



## Be Prepared

Everyone who works for the City needs a business license. Go on line and see if you have everything needed to get one so that if the City wants to award a contract to you, you can obtain one.



Except for very small contracts, there will be insurance requirements. Check out the requirements before putting together a bid or proposal so if you can't meet the requirements, you won't waste your time. You will be required to name the City additionally insured.

The City typically pays within 30 days of receipt of invoice, or calculation of work completed during the prior month. You must be able to cover your costs until payment comes.

If you are a contractor, you need 1) a contractor's license, 2) to be registered with the Department of Industrial Relations, 3) have the ability to produce certified payroll, 4) have the ability to bond for the work, and 5) experience in the type of work the City is requesting bids or proposals on.

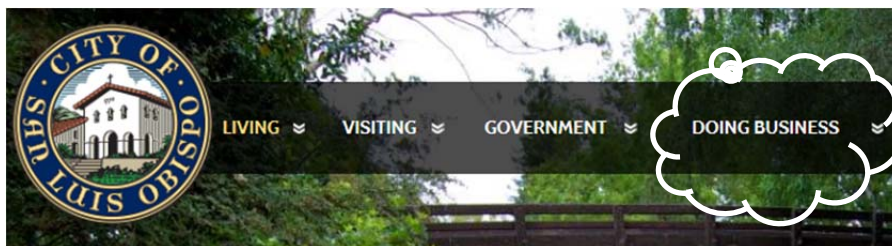
## Submitting a Bid or Proposal

Now that you are prepared, you are ready to submit a bid (construction) or proposal (professional or maintenance services.)

### *How to find out about projects advertising*

Make a call and locate the person at the City most informed in the area you want to work. Find out when a particular project or service will be advertised so you know when to check the website. Projects are also advertised in the local Tribune newspaper on Saturdays.

The City does not typically keep a list of interested parties (maybe in the future...) so you have to monitor the website. ([www.slocity.org](http://www.slocity.org) – Doing Business – Bids and Proposals)



The bid or proposal package is available from the City's web page or a paper copy can be obtained at the City offices.



### ***Submittal Requirements***

Read the request thoroughly and submit everything. If you fail to do that, it will likely eliminate your bid or proposal from consideration. Be sure you submit before the deadline or your bid or proposal cannot be considered.

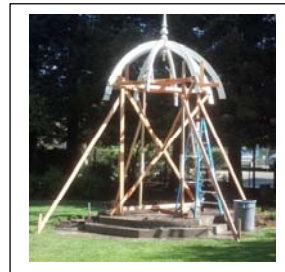


### **Typical Work Available**

The City needs maintenance, professional, and construction services. Professional services are needed for project design and studies. Construction services are needed to build City projects and are as varied as the types of projects.

#### ***Typical Projects for Design and Construction***

- Building Remodel
- Sidewalks & Sidewalk Ramps
- Creek Bank Stabilization & Silt Removal
- Storm Drain Inlets & Pipes
- Fencing
- Traffic Signals
- Multi-use Paths
- Street Reconstruction & Sealing & Pavement Markings
- Pedestrian, Bicycle, & Vehicle Bridges
- Signage
- Water Mains
- Sewer Mains
- Treatment Plant Repairs
- Pumps
- Playgrounds
- Landscaping



#### ***Minor Project Work***

Certain minor projects do not have advertising requirements. Service providers who do a good job on the advertised projects have a better chance of getting work that is not formally advertised.

#### ***On-Call Services***

The City maintains many on-call service contracts. These contracts provide services to the City on an as needed basis and typically range in duration from 2 to 6 years. These include maintenance services, professional services (design, environmental studies, survey, etc.) and minor construction. A call to Public Works main phone line (805-781-7200) will put you in touch with the person in the organization who knows the most about individual contracts.