



**Informal Selection
for
Office Supplies for the Finance Department**
2026-Informal-0368

1. Introduction

1. Summary

The City is seeking quotes or proposals for Office Supplies for the Finance Department as outlined in this SOLICITATION.

The Contractor may need to meet other certain minimum qualifications to propose on this specification..

2026-Informal-0368

The City of Pasadena Finance Department is conducting a bid to obtain quotes for various office supplies. The office supply quotes should cover a period of three years.

2. Contact Information

Deadline for Questions

The deadline to submit questions related to this solicitation is Tuesday, June 23, 2026, prior to 4:00 pm.

Questions regarding this solicitation should be submitted directly through the City's eProcurement Portal Q&A function. Do not contact any City employee or official regarding this solicitation. Any questions submitted after the date and time specified may not be considered.

Vendor Registration Instructions & Customer Service information:

Click here to register on the City's [eProcurement Portal](#).

If you are already registered and need help logging in or retrieving your user information use the blue chat bubble on the lower right hand corner of the screen.

Additional instructions are included in this solicitation (See section named "Instructions for Registering onto the City's eProcurement Portal).

Customer Service

For assistance with e-bidding or uploading documents: Contact Open Gov via the blue chat bubble
Monday through Friday 5am - 5pm PST, except statutory holidays



Maria Torres

Management Analyst

Email: mtorres@cityofpasadena.netPhone: [\(626\) 744-4351](tel:(626)744-4351)**Department:**

Finance Department

3. Timeline

Release Project Date	June 17, 2026
Question Submission Deadline	June 23, 2026, 4:00pm
Submission Deadline	June 30, 2026, 3:00pm

2. Instructions**1. NOTICE REGARDING DISCLOSURE OF CONTENTS OF DOCUMENT**

All responses to this solicitation accepted by the City of Pasadena (City) shall become the exclusive property of the City. At such time as the City recommends a contractor, and such recommendation, with any recommended contract, all proposals accepted by the City shall become a matter of public record and shall be regarded as public, with the exception of those elements of each proposal which are defined by the contractor as business or trade secrets and plainly marked as "Trade Secret", "Confidential" or "Proprietary". Each element of a proposal which a contractor desires not to be considered a public record must be clearly marked as set forth above, and any blanket statement (i.e. regarding entire pages, documents or other non-specific designations) shall not be sufficient and shall not bind the City in any way whatsoever. If disclosure is required or permitted under the California Public Records Act or otherwise by law, the City shall not in any way be liable or responsible for the disclosure of any such records or part thereof.

2. TERMS AND CONDITIONS OF PURCHASE ORDER CONTRACT**TERMS AND CONDITIONS OF PURCHASE ORDER CONTRACT**

<https://www.cityofpasadena.net/wp-content/uploads/sites/27/Terms-Conditions-of-Purchase-Order.pdf>

3. Contract Duration

The Contract resulting from this proposal is scheduled to start 7/1/2026. The Contract resulting from this proposal is scheduled to end 6/30/2029.

4. PRICE ADJUSTMENTS

At the conclusion of the first contract year and prior to the commencement of the second contract year or any subsequent contract extension period, the contractor may request unit price increases. Under no circumstances shall the City accept price increases, which exceed the rate of the then current Consumer Price Index (C.P.I.) for the latest available preceding 12 month period.

5. *Evaluation of Bid*

Bids will be evaluated based on the lowest Grand Total Price submitted in the Bidders' Proposal. The contract award will be made from among responsive and responsible bidders. In case of a discrepancy between the unit prices and item total, the unit price shall govern. In the event of a discrepancy between the item totals and the grand total price the item totals shall prevail. The prices will be subject to adjustment by the City on that basis in the event of discrepancy and bid awarded.

6. *PUBLIC CONTRACT CODE SEC. 9204 NEW PUBLIC WORKS CLAIMS PROCEDURE*

Observe attached details regarding Public Contract Code Section 9204. AB 626, approved by the Governor on September 29, 2016, created a new Public Contract Code Section 9204, which specifies new procedural requirements for claims submitted by a contractor on any public works project. These new requirements contain burdens for both private contractors and public entities and are specifically made applicable to charter cities.

7. *Quantities*

The quantities contained in the documents are approximate only and are for the sole purpose of comparing proposals. The City may, in accordance with the specifications, request additional goods or services as necessary at the City's sole discretion, as increased by the unit price noted and payment will be made for the amount of goods or services actually provided as determined by the City and accepted at the unit prices noted in the proposal.

8. *Standard terms and conditions*

Prior to the award of any work hereunder, City and contractor shall enter into a written contract in substantially the form attached hereto with such revisions thereto as the City may determine necessary and appropriate. PROPOSERS responding to this SOLICITATION are strongly advised to review all the terms and conditions of the contract, and shall be deemed to have accepted them.

9. *Funding Source*

This procurement is funded by: City of Pasadena. Vendors must submit all required document with their proposal.

10. *COST PROPOSAL: Cost Proposal Submittal*

Parties interested in responding are required to submit their Cost Proposal with their Technical proposal (if one was required).



The pricing must include the total price proposed to accomplish all the performance and deliverables requested in this SOLICITATION, and offered by your firm. Each Proposer must submit a Price Proposal containing all costs associated with the technical proposal. The cost proposal shall describe both the total and the detailed price for which the consultant will commit to complete the total scope of work and end products. The cost proposal detail shall describe costs for each professional's time, for the completion of each proposed task, and for all materials and supplies.

The fee information is relevant to a determination of whether the fee is fair and reasonable in light of the services to be provided. Costs shall include the proposed costs and, if necessary, the approximate number of hours to provide the services as described in your proposal. Any additional fees outside the scope of the agreement must be approved in writing before commencing services for said fees. Vendor's response must be inclusive of all costs and expenses associated with travel, lodging, and any other incidental costs. The City will not separately reimburse costs not included in the proposal.

11. Definitions

The words (A) "City", (B) "Department", (C) "Director", or (D) "Contractor", as used in this SOLICITATION, shall be understood to refer respectively to (A) the City of Pasadena, California; (B) the several departments therein; (C) the directors of the several City departments; or any of their properly authorized assistants; and (D) the person, firm or corporation with whom the contract is made by said City or the agent or legal representative who may be appointed to represent such person, firm or corporation in the signing and performance of said contract.

12. Addenda

If any person contemplating submitting a proposal of the items or services listed herein is in doubt as to the true meaning of any part of this SOLICITATION, he/she may submit to the City representative(s) identified in the subsection named "Deadline for RFP Questions," above, a written request for an interpretation or correction thereof.

Any interpretation or correction of City specifications will be made only by addendum, duly issued by the City representative(s) identified in Section 3, above. Addenda (if any) shall be made available to each Proposer. A proposer's failure to address the requirements of any and all addenda may result in the proposal not being considered. If the City determines that a time extension is required for the proposal, the City will issue an addendum that will give the new submission date. The Proposer is responsible to register with "OpenGov" at www.cityofpasadena.net to insure they receive all SOLICITATION documents including addendums which are available as a download.

