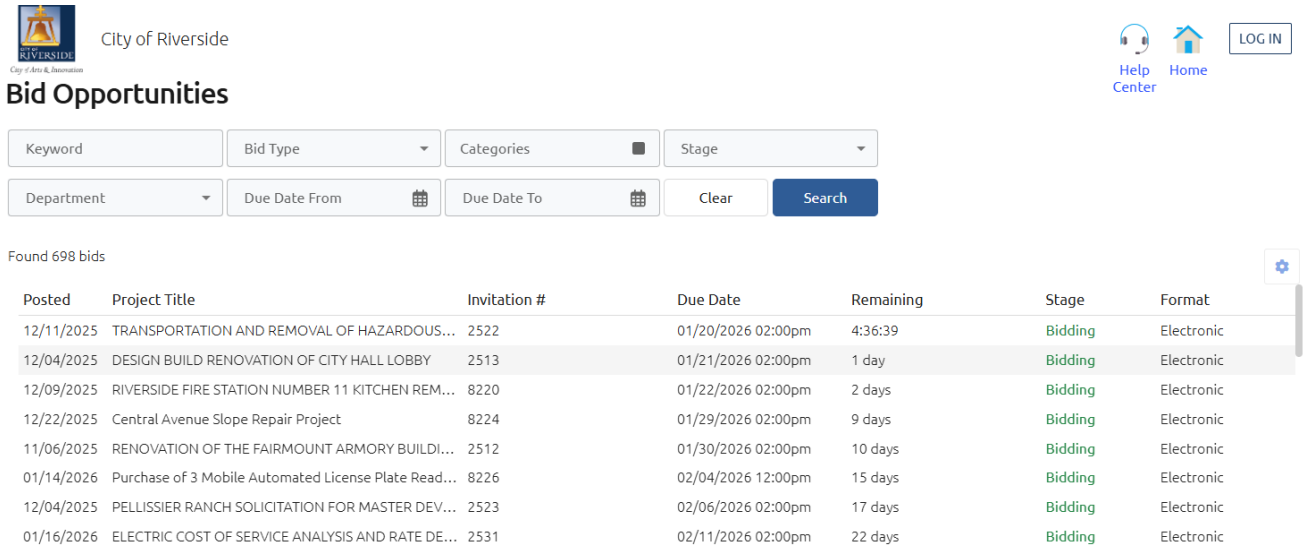
- Don't forget! Select all the Commodity Codes that apply to your business to be automatically notified when opportunities on that topic are posted.
- Select the Category/Description tab at the top of the Vendor Profile page and select the Categories section and choose all relevant categories.
- Make sure your contact information is up to date so you can get notified



