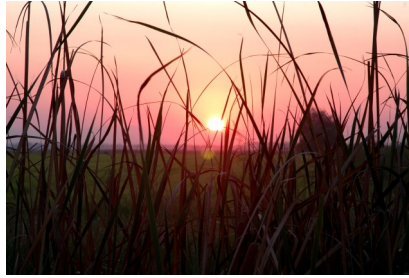


Insurance

If work is performed on the City's premises, proof of commercial liability and property damage insurance naming the City as an additional insured must be provided prior to performance of duties. Worker's compensation coverage is also required for each employee engaged in work for the City.

Surplus

Surplus equipment, materials, and supplies may be sold at auction, via <http://www.yubacity.net>, Ebay, by sealed bid, or by informal quotation from prospective buyers. Please call or visit the City's website for additional information.



Location

City of Yuba City
1201 Civic Center Blvd
Yuba City, CA 95993

Office Hours

Monday—Friday, 7 am-4:30 pm

**Vendors by appointment
only**

Contacts

Vicky Anderson:
Email- vanderso@yubacity.net
Phone- 530 822 4645
Fax: 530 822 4694

Katrina Woods:
Email- kwoods@yubacity.net
Phone- 530 822 4659

Fax- 530 822 4694

Website

<http://www.yubacity.net>

Revised 02/04/2011

Purchasing



City of
Yuba City's

Supplier's

Guide



Purchasing



Bid List

The City of Yuba City maintains vendor listings for various services and products. If you are interested in becoming a part of our vendor lists please do one of the following:

Go to the City's website, www.yubacity.net. Click on Bid Notices on the home page. Click on Vendor Registration Application. Complete the application as many times as necessary in order to include all commodities and services your organization has to offer.

Bid Procedures

Informal quotes or request for quotes (RFQs) may be e-mailed, faxed out, requested over the phone, or sent by U.S. mail. Request for quotes need to be returned on the RFQ form. Most informal quotes may be returned to the Finance Department.

Formal bids are advertised in the Appeal Democrat, our local newspaper, and on the City's website, <http://www.yubacity.net>. Formal bids are advertised at least ten days prior to the bid opening. Formal bids can be obtained from the City's website, mailed out, faxed out, or e-mailed out.

Formal bids must be returned in a sealed package. The package needs to be clearly marked with a bid name and number. Formal bids may be hand delivered or mailed to the City Clerk's office. The City Clerk's office is located at:

Office of City Clerk
1201 Civic Center Blvd.
Yuba City, CA 95991

Bid Limits

\$1,000 to \$50,000 is an informal quote and awarded on at least three informal quotations.

\$50,000 and above is a formal bid, is advertised, and requires a public bid opening.

Awarded Bids

Informal quotes are awarded when at least three informal quotations are obtained and a low quote has been determined.

Formal bids will be awarded within 60 days after bid opening. All vendors can review the results on the City's website: <http://www.yubacity.net>.