The City reserves the right to change any part of these Instructions to PROPOSERS and Specifications any time prior to Deadline for Submissions. Any changes shall be in the form of addenda and will become a part of the Proposal documents and of the contract.

13. Ordering Authority

Work orders of products or services will be placed in writing by Various staff in the Finance Department. . Any work orders made through any other methods or by any other individuals may not be accepted.



14. RELEVANT EXPERIENCE

Provide experience with governmental agencies for **two** projects/contracts of similar scope and size. Complete and submit the attached Relevant Experience Form with your proposal to demonstrate experience with projects/contracts of similar scope and size to that which is to be performed.

15. Delivery Instructions

Regular deliveries: Must deliver within 3 **business days** of order placement. Business days are defined as Monday through every other Friday between the hours of 7:30 a.m. to 5:30 p.m. See the schedule for closed Fridays: <https://www.cityofpasadena.net/planning/scheduled-city-closure-9-80-plan/>.

Deliveries Must be Made to:

Please refer to the addresses included in the Scope of Work.

16. WARRANTY

Contractor shall provide factory warranties on all materials furnished against defects in materials and/or workmanship. The factory warranty shall become effective on the date of delivery and acceptance by the City. Should any defect in materials or workmanship appear during the warranty period, the Contractor shall repair or replace the same at no cost to the City.

17. DEFECTIVE MATERIALS:

Any materials not conforming to requirements of this Specification shall be considered defective. All such materials, whether in place or not, shall be immediately removed from the site of the work. Any defective materials installed shall be removed and replaced by the City and all costs of removal and replacement shall be deducted from any amounts due or to become due to the Contractor. No rejected materials, the defects of which have been subsequently corrected, shall be used.

18. RECEIVING AND INSPECTION

Deficient parts will be rejected and the Contractor will be required to make the necessary adjustments or replacements. It shall be the Contractor's responsibility to pick up any rejected parts, make the necessary corrections, and re-deliver at no additional cost to the City.

19. Equivalents to Specifications



The material, equipment or service offered by the bidder will meet all requirements of this solicitation. Questions requesting approval of equals must be submitted before the deadline for questions to the City contacts listed in the solicitation. Bidder must provide all information (no pricing) in order for the City to determine if the product offered is an equal to the manufacturer specified and/or meets the technical specifications. This includes details for each item to which a proposed equal will be taken, proposed make and model specifications, and any other information on the material specified herein regarding approved equals requested. Bidder must state brand name and/or manufacturer of each item proposed and include detailed specifications. All guarantees and/or warranties must also be stated. Parts and materials must be latest model or current date and meet specifications or be equal to the specifications.

During the question and answer period for this solicitation (Office Supplies for the Finance Department; 2026-Informal-0368), the City reserves the right to determine whether equivalents meet the bid specifications of the City, and are equal to the manufacturer specified or the stated technical specifications. The decision of the City regarding equality shall be final.

3. Specification

1. Scope of Work

GENERAL INFORMATION

The Finance Department is seeking a vendor to provide general office supplies. Bidders must bid on all items. Physical samples are not required. Shipping costs shall be free or included into the bid prices. The quantities contained in the documents are approximate only and are for the sole purpose of comparing proposals. The City may, in accordance with the specifications, request additional goods or services as necessary at the City's sole discretion, as increased by the unit price noted and payment will be made for the amount of goods or services actually provided as determined by the City and accepted at the unit prices noted in the proposal. Vendor must also provide a contact person that can be reached by phone and email during normal business hours that can accept any orders placed by the Contract Administrator.

ONLINE ORDERING

Must provide 24/7 online ordering with individual login IDs for designated buyers. Items must include details such as photo images, quantities per UOM, weight, colors, etc., and contract prices must be visible to staff placing orders. Completed orders must be confirmed back to buyer through email. Vendors must also provide a contact person by phone or email during normal business hours that can answer questions about product, prices, and assist with special order items.

REPORTING

Upon request, vendor must be able to provide summary report that includes the following details:

- a) Invoice Number
- b) Items and catalog percentage discount
- c) Quantities



d) Purchasing Location

e) Buyer

f) Price

EXCHANGE AND RETURNS

If an item must be exchanged and returned, vendor must issue a credit memo within five (5) working days.

DELIVERY LOCATIONS

Standard delivery shall be no later than two business days after orders are placed within normal business hours.

- Finance Administration Office: 100 N. Garfield Avenue, 3rd Floor S348 Pasadena, CA 91101
- Municipal Services Office: 100 N. Garfield Avenue, Room N106 Pasadena, CA 91101
- Printing Services Office: 100 N. Garfield Avenue, Room N-012 Pasadena, CA 91101

Normal Business Hours are Monday through Thursday and every other Friday 8:00 a.m. until 4:30 p.m. No deliveries shall take place on Saturday, Sunday, or holidays recognized by the City of Pasadena.

See the schedule for closed Fridays: <https://www.cityofpasadena.net/planning/scheduled-city-closure-9-80-plan/>.

SHIPPING, STORAGE, AND HANDLING

The Vendor shall assume all responsibility for the safe delivery of THE MATERIALS shipped to its destination. The materials shall be protectively packaged for shipment to mitigate the risks to handling such as impacts, atmospheric conditions such as excessive heat and moisture control, and any other shipping risks.

4. Pricing Proposal

In response to the Request for Quotes for **Office Supplies for the Finance Department** the undersigned proposes and agrees to furnish the required material in strict conformity with the general and detailed specifications and data on manufacturer's data sheets and/or exceptions made part of the bid and accepted by the City in writing.

INSTRUCTIONS:

Each bidder must bid on all items shown in the Bidder's Pricing Table. If any bidder makes any alteration, interlineation or deviation in any of the printed matter of the proposal or if the signature of the bidder is incomplete, the bid will be considered informal and may be rejected.

The price bid shall include any and all charges required under the California Retail Sales Act of 1933 as amended and the California Use Tax Act of 1935.



Instructions: For each Item, please multiply the Unit Price by the corresponding Quantity to determine the Item Price. Sum the Item Prices to determine the Item Total. Sum the Item Total and the Sales Tax to determine the Grand Total Price.

All bid pricing must be entered into the City's [eProcurement Portal](#) or the bid may be considered informal and deemed non-responsive, do not use a separate document attachment to represent your pricing.

