QUESTIONS ANSWERED

I'm new. How do I meet you?
Just send an email to the City at info@cityofroseburg.org or give us a call at (541) 492-6866.

What does the City buy?
Almost everything you can imagine: Construction materials; vehicles and construction equipment, everything needed to keep buildings operating and clean; everything needed to make an office run; consultant services for planning, design, and project management; architects, engineers and lawyers.

Who does the City buy from?
Businesses like architects, consulting firms, construction companies, hardware stores, electrical contractors, heating and air conditioning firms, etc. Also from intergovernmental agencies and through State and Federal cooperative agreements like Oregon Procurement Information Network (ORPIN).

How can I show you my product?
The best way to let us know about your product or service is by sending material by email or regular mail. It gives us a chance to get your information to the right staff person for their review. You can give us a call to schedule an appointment to introduce your product or service.

Active participation in community groups such as professional associations, business groups, social clubs, and church groups is a good way to connect with other vendors and businesses.

VENDOR GUIDE

CITY OF ROSEBURG
900 SE Douglas Avenue
Roseburg, Oregon 97470
INFORMAL WRITTEN QUOTE OR PROPOSAL

Contracts for goods, services, public improvements and personal services for an amount which is valued $25,000 or more, but less than $50,000, may be awarded by the City Manager or designee based on informal written quotes or informal written proposals. When a vendor is chosen, a contract is awarded and signed by the City Manager. (Exceptions may apply – See Roseburg Municipal Code 3.06.)

INVITATION TO BID

An invitation to bid (ITB) is an invitation to contractors or equipment suppliers to submit a bid on a specific project, product, or service to be furnished. The contractor or supplier with the lowest responsible bid that meets the specifications is awarded the contract.

REQUEST FOR PROPOSALS

A request for proposal (RFP) is a method for requesting formal written proposals. In the RFP process, contracts are awarded on the basis of established criteria specified in the RFP, such as contractor qualifications or product features, rather than price alone. For some services, price may not be considered in selecting a proposal. The formal sealed procedures that apply to bids by dollar value apply to RFPs as well. The RFP provides the potential supplier with information such as statement of work, time frame, specifications, and specific criteria to be used in evaluating a proposal.

REQUEST FOR QUALIFICATIONS

A request for qualifications (RFQ) is used for professional services when cost of service is expected to exceed $100,000, or services depend on the firm’s ability to identify and appropriately address the problem or issue. RFQs are used to identify a set of criteria to be used in a competitive selection of professional services such as architects, engineers, lawyers, etc.