

Today's Objectives

Business and nonprofit leaders will:

- Understand the City's contracting process
- Understand how to use the City's new e-procurement platform *Long Beach Buys* including:
 - Registering and creating a profile
 - Learning basics of certification
 - Finding and submitting a proposal or quote

Agenda	
1	Welcome
2	Contracting Process
3	Licensing & Local Preference
4	Introducing Long Beach Buys
5	Business Support Resources
6	Questions & Answers

An aerial photograph of Long Beach, California, showing a dense urban landscape with various buildings, including high-rises and lower commercial structures. The city extends to the waterfront where ships are visible in the harbor. The sky is clear and blue.

CITY OF LONGBEACH

Doing Business with the City

August 28, 2024

Understanding the City's Contracting Process

Agenda

- 1 Welcome
- 2 **Contracting Process**
- 3 Licensing & Local Preference
- 4 Introducing Long Beach Buys
- 5 Business Support Resources
- 6 Questions & Answers

Long Beach is committed to these values in the purchasing process

-  **Results-Driven** Procurement and contracting practices enhance the impact of City programs.
-  **Best Value** Goods and services are procured based on price and quality.
-  **Service** City departments are supported to procure the goods and services required to meet the needs of the Long Beach community and taxpayers.
-  **Efficient** Implement policies and remove barriers to ensure actions are meaningful and time, effort and money are not wasted.
-  **Competitive** Encourage a large and open pool of vendors, where everyone who wants an opportunity has an opportunity to be successful in the procurement process.
-  **Fair** Decision-making and actions are always unbiased and without preferential treatment, in line with the City's Code of Ethics.
-  **Equitable** Continuously engage a diverse set of vendors and apply an equity lens to purchasing policies and practices.
-  **Transparent** Information on the public procurement process is available to the public at large to promote trust and accountability.

The City purchases hundreds of millions of dollars in goods and services every year.

A few examples include...

Goods

- Vehicles and auto parts
- Print materials and communications
- Construction supplies and equipment
- Metals, gases, and natural resources
- Office supplies and technology



Services

- Non-professional services
 - Janitorial work
 - Equipment rental
 - Delivery & Security
- Professional services
 - Construction projects
 - Social Services
 - Consultants & Specialists

The City uses different procurement methods, depending on the value of the purchase

Types of purchases and what they mean for you:

Type	\$ Value	Advertised in LB Buys	How Vendors Can Respond
Small Purchase	Less than \$25,000	No	• Provide quotes upon request
Solicitation	Over \$25,000	Yes	Respond to a formal solicitation in Long Beach Buys: • Invitation to Bid (ITB): vendor(s) will be selected based on the lowest price technically acceptable bid • Request for Proposals (RFP): vendor(s) will be selected based on price and proposal content • Request for Qualifications (RFQ): vendor(s) will be prequalified for future work

Solicitations are conducted through a standard open, competitive, fair, and transparent process

Solicitation Stages

	Bid or RFP Live	Questions & Answers	Evaluation & Intent to Award	Approval & Contracting
Vendor's Role	- Download and read documents. - Prepare a response.	- Submit questions - Attend pre-bid information session	- Respond to City staff - Read Notice of Intent - If not selected, request a debrief or protest	Provide final insurance, business license, and tax information
City Objective	Advertise opportunity and process to all prospective service providers.	Ensure all prospective service providers have equal access to information.	Select the proposal that best meets the City's needs using a clear, fair, transparent framework.	Negotiate final terms with the awarded contractor, and publicly secure executive approval.

Licensing, Certifications, & Local Preference

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- 1 Welcome
- 2 Contracting Process
- 3 **Licensing & Local Preference**
- 4 Introducing Long Beach Buys
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Getting a Business License in Long Beach

Doing Business with the City Requires a Business License

1. Gather relevant documents, permits, and business information.
2. Submit your application online, via mail, or email.
3. Pay the license tax* and fees.

How much does it cost?

How we calculate:

Base Tax + Employee Fee +
CA State ADA Fee + Non-
refundable processing fees +
Business Improvement
District Fees, *if applicable*.

Do I need a business license to contract with the City?

Yes, for work performed locally. You do not need a license to bid but will need it to enter into a contract.

When should I apply?

Start early! The entire process typically takes at least four weeks. Contact the City with any questions on application status.

*Nonprofits and veteran-owned businesses may be eligible for an exemption from the license tax.

Long Beach Local Preference Program

Eligible businesses must have a valid City of Long Beach business license and seller's permit (if applicable) with a **place of business within Long Beach city limits**.