FINANCE DEPARTMENT OFFICE SUPPLIES



Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Finance Section
1	Perforated Ruled Writing Pads, Wide/Legal Rule, Red Headband, 50 White 8.5 x 11.75 Sheets, Dozen	1	Dozen			Admin/Munic Svcs
2	Perforated Ruled Writing Pads, Narrow Rule, Red Headband, 50 White 5 x 8 Sheets, Dozen	1	Dozen			Admin/Munic Svcs
3	Direct Thermal Printing Paper Rolls, 3.13 x 230 ft, White, 10/Pack	1	Pack			Admin/Munic Svcs
4	Self-Stick Note Pad Value Pack, 3 x 3, Yellow, 100 Sheets/Pad, 18 Pads/Pack	1	Pack			Admin/Munic Svcs
5	Self-Stick Note Pads, 1.5 x 2, Yellow, 100 Sheets/Pad, 12 Pads/Pack	1	Pack			Admin/Munic Svcs
6	Standard Chisel Point Staples, 0.25 Leg, 0.5 Crown, Steel, 5,000/Box, 5 Boxes/Pack, 25,000/Pack	1	Pack			Admin/Munic Svcs
7	Binder Clips, Small, Black/Silver, 12/Box	1	Box			Admin/Munic Svcs
8	Binder Clips, Medium, Black/Silver, 12/Box	1	Box			Admin/Munic Svcs
9	Binder Clips, Large, Black/Silver, 12/Box	1	Box			Admin/Munic Svcs
10	Paper Clips, Jumbo, Nonskid, Silver, 100 Clips/Box, 10 Boxes/Pack	1	Pack			Admin/Munic Svcs



Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Finance Section
11	Paper Clips, #1, Nonskid, Silver, 100 Clips/Box, 10 Boxes/Pack	1	Pack			Admin/Munic Svcs
12	Top Tab File Folders, 1/3-Cut Tabs: Assorted, Letter Size, 0.75 Expansion, Manila, 100/Box	1	Box			Admin/Munic Svcs
13	Reinforced Top-Tab File Folders, 1/3-Cut Tabs: Assorted, Letter Size, 1 Expansion, Assorted Colors, 100/Box	1	Box			Admin/Munic Svcs
14	Redrope Expanding File Pockets, 3.5 Expansion, Letter Size, Redrope, 25/Box	1	Box			Admin/Munic Svcs
15	Deluxe Reinforced Recycled Hanging File Folders, Legal Size, 1/5-Cut Tabs, Standard Green, 25/Box	1	Box			Admin/Munic Svcs
16	Rubber Bands, Size 19, 0.04 Gauge, Beige, 4 oz Box, 310/Pack	1	Pack			Admin/Munic Svcs
17	Rubber Bands, Size 117, 0.06 Gauge, Beige, 4 oz Box, 50/Pack	1	Pack			Admin/Munic Svcs
18	Glue Stick, 0.28 oz, Applies and Dries Clear, 12/Pack	1	Pack			Admin/Munic Svcs
19	Wite-Out EZ Correct Correction Tape Value Pack, Non-Refillable, Randomly Assorted Applicator Colors, 0.17 x 472, 10/Box	1	Box			Admin/Munic Svcs
20	Invisible Tape, 1 Core, 0.75 x 36 yds, Clear, 12/Pack	1	Pack			Admin/Munic Svcs



Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Finance Section
21	Compressed Air Duster for Electronics, 10 oz Can, 2/Pack	1	Pack			Admin/Munic Svcs
22	Paper Hot Cups, 8 oz, White, 50/Sleeve, 20 Sleeves/Box	1	Carton			Admin/Munic Svcs
23	Easy Peel White Address Labels w/ Sure Feed Technology, Laser Printers, 1 x 2.63, White, 30/Sheet, 100 Sheets/Box	1	Box			Admin/Munic Svcs
24	High-Density Shredder Bags, 56 gal Capacity, 100/Box	1	Box			Admin/Munic Svcs
25	Professional Alkaline AA Batteries, 24/Box	1	Box			Admin/Munic Svcs
26	Professional Alkaline AAA Batteries, 24/Box	1	Box			Admin/Munic Svcs
27	Brite Liner Highlighter, Fluorescent Yellow Ink, Chisel Tip, Yellow/Black Barrel, Dozen	1	Dozen			Admin/Munic Svcs
28	Brite Liner Highlighter, Fluorescent Blue Ink, Chisel Tip, Blue/Black Barrel, Dozen	1	Dozen			Admin/Munic Svcs
29	Brite Liner Highlighter, Fluorescent Pink Ink, Chisel Tip, Pink/Black Barrel, Dozen	1	Dozen			Admin/Munic Svcs
30	Gel-ocity Gel Pen, Retractable, Medium 0.7 mm, Blue Ink, Translucent Blue Barrel, Dozen	1	Dozen			Admin/Munic Svcs
31	Gel-ocity Gel Pen, Retractable, Medium 0.7 mm, Black Ink, Translucent Black Barrel, Dozen	1	Dozen			Admin/Munic Svcs



Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Finance Section
32	Gel-ocity Gel Pen, Retractable, Medium 0.7 mm, Red Ink, Translucent Red Barrel, Dozen	1	Dozen			Admin/Munic Svcs
33	LabelWriter Address Labels, 1.12 x 3.5, White, 260 Labels/Roll, 2 Rolls/Pack	1	Box			Admin/Munic Svcs
34	Visitor Self-Adhesive Name Badges, 3.5 x 2.25, White/Blue, 100/Pack	1	Pack			Admin/Munic Svcs
35	Manual Pot/Pan Dish Detergent, Original Scent, 1 gal Bottle	1	Each			Admin/Munic Svcs
36	#2 Woodcase Pencil, HB (#2), Black Lead, Yellow Barrel, Dozen	1	Dozen			Admin/Munic Svcs
37	Round Stic Xtra Life Ballpoint Pen, Stick, Medium 1 mm, Blue Ink, Translucent Blue Barrel, Dozen	1	Dozen			Admin/Munic Svcs
38	Round Stic Xtra Life Ballpoint Pen, Stick, Medium 1 mm, Blue Ink, Translucent Blue Barrel, Dozen	1	Dozen			Admin/Munic Svcs
39	X-Treme Rubber Bands, Size 117B, 0.08 Gauge, Lime Green, 1 lb Box, 200/Box	1	Box			Admin/Munic Svcs
40	Quat-Based Disinfecting Wipes, 7 x 8, Fresh Scent, 75/Canister, 6 Canisters/Carton	1	Carton			Admin/Munic Svcs
41	Advanced Hand Sanitizer Refreshing Gel, 1.5 L Pump Bottle, Clean Scent, 4/Carton	1	Carton			Admin/Munic Svcs



Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Finance Section
42	Genuine Joe Cube Box Facial Tissue - 2 Ply - Interfolded - White - 36 / Carton	1	Carton			Admin/Munic Svcs
43	HP 148A Black Original Standard Yield Laser Toner Cartridge 2,900 pages (Admin. front desk)	1	Each			Admin
44	HP 131A (CF210A) Black Original Standard Yeld Laser Toner Cartridge-Single Pack-1,600 pages (Admin-K. Schnaider)	1	Each			Admin
45	HP 131A (CF211A) Cyan Original Standard Yeld Laser Toner Cartridge-Single Pack-1,800 pages (Admin-K. Schnaider)	1	Each			Admin
46	HP 131A (CF212A) Yellow Original Standard Yeld Laser Toner Cartridge-Single Pack-1,800 pages (Admin-K. Schnaider)	1	Each			Admin
47	HP 131A (CF213A) Magenta Original Standard Yeld Laser Toner Cartridge-Single Pack-1,800 pages (Admin-K. Schnaider)	1	Each			Admin
48	HP 90A (CE390A) Black Original Standard Yeld Laser Toner Cartridge-Single Pack-10,000 pages (A/R-A. Ortega)	1	Each			Admin
49	HP 42A (Q5942A) Black Original Standard Yield Laser Toner Cartridge-Single Pack-10,000 pages (Utility Acctg-3rd FI)	1	Each			Admin



Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Finance Section
50	HP 58A (CF258A) Black Original Standard Yield Laser Toner Cartridge (A/R-A. Ortega)	1	Each			Admin
51	HP 305A (CE305AQ1) Black, Cyan, Magenta, Yellow Original Laser Toner Cartridge Combo Pack 4/Carton-color-1,520 pages; black-1,800 pages (Purchasing-R. Graves)	1	Each			Admin
52	HP 80A (CF280A) Black Original Standard Yield Laser Toner Cartridge-2,700 pages (Payroll-A. Law)	1	Each			Admin
53	HP 213A (W2130A) Black Original laserJet Toner Cartridge	1	Each			Munic. Svcs.
54	HP 213A (W2133A) Magenta Original LaserJet Toner Cartridge	1	Each			Munic. Svcs.
55	HP 213A (W2132A) Yellow Original LaserJet Toner Cartridge	1	Each			Munic. Svcs.
56	HP 213A (W2131A) Cyan Original LaserJet Toner Cartridge	1	Each			Munic. Svcs.
57	Alera Elusion Series Mesh Mid-Back Multifunction Chair, Premium Fabric, Supports up to 275 lb, 17.7 to 21.4 Seat Height, Black	1	Each			Munic. Svcs.
58	Spray Adhesive, 14 oz, dries clear	1	Each			Printing Svcs.
59	Super 77 Multipurpose spray adhesive, 10.25 oz. dries clear	1	Each			Printing Svcs.



Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Finance Section
60	Photo mount spray adhesive, 10.25 oz, dries clear.	1	Each			Printing Svcs.
61	Fine Tip permanent marker, fine bullet tip, black, dozen	1	Dozen			Printing Svcs.
62	Ultra Fine Tip permanent marker, ultra-fine needle tip, black, dozen	1	Dozen			Printing Svcs.
63	15927 Desktop calculator, dual power, 8-digit LCD	1	Each			Printing Svcs.
64	Sure start packaging tape for DP1000 dispensers, 1.5 core, 1.88x75 ft., clear, 6/pack	1	Pack			Printing Svcs.
65	Sure Feed glossy labels, 3 dia, white, 8 labels/sheet, 10 sheets pack	1	Pack			Printing Svcs.
66	Pathways soak proof sheild heavy weight paper plates, 10.13 dia, green/burgundy, 125/pack	1	Pack			Printing Svcs.
67	Plastic cutlery, heavyweight knife, white, 100/box	1	Box			Printing Svcs.
68	Box handler gloves, EN388:3131, 9 long, x-large, black, pair	1	Pair			Printing Svcs.
69	Disposable compressed air duster, 10 oz can, 2/pack	1	Pack			Printing Svcs.
70	Copper top alkaline D batteries, 12/box	1	Box			Printing Svcs.
71	Power boost copper top alkaline AAA batteries, 36/pack	1	Pack			Printing Svcs.



Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Finance Section
72	Power boost copper top alkaline AA batteries, 36/pack	5	Pack			Printing Svcs.
73	Pathways paper hot cups, 16 oz, white/brown, 50/pack	6	Pack			Printing Svcs.
74	100% recycled lunch napkins, 1-ply, 11.4x12.5, white, 400/pack.	2	Pack			Printing Svcs.
TOTAL						

5. City Requirements

There are forms included in the section named Submittal/Checklist of these specifications which a bidder or proposer must complete to establish compliance with a number of City Requirements, including, but not limited to, equal employment opportunity and affidavit of non-collusion. These forms and their instructions should be considered an integral part of the specifications and failure to complete them may be grounds, in the sole discretion of the city, for rejection of any bidder or proposer.

1. *Pasadena Operating Companies*

If this solicitation is issued by an Operating Company of the City of Pasadena including the Pasadena Center Operating Company; or Rose Bowl Operating Company; or Pasadena Community Access Corporation: In this solicitation, any reference to the City, shall actually refer to the PCOC, PRHB, or RBOC, or PCAC, e.g. "City" shall refer to the Operating Company, "City Council" to its Board of Directors, and "City Manager" to its Chief Executive Officer.

2. *Equal Employment Opportunity in Contracting*

Policy - The City of Pasadena is committed to a policy of Equal Employment:

- **Contracting.** Contractors expressly agree to comply with the City's ordinances and regulations regarding Equal Opportunity Employment as well as regulations that may be mandated by the source of the funds supporting this contract.

Compliance – To the extent permitted by law, Contractor expressly agrees to establish compliance with the Equal Employment Opportunity Practices Provisions of Chapter 4.08 of the Pasadena Municipal Code, and the Rules and Regulations adopted pursuant to said ordinance.



The successful bidder or proposer may be required to submit documentation during the term of the contract to evidence on going compliance with the City's Equal Opportunity Practices Provisions. Such documentation may include, but not be limited to certified payroll records and Current Permanent Workforce Utilization reports.

Required Forms – Each bidder or proposer must submit a completed Form AA-1. Failure to submit this form will result in automatic disqualification with no exceptions unless bidder or proposer has an approved Form on file with the City.

Questions regarding Chapter 4.08 of the Pasadena Municipal Code and regulations adopted pursuant thereto should be directed to the Department of Finance, Purchasing Division 626.744.6755.

3. Declaration of Non-Collusion by Contractor

This form is only applied for formal solicitations \$75,000 or more. The City requires that each bidder or proposer executes and submits to the City with the Bid/Proposal, the attached Declaration of Non Collusion in the [#Bidder's Submittals/Checklist](#).

4. SAMPLE CONTRACT

A sample of the contract the successful vendor will be required to enter into with the City is attached hereto and by this reference incorporated herein and made part of this solicitation.

5. CHANGE ORDER MANAGEMENT

Any additional work identified during the course of the project that is deemed necessary, but outside the original Scope of Services, must be recorded as a Change Order and approved by the City in writing before work is started.

6. Local Preferences

The City of Pasadena is committed to promoting the economic health and well being of its residents. To this end, contractor agrees to recruit Pasadena residents initially and to give them preference, if all other factors are equal, for any new positions that result from the performance of this contract and which are performed within the City.

