

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



City of Roseburg, Administration
900 SE Douglas Avenue
Roseburg, Oregon 97470
Phone: (541) 492-6866
Email: info@cityofroseburg.org
Website: www.cityofroseburg.org



All Contractors doing business with the City of Roseburg must be registered to do business with the City prior to beginning work on any contract. For information on how to obtain a Business Registration, visit the [Business Registrations](#) page on the City's website.

TYPES OF BUYING

DIRECT SELECTION

Contracts for goods, services, public improvements and personal services for which the estimated contract price **does not exceed \$10,000** may be awarded by the City Manager or designee by direct selection or any other method they deem to be in the best interest of the City. When a vendor is chosen, a contract is awarded and signed by the City Manager.

INFORMAL VERBAL QUOTE OR PROPOSAL

Contracts for goods, services, public improvements and personal services for an amount which is valued **\$10,000 or more, but less than \$25,000**, may be awarded by the City Manager or designee based on informal verbal quotes or informal verbal 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.

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.

FORMAL SEALED BID

Contracts for goods, services, public improvements and personal services which are valued at or **above \$50,000** shall be awarded by the Council based on formal solicitations published by electronic advertisement on the City's website for a minimum of 10 consecutive days unless the proposed contract is for a public improvement valued at or above \$125,000, at which time the solicitation shall also be published in a trade newspaper of general state-wide circulation. Bids and proposals for these contracts will be requested in one of two ways:

1. By an "Invitation to Bid" (ITB); or
2. By a "Request for Proposal" (RFP).

The vendor sends a written bid or proposal in sealed packets to the City Recorder's Office at City Hall on a given date and time. The contract is undertaken or awarded by formal action of the City Council. The bid is posted on [cityofroseburg.org](#).

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.