- **ITBs** – Bidder will have bid **discounted by 10%, up to \$50,000**.
 - Preference applies to bids for the **purchase of goods**.
 - Bids awarded to the **lowest responsible bidder**
- **RFPs** – Local proposers will be granted an **extra 5%** during scoring evaluations.
- 10% preference will be applied to all small dollar purchases under \$25,000 (quotes).

Vendor Name	Bid	10% Preference	Evaluated Value	Contract Value
Vendor A: Non-Local	\$95,000	\$0	\$95,000	
Vendor B: Local	\$99,000	(\$9,900)	\$89,100	\$99,000
Vendor C: Local	\$150,000	(\$10,000)	\$140,000	

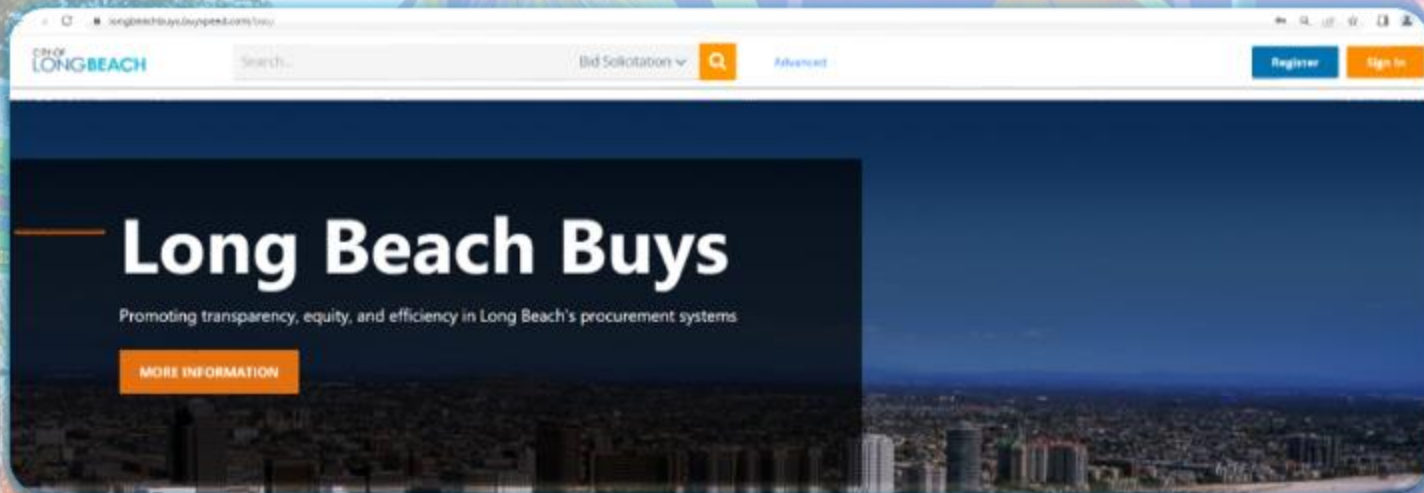
Expanded Long Beach Local Preference Program

Small dollar purchases



- Effective Oct. 1, 2024
- 10% preference will be applied to all small dollar purchases under \$40,000 (quotes).
- Departments will be required to obtain at least one quote from Long Beach vendor.

Introducing *Long Beach Buys*



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Creating a Profile – Company Information

Company Information

Administrator

Address

Terms

Categories & Certifications

Commodity/Service Codes

Summary

Company Name*: Sherbert

Vendor Legal Name*: Sherbert

Business Description:

Mailing Address Line 1*:

Address Line 2:

Address Line 3:

Address Line 4:

Country*: US - United States of America

City*:

State/Province*:

ZIP*:

County:

Company Phone*:

Company FAX:

Company Email*: brenden.pattee@longbeach.gov

Tax ID #: *****6952

Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)?

☐ EIN ☒ SSN

State of Incorporation:

Year of Incorporation: 0

Preferred Delivery Method: Email

Long Beach uses an eProcurement platform to solicit proposals

Solicitation stages managed through Long Beach Buys



Long Beach Buys

- **Long Beach Buys** can be accessed via the City's website (longbeach.gov/purchasing) OR directly via www.LongBeachBuys.com
- Prospective Vendors (businesses and nonprofits) can **register for free** to access the vendor portal
- Registered vendors are **automatically notified** of opportunities in NIGP Codes they select
- Open to anyone *without* registering:
 - All open bid and RFP opportunity details
 - Instructions to submit bids
 - Prospective bidders
 - Bid results for completed RFPs
 - Certified LB Small Business database
- *Once registered*, vendors can access:
 - Q + A and Addenda documents
 - **Proposal Submission**

Small Purchases

- Vendors can identify if they are interested in opportunities under \$25,000
- These opportunities are not posted
- Vendors will be contacted directly for quotes

Category: Interested in Projects at \$25K or Less

Description: Are you interested in participating in projects estimated at \$25K or less?