7. Pasadena Business License

Awarded bidder or proposer may be required to obtain and pay for any required business license under Title 5 of the Pasadena Municipal Code.

- If the business will not come into the City for the purpose of providing services for this contract they are not required to obtain a business license.
- If the business will only be coming into the city no more than 10 times to work on projects, they are charged 33% of the annual tax (5.04.130C)
- If they come into the City more than 10 times they are required to pay the annual fee.



- Any subcontractors used by the awarded bidder or proposer will be required to obtain a license if they will be coming into the City to perform services.

For further information contact Municipal Services Department at (626) 744-4166, Monday-Friday between 7:15 am and 5:15 pm. Additional Information regarding business license fees can be found here: <https://www.cityofpasadena.net/finance/licenses/business-licenses/>

8. Invoice Submission Portal

Invoice Submission Portal

The invoice submission process is activated when an invoice is submitted through the Vendor Invoice Portal. Invoices submitted are automatically sent to the department being invoiced for review. Once the city department verifies its accuracy, the department will submit the invoice to Accounts Payable for payment processing. One final review and approval by the department who was invoiced is needed in order for a check to be issued. Checks are issued on Tuesday and Thursday.

How to submit invoices to the City of Pasadena?

Create an account: Visit the City's Invoice Submission website: <https://invoice.cityofpasadena.net/> and select "Create Account"

Refer to the "[Invoice Submission Portal - Vendor User Guide](#)" for detailed instructions.

9. Acceptance of Conditions

By submitting a bid or proposal, each bidder or proposer expressly agrees to and accepts the following conditions:

- All parts of the Instructions to bidder or proposer and Specifications will become part of the Contract between the selected bidder or proposer and the City;
- The City may require whatever evidence is deemed necessary relative to the bidder or proposer financial stability and ability to complete this project;
- The City reserves the right to request further information from the bidder or proposer, either in writing or orally, to establish any stated qualifications;
- The City reserves the right to solely judge the bidder or proposer representations, and to solely determine whether the bidder or proposer is qualified to undertake the project pursuant to the criteria set forth herein. The bidder or proposer, by submitting a bid, expressly acknowledges and agrees that the judgment of the City as to whether or not the bidder or proposer is qualified to perform the project, shall be final, binding and conclusive;
- The City reserves the right to reject all bids, waive any irregularity in any of the bids, or cancel or delay the project at any time;
- This bidding process does not commit the City to award any contract, and the City is not liable for any costs incurred by the bidder or proposer in the preparation and submission of a bid.

10. Pasadena Living Wage Ordinance



If this purchase includes a service, and the contract total is at \$25,000 or more, it is then subject to the City of Pasadena's Living Wage Ordinance, Pasadena Municipal Code Chapter 4.11. The ordinance requires that contractors providing labor or services to the City under contracts in excess of \$25,000 pay no less than the City's Living Wage to all employees who spend any of their time providing labor or delivering services to the City.

The selected contractor will be required to evidence compliance with the Living Wage Ordinance by submitting payroll records as requested by the City. Each record shall include the full name of each employee performing labor or providing services under the contract; job classification; rate of pay and benefit rate.

Failure to comply with the provisions of the Pasadena Living Wage Ordinance is grounds for termination of the contract and a basis for penalties as stated in Pasadena Municipal Code Chapter 4.11. Questions concerning the Pasadena Living Wage Ordinance should be directed to:

Finance Department
Purchasing Division
626-744-6755 - phone
626-744-6757 – fax

Please visit <https://ww5.cityofpasadena.net/finance/doing-business-with-the-city/> for the current calendar year Pasadena Living Wage rate.

11. PAYMENT OF A CITY-WIDE MINIMUM WAGE

If a vendor is providing labor for any subsequent contract resulting from this solicitation, they must comply with the City of Pasadena Minimum Wage as set forth in Chapter 5.02 of the Pasadena Municipal Code. Vendors are encouraged to review the City's minimum wage information guide at (<https://bit.ly/3o3SHMh>). The minimum wage ordinance may be found at [Pasadena Municipal Code](#).

12. Errors and Omissions

Bidders or Proposers shall not be allowed to take advantage of any errors or omissions in the Instructions to Bidders/General Instructions or Specifications/Scope of Work. Full instructions will be given if such error or omission is discovered and timely called to the attention of the City.

13. Patent Fees; Patent, Copyright, Trade Secret, and Trademark Fees

Each bidder or proposer shall include in the price bid any patent fees, royalties and charges on any patented article or process to be furnished or used in the prosecution of the Work.

14. Taxes

Price bid or Price Proposals shall include all federal, state, local and other taxes.

15. Certificate of Insurance



Proof of insurance is not required to be submitted with your bid/proposal, but will be required prior to the City's award of the contract. Refer to the Insurance requirements in the "Insurance Requirements" section of this document.

16. REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION (IRS Form W-9)

The winning proposal/bid may be required to submit a completed and signed [IRS Form W-9](#). Failure to submit this form may result in the response being deemed non-responsive.

Link: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

17. LIMITATIONS ON LIABILITY

Bidders acknowledge that they shall provide the goods and/or services without monetary limitations on liability. If Bidders take exception to this requirement, Bidders shall expressly state any exceptions, including the proposed limits of liability, (a) in detail; (b) as a separate line item; and (c) not part of any form documents submitted. Bidders acknowledge that any exceptions may result in a finding of non-responsiveness.

18. Recycled Product Procurement Mandates Pertaining to Local Governments [22150 - 22154]

This section is only applied when buying paper products.

Beginning January 1, 2022, SB 1383 requires jurisdictions (cities, counties, cities and counties, or special districts that provide solid waste collection services) to purchase recycled-content paper products that are recyclable.

SB 1383 builds upon existing laws that require jurisdictions to purchase products that contain minimum recycled content, and adds additional requirements on product recyclability and recordkeeping.

All vendors providing Paper Products and Printing and Writing Paper shall:

- Provide products that contain no less than 30% minimum recycled content and recyclability (described in further detail in State of California, [PCC Sections 22150-22154](#), under the sections "Recycled-Content Requirements" and "Recyclability Requirements").
- Provide a written certification and other verification from product vendors, as applicable, certifying that the products meet the recycled-content and recyclability requirements.

19. Compliance with the Levine Act (Government Code Section 84308)

The Levine Act precludes an officer of a local government agency, including an elected official, from participating in the award of a contract if he or she receives any political contributions totaling more than \$250 in the 12 months preceding the pendency of the contract award, and for 12 months following the final decision, from the person or company awarded the contract. Proposers should ensure their employees, agents, and consultants are aware of the requirements of the Levine Act before the proposal is submitted, so as to avoid inadvertent violations.