How to Find and Respond to Opportunities

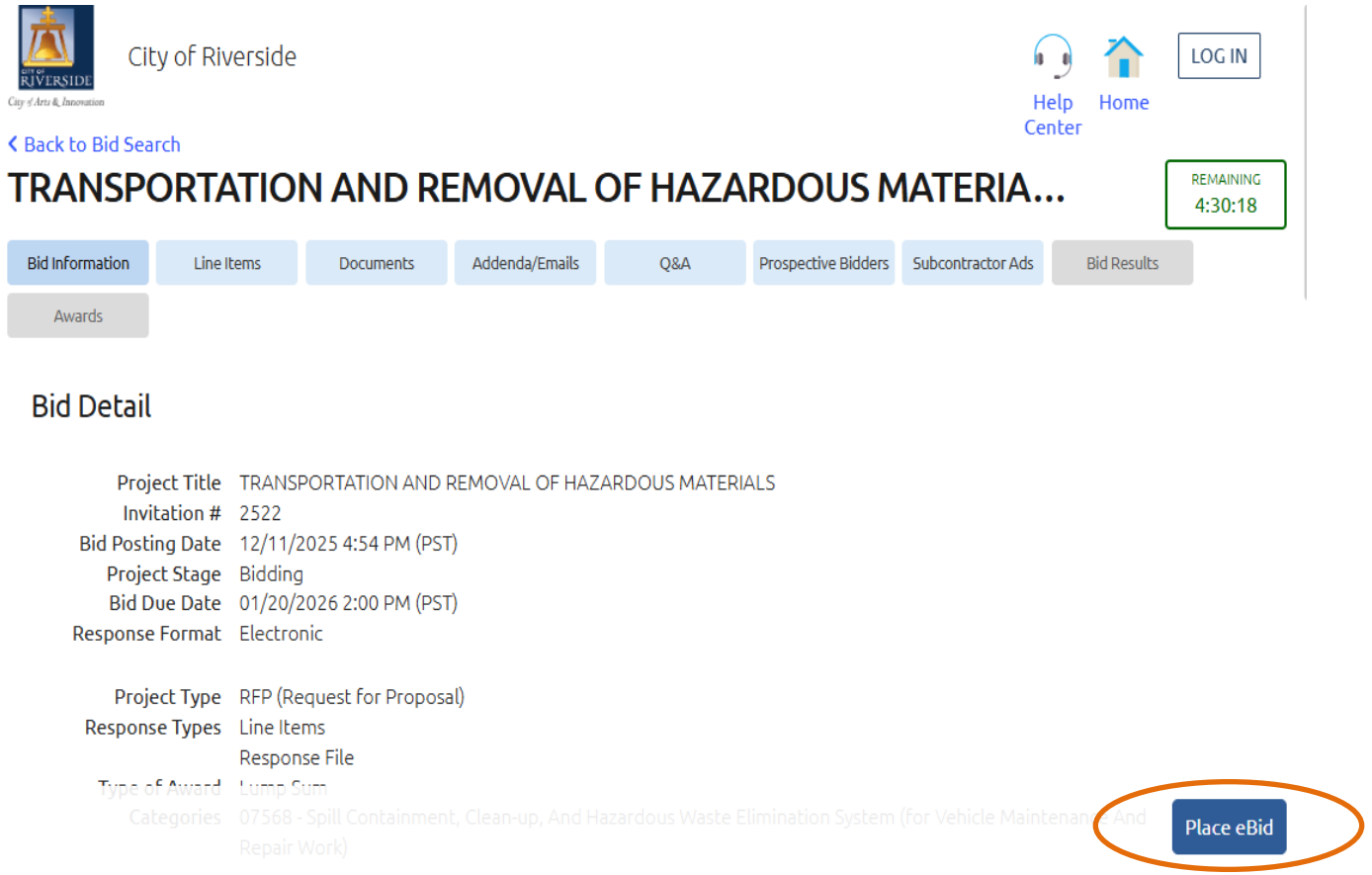
- Select Bid Opportunities to access all live formal solicitations that you can respond to.
- Closed and awarded solicitations will also be available to view here.





How to Find and Respond to Opportunities

- Clicking an opportunity will take you to that opportunity's page where you can view more details including the line items, bid/proposal documents, addenda, Q&A, and eventually the bid results and award.
- Select Place eBid to submit a bid or proposal.
- Don't forget to upload/include all required materials to submit a complete response, including your proposal, all required forms, licenses, and a bid bond (if required).



Current Open Formal Opportunities

Title	Type	Due Date
Bid 8224 – Central Avenue Slope Repair Project	Construction	1/29/2026
RFP 2512 – Renovation of the Fairmount Armory Building and Construction of New Pickleball Courts	Construction	1/30/2026
Bid 8226 – 3 Mobile Automated License Plate Readers	Goods	02/04/2026
RFP 2523 – Pellissier Ranch Solicitation for Master Developer	Construction	02/06/2026
RFP 2531 – Electric Cost of Service Analysis and Rate Design	Professional Services	02/11/2026
Bid 8223 – Downtown Parking Lighting	Construction	02/11/2026
RFP 2518 – Construction Engineering & Administrative Services for Third Street Grade Separation at BNSF Railroad Federal Aid Project Number STPL 5058(081)	Professional Services	02/19/2026

