

Doing Business with the City of Roseville



Foreword

The purpose of this document is to inform potential vendors of the procedures for doing business with the City of Roseville. Any questions not answered here may be directed to the Purchasing staff at purchasinginfo@roseville.ca.us, (916) 746-1100.

Hours of Operation

Purchasing office: 7:00 a.m. – 4:00 p.m. M-F
Central Receiving: 7:00 a.m.—2:30 p.m. M-TH

Location

The Purchasing Division office is located at 311 Vernon Street Roseville, CA 95678.
The City Warehouse / Central Receiving is located at: Corporation Yard, 2075 Hilltop Circle, Roseville, CA, 95747.

Purchasing Office Visits

We value your visits; however, we recommend calling for an appointment to productively utilize your time and ours.
Call (916) 746-1100 to inquire about scheduling appointments.

Purchasing Staff

The City of Roseville has centralized purchasing. Each Buyer is responsible for specific commodities and may be contacted by email at: purchasinginfo@roseville.ca.us

Methods of Procurement

Acquisitions of goods and services are made via Purchase Order, Contract Purchase Agreement, or Professional Services Agreement.

The City of Roseville utilizes the following methods of purchasing:

Informal Request for Quotation - Products or services valued below the City's formal bid limit are typically submitted in writing. Although a sealed bid technique is not used, all informal quotes are made on a competitive basis, securing quotes from at least three vendors whenever possible.

Formal Invitation for Bid (IFB) or Formal Request for Proposal (RFP) – Products or services valued over the City's formal bid limit require the following:

- Posting of a public notice
- Submission of a sealed bid (IFB) or proposal (RFP)
- Electronic bid opening (IFB) or acknowledgment (RFP)
- Award by the City Council

Formal solicitations and bid awards are posted on the City's website:

https://www.roseville.ca.gov/business/procurement_services/bids_rfps.php

City of Roseville Business License

When do I need one and how do I obtain one? You need a current Roseville Business License to do business with the City or within City limits. Roseville Business License information and forms are available at:

<https://www.roseville.ca.gov/departments/finance/licensing/business.php>

Accounts Payable

Vendor questions and forms, and Accounts Payable contact information is available at:

https://www.roseville.ca.gov/departments/finance/disbursements_accounts_payable_and_payroll.php

(916) 774-5488 or AccountsPayable@Roseville.ca.us