20. AVAILABILITY OF FUNDS



The provisions of this Contract relating to payment for products or services shall become effective when funds assigned for the purpose of compensating the Contractor as herein provided are actually available to for disbursement. The City shall be the sole judge and authority in determining the availability of funds under this Contract. If any action is taken by the City, any state agency, Federal department or any other agency to suspend, decrease, or terminate its fiscal obligations under, or in connection with, this Contract, the City may amend, suspend, decrease, or terminate its obligations under, or in connection with, this Contract. In the event of termination, The City shall be liable for payment only for products provided or services rendered prior to the effective date of the termination, provided that such products or services were provided or performed in accordance with the provisions of this Contract.

21. Addenda

If any person contemplating submitting a proposal of the items or services listed herein is in doubt as to the true meaning of any part of this RFP, he/she may submit a question through the City's [eProcurement Portal](#) Q&A section for an interpretation or correction thereof.

Any interpretation or correction of City specifications will be made only by addendum, duly issued by the City representative(s) identified in this solicitation, above. Addenda (if any) shall be made available on the City's eProcurement system, and sent to each vendor included on the "Followers" list in the City's eProcurement system. A vendor's failure to address the requirements of any and all addenda may result in the response (proposal or bid, or alike) not being considered. If the City determines that a time extension is required for the proposal, the City will issue an addendum that will give the new submission date. The vendor is responsible to register on the City's eProcurement Portal and follow the project named Office Supplies for the Finance Department in order to be included in the "Followers" list in the City's eProcurement system to insure they receive all documents including addendums which are available as a download.

The City reserves the right to change any part of these Instructions to PROPOSERS and Specifications any time prior to Deadline for Submissions. Any changes shall be in the form of addenda and will become a part of the Proposal documents and of the contract.

6. [Insurance Requirements](#)

1. Insurance Requirements

<https://www.cityofpasadena.net/finance/wp-content/uploads/sites/27/General-Most-Contracts.pdf?v=1623280176766>

7. [Public Contract Claims Procedure](#)

PUBLIC CONTRACT CODE SECTION 9204 PUBLIC WORKS CLAIMS PROCEDURE

AB 626, approved by the Governor on September 29, 2016, created a new Public Contract Code Section 9204, which specifies new procedural requirements for claims submitted by a contractor on any public works project. These new requirements contain burdens for both private contractors and public entities and are specifically made applicable to charter cities.



For this legislation, a “public works project” is defined as “the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind.” This definition is not as broad as in the Prevailing Wage Law.

A “claim” is defined as “a separate demand by a contractor sent by registered mail or certified mail with return receipt requested...” and is limited to three types of contract disputes:

1. “A time extension...for relief from damages or penalties for delay assessed by a public entity....”
2. “Payment by the public entity of money or damages arising from work done by, or on behalf of, the contractor pursuant to the contract for a public works project and payment for which is not otherwise expressly provided or to which the claimant is not otherwise entitled”, and/or
3. “Payment of an amount that is disputed by the public entity.”

Upon receipt of a claim, a public entity must "conduct a reasonable review" and provide a written statement to the contractor within 45 days of receipt of the claim. Failure of a public entity to respond to a claim within the time periods described in Section 9204 "shall result in the claim being deemed rejected in its entirety."

For any undisputed portion of a claim, a public entity must make payment within 60 days of the public entity's issuance of the written statement.

If the contractor disputes the public entity's written statement, or if the public entity fails to respond, the contractor may demand "an informal conference to meet and confer for settlement of the issues in dispute." The public entity must schedule the meet and confer conference within 30 days of the demand.

Within 10 business days following the meet and confer conference, the public entity must provide a written statement identifying the portion of the claim that remains in dispute.

Any payment due on an undisputed portion of the claim must be made within 60 days of the meet and confer conference. Amounts not paid in a timely manner shall bear interest at 7 percent per year.

After the meet and confer conference, any disputed portion of the claim "shall be submitted to non-binding mediation." If mediation fails to resolve the dispute, the parts of the claim that remain in dispute shall be subject to applicable procedures outside Section 9204 (statutory and contractual).

The full text of this new legislation is set forth below:

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1.

Section 9204 is added to the Public Contract Code, to read:

9204.

(a) The Legislature finds and declares that it is in the best interests of the state and its citizens to ensure that all construction business performed on a public works project in the state that is complete and not in dispute is paid in full and in a timely manner.

(b) Notwithstanding any other law, including, but not limited to, Article 7.1 (commencing with Section 10240) of Chapter 1 of Part 2, Chapter 10 (commencing with Section 19100) of Part 2, and Article 1.5 (commencing with Section 20104) of Chapter 1 of Part 3, this section shall apply to any claim by a contractor in connection with a public works project.



(c) For purposes of this section:

(1) "Claim" means a separate demand by a contractor sent by registered mail or certified mail with return receipt requested, for one or more of the following:

(A) A time extension, including, without limitation, for relief from damages or penalties for delay assessed by a public entity under a contract for a public works project.

(B) Payment by the public entity of money or damages arising from work done by, or on behalf of, the contractor pursuant to the contract for a public works project and payment for which is not otherwise expressly provided or to which the claimant is not otherwise entitled.

(C) Payment of an amount that is disputed by the public entity.

(2) "Contractor" means any type of contractor within the meaning of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code who has entered into a direct contract with a public entity for a public works project.

(3) (A) "Public entity" means, without limitation, except as provided in subparagraph (B), a state agency, department, office, division, bureau, board, or commission, the California State University, the University of California, a city, including a charter city, county, including a charter county, city and county, including a charter city and county, district, special district, public authority, political subdivision, public corporation, or nonprofit transit corporation wholly owned by a public agency and formed to carry out the purposes of the public agency.

(B) "Public entity" shall not include the following:

The Department of Water Resources as to any project under the jurisdiction of that department.

The Department of Transportation as to any project under the jurisdiction of that department.

The Department of Parks and Recreation as to any project under the jurisdiction of that department.

The Department of Corrections and Rehabilitation with respect to any project under its jurisdiction pursuant to Chapter 11 (commencing with Section 7000) of Title 7 of Part 3 of the Penal Code.

The Military Department as to any project under the jurisdiction of that department.

The Department of General Services as to all other projects.

The High-Speed Rail Authority.

(4) "Public works project" means the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind.

(5) "Subcontractor" means any type of contractor within the meaning of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code who either is in direct contract with a contractor or is a lower tier subcontractor.

(d) (1) (A) Upon receipt of a claim pursuant to this section, the public entity to which the claim applies shall conduct a reasonable review of the claim and, within a period not to exceed 45 days, shall provide the claimant a written statement identifying what portion of the claim is disputed and what portion is undisputed. Upon receipt of a claim, a public entity and a contractor may, by mutual agreement, extend the time period provided in this subdivision.

(B) The claimant shall furnish reasonable documentation to support the claim.