Preview Upcoming Opportunities

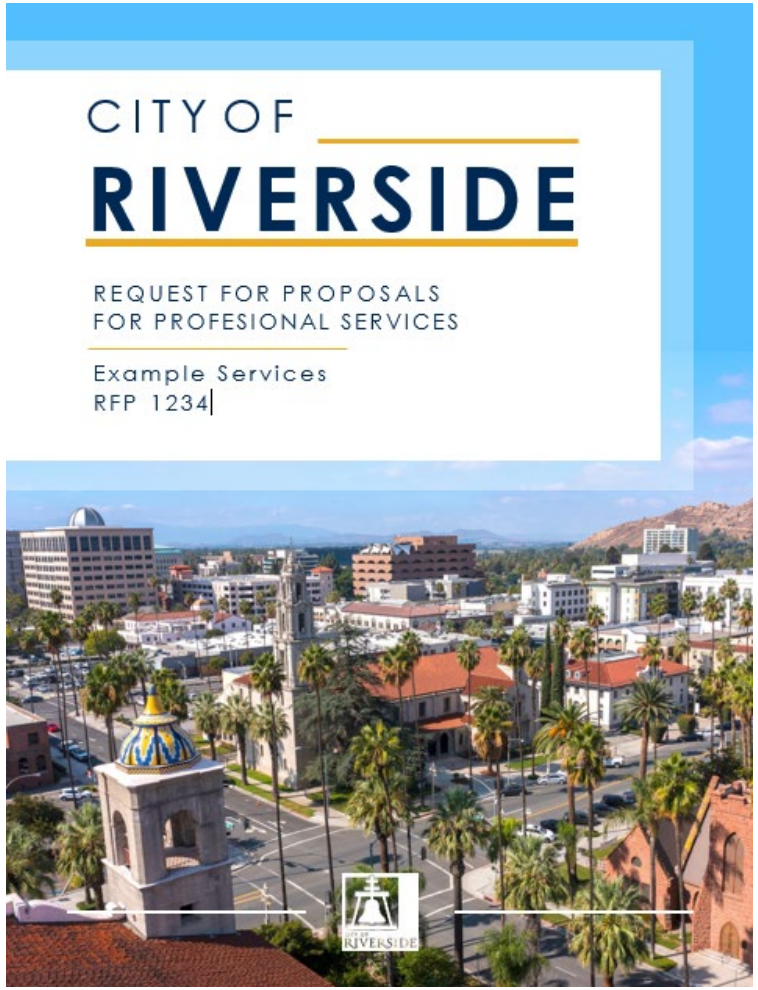
Upcoming Formal Opportunities For Q1 2026

Title	Type
Car Purchases (F150, Ford Mustang Mach-E, F150 Lightnings, Toyota Highlander Hybrid)	Goods
Manufacture Aluminum Bells	Goods
Citywide Municipal Tree Management Services	Services
Landscape Maintenance Services at multiple city locations	Services
Emergency and Non-Emergency Remediation and Repair Services	Services
Emergency and Non-Emergency On-Call Plumbing	Services
Emergency and Non-Emergency General Contractor	Services
Gas Turbine Compressor Maintenance	Services
Administrative Citation Processing, Parking Services	Services
Citywide Water Dispenser Delivery	Services
Crossing Guard Services	Professional Services
Adult Soccer League Management Program	Professional Services
Special Transportation - Comprehensive Operational Analysis	Professional Services
Interpretation Services	Professional Services
Victoria Ave Irrigation Upgrade Project	Construction
Gage Canal Recreational Trail	Construction
Pavement Management Program Annual Services	Construction
Riverside Convention Center Expansion (Progressive Design-Build)	Construction

Demo New Bid/RFP Format

Updated Formal Solicitation Format

- You'll begin to see RFPs and Bids for goods or services posted using a new format (with a new cover page!)
- We updated the format to make it easier for you to:
  - Identify required items
  - Submit a complete response
  - Write a thorough response answering everything the evaluators are looking for



New Feature: Vendor Checklist

We have added a **checklist** to the beginning of the Bid or Proposal for you to check to confirm that you have submitted everything needed for a complete response.

The Proposal Requirements outlines what makes up a "proposal" for this opportunity.

Proposer Checklist

Proposers are encouraged to use this table as a checklist to ensure all components are included in their Proposal.