Please select exactly one category value

Select

- ☐ No - I don't want to submit proposals for solicitations valued at \$25K or less
- ☒ Yes - I want to submit proposals for solicitations valued at \$25K or less

Identify Goods and Services

- Vendors will be automatically notified of related opportunities.
- Browse allows vendors to start with 3-digit class code and then get more specific from there
- Code for Cannabis: 269-64 Herbal Drugs

Class XXX

Class Item
XXX-XX

Join us at next month's Third Thursday webinar and spread the word!

Ask questions live!



Doing Business with the City

Understanding purchasing, contracts, licensing, Long Beach Buys, plus live Q+A

Webinars held Third Thursdays, 11am
Register at: longbeach.gov/purchasing

CITY OF
**LONG
BEACH**

Thursday, Sept. 19 , 2024, 11 a.m. - noon

Resources are available for additional support

Who to contact

Purchasing Division

- 562-570-6200
- LBPurchasing@longbeach.gov

Long Beach Small Business Enterprise

- SBE@longbeach.gov

Business Licensing

- 562-570-6211
- LBBiz@longbeach.gov



longbeach.gov/purchasing

Business Support Resources

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City of Long Beach Economic Development Business Support Resources

August 28, 2024

Business Development Bureau



Small Business Support



Small Business Loans:

Microenterprise Loan Program

- \$25,000 to \$100,000
- 5-10 year term
- Interest: Wall Street Journal prime rate + 1.5 percent

Grow Long Beach Fund

- \$100,000 to \$3 million
- 3 to 25 years
- Interest: based on current Wall Street Journal prime rate + 2.75 percent

Support from Small Business
Development Center at LBCC

Small Business Support

Small Business support Programs:

- Inclusive Business Navigators:
longbeach.gov/biznavigators
- Visual Improvement Program Grants:
longbeach.gov/smallbizgrants
- Local rewards program:
ShopLB.org
- Business Insights
Tool: longbeach.gov/businessinsights



BizCare

- Business Support Hotline available Monday – Friday; 8:00AM – 5:00PM by phone (562) 570-4BIZ (4249) or email 4Biz@longbeach.gov
- Door to door outreach weekly to raise awareness of available services and resources
- Pop-ups held weekly in targeted locations to provide in-person business support
- BizCare can come to you! In-person appointments scheduled on request
- www.longbeach.gov/bizcare



Green Business Program

- The City of Long Beach Green Business Program conducts outreach to businesses and provides technical assistance to help businesses improve energy efficiency, reduce waste, save water, prevent pollution, and increase employee awareness of sustainability.
- In 2023, we certified 25 businesses



- 325,316 lbs. of GHGs
 - Equivalent to planting 506 acres of trees
- 235,809 lbs. of waste
 - Equivalent to 147 garbage trucks worth of diverted waste
- 1,076,438 gallons of water
 - Equivalent to 25,641 bathtubs of fresh drinking water
- 324,857 kWh of energy
 - Equivalent to powering 45 homes for an entire year

Workforce Development



Pacific Gateway Workforce Innovation Network (PGWIN), the City's workforce development agency connects businesses to the resources they need to find and retain qualified employees, as well as strengthen their organization. PGWIN serves Long Beach, Signal Hill, and the Los Angeles Harbor communities.

PGWIN's business services include:

- Recruitment and Hiring
- Work Experience Programs
- On-the-Job Training Program



Contact BizConnect@pacific-gateway.org

Small Business Support

Business Brief Newsletter



**City of Long Beach
Business Brief**

[Click here to view in your web browser](#)

Development Department's continuing to ensure you are business resources and news.