(C) If the public entity needs approval from its governing body to provide the claimant a written statement identifying the disputed portion and the undisputed portion of the claim, and the governing body does not meet within the 45 days or within the mutually agreed to extension of time following receipt of a claim sent by registered mail or certified mail, return receipt requested, the public entity shall have up to three days following the next duly publicly noticed meeting of the governing body after the 45-day period, or extension, expires to provide the claimant a written statement identifying the disputed portion and the undisputed portion.

(D) Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after the public entity issues its written statement. If the public entity fails to issue a written statement, paragraph (3) shall apply.

(2) (A) If the claimant disputes the public entity's written response, or if the public entity fails to respond to a claim issued pursuant to this section within the time prescribed, the claimant may demand in writing an informal conference to meet and confer for settlement of the issues in dispute. Upon receipt of a demand in writing sent by registered mail or certified mail, return receipt requested, the public entity shall schedule a meet and confer conference within 30 days for settlement of the dispute.

(B) Within 10 business days following the conclusion of the meet and confer conference, if the claim or any portion of the claim remains in dispute, the public entity shall provide the claimant a written statement identifying the portion of the claim that remains in dispute and the portion that is undisputed. Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after the public entity issues its written statement. Any disputed portion of the claim, as identified by the contractor in writing, shall be submitted to nonbinding mediation, with the public entity and the claimant sharing the associated costs equally. The public entity and claimant shall mutually agree to a mediator within 10 business days after the disputed portion of the claim has been identified in writing. If the parties cannot agree upon a mediator, each party shall select a mediator and those mediators shall select a qualified neutral third party to mediate with regard to the disputed portion of the claim. Each party shall bear the fees and costs charged by its respective mediator in connection with the selection of the neutral mediator. If mediation is unsuccessful, the parts of the claim remaining in dispute shall be subject to applicable procedures outside this section.

(C) For purposes of this section, mediation includes any nonbinding process, including, but not limited to, neutral evaluation or a dispute review board, in which an independent third party or board assists the parties in dispute resolution through negotiation or by issuance of an evaluation. Any mediation utilized shall conform to the timeframes in this section.

(D) Unless otherwise agreed to by the public entity and the contractor in writing, the mediation conducted pursuant to this section shall excuse any further obligation under Section 20104.4 to mediate after litigation has been commenced.

(E) This section does not preclude a public entity from requiring arbitration of disputes under private arbitration or the Public Works Contract Arbitration Program, if mediation under this section does not resolve the parties' dispute.



(3) Failure by the public entity to respond to a claim from a contractor within the time periods described in this subdivision or to otherwise meet the time requirements of this section shall result in the claim being deemed rejected in its entirety. A claim that is denied by reason of the public entity's failure to have responded to a claim, or its failure to otherwise meet the time requirements of this section, shall not constitute an adverse finding with regard to the merits of the claim or the responsibility or qualifications of the claimant.

(4) Amounts not paid in a timely manner as required by this section shall bear interest at 7 percent per annum.

(5) If a subcontractor or a lower tier subcontractor lacks legal standing to assert a claim against a public entity because privity of contract does not exist, the contractor may present to the public entity a claim on behalf of a subcontractor or lower tier subcontractor. A subcontractor may request in writing, either on his or her own behalf or on behalf of a lower tier subcontractor, that the contractor present a claim for work which was performed by the subcontractor or by a lower tier subcontractor on behalf of the subcontractor. The subcontractor requesting that the claim be presented to the public entity shall furnish reasonable documentation to support the claim. Within 45 days of receipt of this written request, the contractor shall notify the subcontractor in writing as to whether the contractor presented the claim to the public entity and, if the original contractor did not present the claim, provide the subcontractor with a statement of the reasons for not having done so.

(e) The text of this section or a summary of it shall be set forth in the plans or specifications for any public works project that may give rise to a claim under this section.

(f) A waiver of the rights granted by this section is void and contrary to public policy, provided, however, that (1) upon receipt of a claim, the parties may mutually agree to waive, in writing, mediation and proceed directly to the commencement of a civil action or binding arbitration, as applicable; and (2) a public entity may prescribe reasonable change order, claim, and dispute resolution procedures and requirements in addition to the provisions of this section, so long as the contractual provisions do not conflict with or otherwise impair the timeframes and procedures set forth in this section.

(g) This section applies to contracts entered into on or after January 1, 2017.

(h) Nothing in this section shall impose liability upon a public entity that makes loans or grants available through a competitive application process, for the failure of an awardee to meet its contractual obligations.

(i) This section shall remain in effect only until January 1, 2027, and as of that date is repealed, unless a later enacted statute that is enacted before January 1, 2027, deletes or extends that date.

(Amended by Stats. 2019, Ch. 489, Sec. 1. (AB 456) Effective January 1, 2020. Repealed as of January 1, 2027, by its own provisions.)

SEC. 2.

The Legislature finds and declares that it is of statewide concern to require a charter city, charter county, or charter city and county to follow a prescribed claims resolution process to ensure there are uniform and equitable procurement practices.

SEC. 3.



If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

8. Submittal Instructions

1. *Early Preparation for Submission*

We value your participation in this solicitation and want to ensure you have every opportunity to present your response in the manner instructed in this solicitation. It is important that you submit a **complete response prior to 3:00 pm on Tuesday, June 30, 2026** through this eProcurement portal. We strongly advise against waiting to within the last three days of the submittal deadline to begin working on your response. Starting early on your response increases time to:

- Thoroughly review all requirements and the entire solicitation document.
- Gather, organize, and complete the necessary documents for submittal.
- Address any unforeseen technical issues that may arise during the preparation or submittal of your response.

Delaying your response may result in errors, or can cause you to miss the submission deadline. Either of which can negatively impact your submittal or cause your submittal to not be accepted.

2. *Training Resources for Vendors:*

Screen Shots:

Instructions for the new eProcurement System: The following link will help you [Get Started](https://opengov.my.site.com/support/s/article/c7a5affa-e073-4d5a-8d87-b6eadcf343a9) (<https://opengov.my.site.com/support/s/article/c7a5affa-e073-4d5a-8d87-b6eadcf343a9>) and will include vendor guides for using the system. Below are additional screen shots for support.

All Video Guides: OpenGov Procurement Vendor Training

1. [New Supplier Account](#)
2. [Submit a Bid or Proposal](#)
3. [Updating Your Company Designation on a Solicitation](#)
4. [Vendor Selection of Category Codes](#)
5. [How To Subscribe To Organizations And Find Active RFPs & Bids](#)
6. [Login Process](#)
7. [How to Edit or Withdraw your Proposal after it's been Submitted](#)
8. [How to Submit a Question](#)
9. [Viewing Bid Results](#)

Video Trainings



3. OpenGov Technical Support

Technical support for an eProcurement system plays a vital role in ensuring smooth operations. You can call or email technical support using the information below.