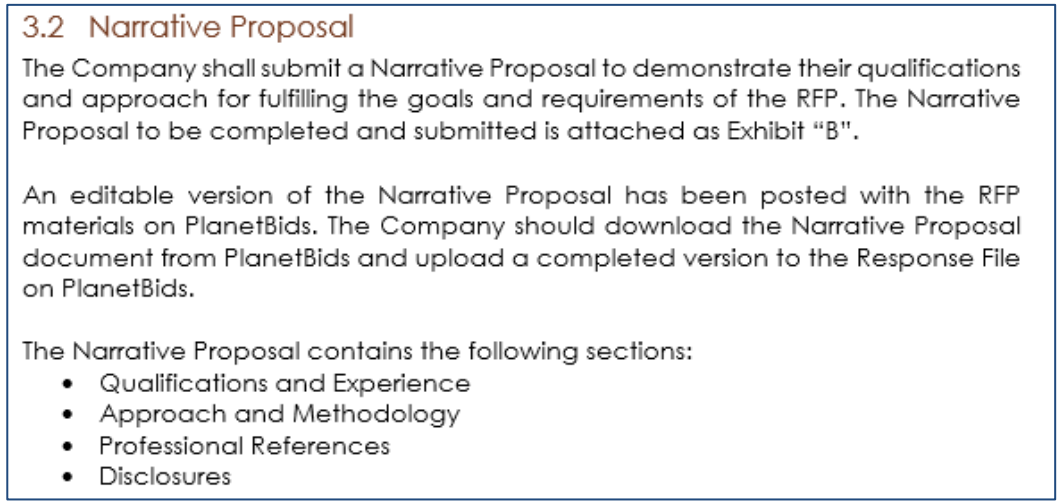
PROPOSAL REQUIREMENTS	

☐ Narrative Proposal	Complete Exhibit "B" containing:
	• Qualifications and Experience
	  o Company Information
	  o Company Personnel
	  o Subcontractor Confirmation
	  o Narrative Questions
	• Approach and Methodology
	• Professional References
	• Disclosures

☐ Cost Proposal	• Enter the Proposal price(s) in PlanetBids • Exhibit "C" – Cost Exhibit
ITEMS TO SUBMIT IN PLANETBIDS	
☐ Confirm contact information and vendor profile is up to date	
☐ Register as a "Prospective Bidder" for this opportunity	
☐ Upload completed Narrative Proposal as the Response File	
☐ Enter the Proposal price(s) in Planet Bids and submit completed Cost Exhibit	
☐ Enter required license and registration numbers, if applicable	
☐ Enter subcontractors (including license and DIR numbers), if applicable	
☐ Addenda acknowledgement, if applicable	
AWARD ITEMS | *Upon award, Company will be required to submit the following or verify an existing version on file with the City is correct. We encourage you to note these requirements now to expedite processing.*	
☐ City of Riverside Vendor ID	
☐ IRS W-9 Form	
☐ City of Riverside Business License	
☐ Required Certificates of Insurance	

New Feature: Proposal Workbook Replacing Traditional Proposal

- We are launching a new **"Proposal Workbook"** format
  - Questions to demonstrate your experience, qualifications, approach and methodology are provided in an Exhibit for you to answer **instead of creating your own proposal**
  - Called the **Narrative Proposal** because your written answers will be evaluated and scored
- This Narrative Proposal workbook is included as an Exhibit and will be posted as a Word Document to PlanetBids with the RFP files
  - **Download the Word version**, complete it, and upload it to your Response File



3.2 Narrative Proposal

The Company shall submit a Narrative Proposal to demonstrate their qualifications and approach for fulfilling the goals and requirements of the RFP. The Narrative Proposal to be completed and submitted is attached as Exhibit "B".

An editable version of the Narrative Proposal has been posted with the RFP materials on PlanetBids. The Company should download the Narrative Proposal document from PlanetBids and upload a completed version to the Response File on PlanetBids.