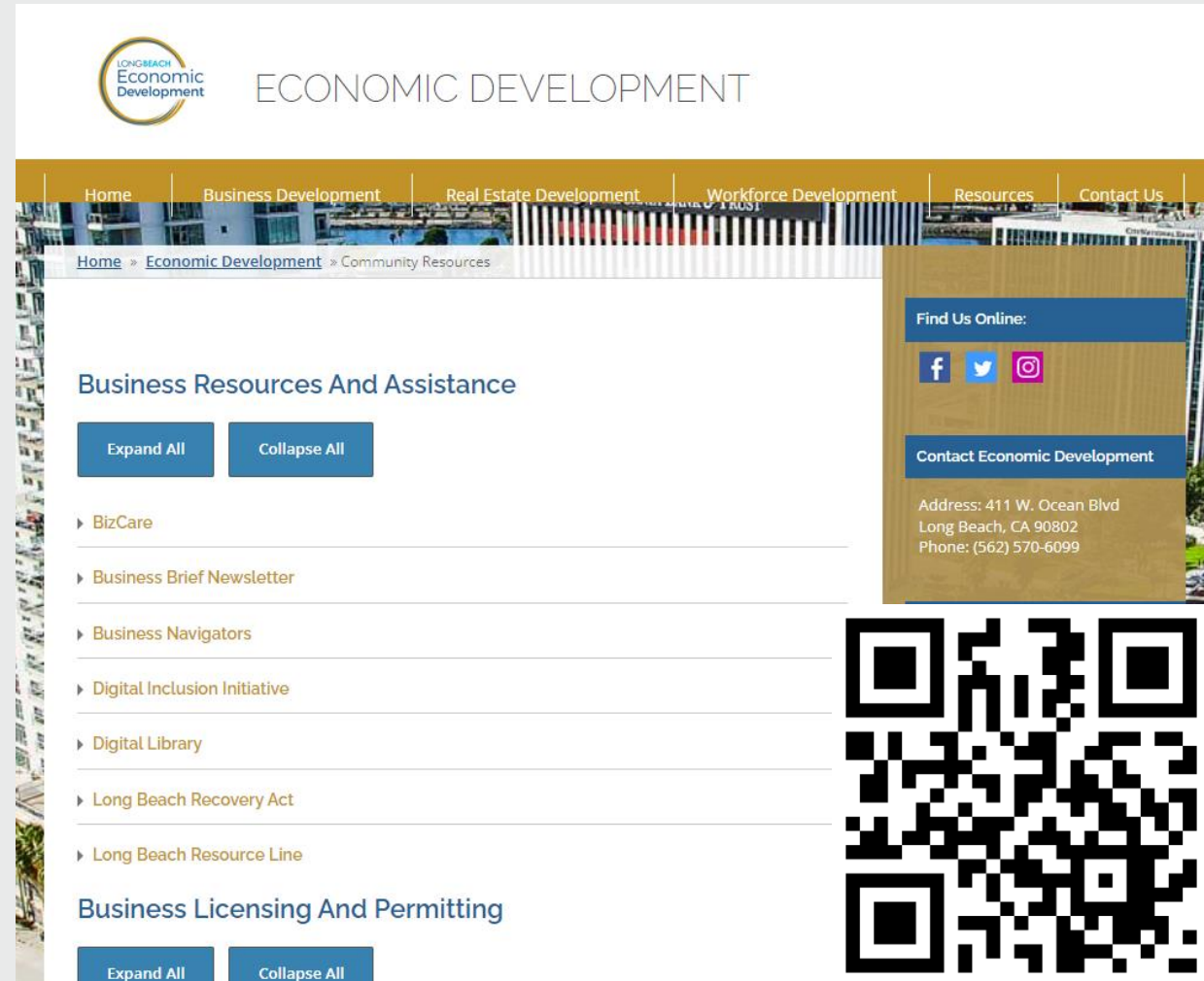
EN ESPAÑOL

New This Issue!

each to Launch Shop Long Beach
uly to Encourage Shopping Local



Business Resource Page



LONG BEACH Economic Development ECONOMIC DEVELOPMENT

Home | Business Development | Real Estate Development | Workforce Development | Resources | Contact Us

Home » [Economic Development](#) » Community Resources

Business Resources And Assistance

[Expand All](#) [Collapse All](#)

- ▶ [BizCare](#)
- ▶ [Business Brief Newsletter](#)
- ▶ [Business Navigators](#)
- ▶ [Digital Inclusion Initiative](#)
- ▶ [Digital Library](#)
- ▶ [Long Beach Recovery Act](#)
- ▶ [Long Beach Resource Line](#)

Business Licensing And Permitting

[Expand All](#) [Collapse All](#)

Find Us Online:

[f](#) [t](#) [i](#)

Contact Economic Development

Address: 411 W. Ocean Blvd
Long Beach, CA 90802
Phone: (562) 570-6099



Questions & Answers

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