The Narrative Proposal contains the following sections:

- Qualifications and Experience
- Approach and Methodology
- Professional References
- Disclosures

This format is to ensure you don't miss any required information and evaluators can easily review and score separate sections

New Narrative Proposal Items

Qualifications and Experience

Table of Company Information + Narrative Questions

Questions in grey boxes, write your answers in white boxes

EXHIBIT B - Narrative Proposal

Qualifications and Experience

COMPANY INFORMATION		
Organization	Company Name	
	Main Office Address	
	Main Office Phone Number	
	Office Anticipated to Perform the Work: Address and Phone Number (if different from above)	
Point of Contact for Proposal	Name	
	Title	
	Email Address	
	Phone Number	
City of Riverside Vendor ID	Are you currently registered as a vendor with the City with a Vendor ID?	☐ Yes ☐ No ☐ Unsure
	If yes, enter Vendor ID:	
What type of enterprise is the organization?		☐ Corporation ☐ Sole Proprietorship ☐ Partnership ☐ Joint Venture ☐ Limited Liability Company ☐ Other

COMPANY PERSONNEL		
Complete the tables below for each key personnel included in this Proposal. If you have less personnel than tables, delete or leave blank. If you have more personnel than tables below, copy and add additional tables. Resumes are not needed but can be submitted as an appendix to the Narrative Proposal if desired.		
Key Personnel #1		
Contact Information	Name	
	Title	
	Email Address	
	Phone Number	
How will this individual be involved in this project?		
Provide any licenses or certifications held by this individual.		
Provide a short description of this individual's qualifications and experience as relevant to the Scope of Services described in this RFP.		

NARRATIVE QUESTIONS
1. Describe why the Company is qualified to provide the Scope of Services described in this RFP. Provide a general overview of the Company and what sets it apart from competitors.
2. Describe the experience of the Company and its key personnel relevant to the Scope of Services described in this RFP. Note any projects of similar size and/or scope and outcomes.
3. Demonstrate how the experience of the Company fulfills the minimum years of experience requirement listed as a Minimum Qualification of this RFP.

New Narrative Proposal Items

Approach and Methodology

- Questions are in the grey boxes; write your answers directly in the white boxes (make the white boxes as large/long as you need)
- May be asked to attach additional items in an appendix (like design examples, detailed implementation plans, etc.)

Approach and Methodology

Proposer shall demonstrate their proposed approach and methodology for executing the Scope of Services in this RFP by answering the following questions. Written responses to the questions should be entered into the table below. Any appendices provided should be relevant to the questions and referenced in the main narrative below.

1. Describe the Company's general approach to providing the services and accomplishing all goals of the RFP. Demonstrate your understanding of the Scope of Services.
2. Describe the Company's organization and staffing to provide the requested services and meet all requirements of the RFP. Demonstrate the Company's capacity to successfully undertake this Scope of Services.
3. Provide a workplan and timeline with key milestones for accomplishing the deliverables and other requirements in the Scope of Services.
4. Describe the Company's approach to conducting preliminary investigations, due diligence, or research to prepare to provide the Scope of Services.
5. Describe how the Company will mitigate or address the risks and challenges described in the Background section of the RFP.

Submitting a Complete Proposal

- ✓ Complete all parts of the Narrative Proposal Exhibit including (in general):
  - Qualifications and Experience (Company Information and Narrative Questions)
  - Approach and Methodology
  - Professional References
  - Disclosures
- ✓ Submit your cost as line items in PlanetBids
  - If required, complete the Cost Exhibit or attach a Cost Breakdown
- ✓ If relevant, complete any additional Exhibits required to be submitted
- ✓ If relevant, enter licenses (active), DIR information (active), or subcontractor information into PlanetBids
- ✓ If relevant, upload proof of Bid Bond

Additional Support

Future Informational Webinars

- This is the first of new **bi-monthly webinars** hosted by the Purchasing Team on how to do business with the city
- Future webinars may feature new topics, new resources, and other departments to share more about their business needs
- **Dates:** Third Wednesday every other month at **10:00am**

March	May	July	September	November
18	20	15	16	18

- Registration will be posted to Purchasing website under "Informational Vendor Webinars" at https://www.riversideca.gov/finance/purchase.asp or directly at https://riversideca.gov/vendorwebinar

Additional Support

Who To Contact

- For specific Bids/RFPs, submit questions through PlanetBids or to the contact email listed
- For general questions, reach out to the City's Contract Management Team at CMContracts@riversideca.gov
- For questions related to Vendor Registration, reach out to vendors@riversideca.gov
- For questions related to Insurance, reach out to riskmanagement@riversideca.gov or 951-826-5279
- For questions related to Business License/Tax, reach out to 951-826- 5465

Q&A