- **Phone:** (650) 336-7167
- **Email:** support@support.opengov.com
- **Issue Log:** <https://opengov.my.site.com/support/s/contactsupport/incident>
- **Live Chat:** Click on the circle blue icon  at the bottom right of the screen.

4. Internet Access

- A. The City cannot guarantee that equipment involved in Solicitation Submission will be available to provide information or receive transmittals. It is your responsibility to ensure that you have current information and that your Submission is received as instructed in this solicitation complete and prior to the deadline. The City is not responsible for the confidentiality of information transmitted over the Internet.
- B. It is the Respondent's responsibility to review your status in our eProcurement system and update your contact information and notification preferences accordingly.
- C. The City does not recommend waiting until the last two days to start preparing or submitting your response.

5. Electronic Submission and Delivery Instructions

Parties interested in responding are required to submit electronically through the City of Pasadena's [eProcurement Portal](#) prior to 3:00 pm, Tuesday, June 30, 2026. Please upload all required documents as instructed in the section named [Submittals/Checklist](#) sufficiently early electronically through the city's eProcurement Portal before the time and day listed in this solicitation. Responses must be received in the system prior to the deadline.

The Specification or Scope of Work included in this Notice shall be considered part of any contract made pursuant thereunder.

6. Withdrawal of Proposal

Any Bidder or Proposer may withdraw their response via the City's [eProcurement Portal](#) prior to 3:00 pm on Tuesday, June 30, 2026.

7. City Changes to the Solicitation Documents



The City reserves the right to change any part of these Instructions and Specifications any time prior to the bid opening. Any changes shall be in the form of addenda and will become a part of the bid documents and of the contract. Addenda shall be made available to each Bidder or Proposer. A Bidder's or Proposer's failure to address the requirements of the addenda may result in the response not being considered. If the City determines that a time extension is required for the bid, the addenda will give the new submission date.

Addenda shall be acknowledged via the City's [eProcurement Portal](#) for the project named "Office Supplies for the Finance Department." Project ID: 2026-Informal-0368. Bidders or Proposers can view a list of addenda released by the City by clicking on "Addenda & Notices." While drafting a response, there is a section for "Addenda Confirmation" where Bidders or Proposers must acknowledge each addenda released.

8. *Deadline for Questions*

The deadline to submit questions related to this solicitation is Tuesday, June 23, 2026, prior to 4:00 pm.

Questions regarding this solicitation should be submitted directly through the City's eProcurement Portal Q&A function. Do not contact any City employee or official regarding this solicitation. Any questions submitted after the date and time specified may not be considered.

9. *Follow these simple steps to submit your proposal electronically:*

If you are already registered and need help logging in or retrieving your user information utilize the blue chat bubble visible on the lower right hand corner of the screen.

Click on the hyperlink for the City's [eProcurement Portal](#) to create your vendor profile.

Electronic Submission of Bids

All Proposers are required to submit their bid pricing electronically via the city's eProcurement Portal. The electronic system will close submission exactly at the date and time set forth in this solicitation or as changed by addenda. In addition, your bid must be submitted via the eProcurement Portal.

Proposers are responsible for submitting and having their bid accepted before the closing time set forth in this solicitation or as changed by addenda. NOTE: It is the Proposer's sole responsibility to ensure their bid and document(s) are uploaded, transmitted, and arrive in time electronically. The City will have no responsibility for bids that do not arrive in a timely manner, no matter what the reason.

Upon closing of the Bid, Bid Results will be available on the City's eProcurement Portal.

In the case of a discrepancy between the electronic bid schedule (pricing) and any uploaded Bid schedule document or pricing, the electronic bid schedule will be the accepted bid.

Steps to Submit Your Electronic Proposal:

To submit an offer to the City, vendor must begin by clicking on the green DRAFT PROPOSAL button.

<https://procurement.opengov.com/portal/pasadena/projects/275002>

1. Acknowledge all Addenda
2. Accept City of Pasadena Terms and Conditions Message



3. Answer all required vendor questions.
4. Upload all required forms. Proposer may save their work and return.
5. Review your work and submit proposal when ready.
6. You will receive a confirmation email from OpenGov upon receipt of your bid/proposal.
7. Proposer may withdraw their bid at any time **prior to 3:00 pm on Tuesday, June 30, 2026.**

Note: If an addenda is issued after a response has been submitted, Proposer or bidder must return to take steps below. Failure to do both steps will result in an invalidated offer.

- 1- Acknowledge the new addenda; and
- 2- Resubmit your bid through the City's eProcurement Portal.

Do Not upload a Zip File: Unzip Your Files

Note: If your files are [zipped or] in a zip folder, you may need to unzip the files before uploading. The following instructions may be helpful to do so.

1. Open File Explorer, and find the zipped folder.
2. To unzip the entire folder, right-click to select Extract All, and then follow the instructions.
3. To unzip a single file or folder, double-click the zipped folder to open it. Then, drag or copy the item from the zipped folder to a new location.

10. Vendor Registration Instructions & Customer Service information:

Click here to register onto the City's [eProcurement Portal](#) hosted by OpenGov.

If you are already registered and need help logging in or retrieving your user information simply click on the blue chat bubble on the lower right hand corner of your screen or contact OpenGov at procurement-support@opengov.com for help at any time.

Customer Service

For assistance with e-bidding or uploading documents: Contact OpenGov via the blue chat bubble on the lower right hand corner of your screen or email at procurement-support@opengov.com.

Monday through Friday 5 am - 5 pm PST, except statutory holidays-- response time is typically less than ten minutes.

11. Surety2000 Instructions

If a bid bond is required, below are instructions for utilizing Surety2000 to submit an electronic bid bond.

Video Trainings:

- How a Contractor Registers with Surety2000: <https://drive.google.com/file/d/1SCj8obRykze8hllrG84yYD5Wbod7ZQuR/view>



- How to Create a Bond: https://drive.google.com/file/d/1_ZphPelkFAhVhYhUdpKU1sC1xpNjVnf3/view
- How to Sign the Bond: <https://drive.google.com/file/d/1wT3UVU-hiecfocwAOwaAh9rP93mKQ-9P/view>

Bid Bond Instruction:

Bidders must provide all required information for the City to verify the bond with their bid. The bond must meet the following requirements and characteristics: Bid security in the amount of five percent (5%) of the total bid price in the form of a redeemable or callable electronic surety bond, meeting City requirements, must accompany all bids. If the Bidder to whom the contract is awarded shall for fifteen (15) calendar days after such award fail or neglect to enter into the contract with the required insurance documentation, submit the Construction & Demolition Waste Management Plan, and file the required bonds, the City may deposit in its treasury said bid security and, under no circumstances, shall it be returned to the defaulting Bidder. Failure to return signed contract with all the attachments stated above may result in having the project awarded to the next lowest bidder.

Here is what bidders must provide to their bonding agent when trying to setup a bid bond for the City of Pasadena: The Project ID of the solicitation on which you are bidding. Your Contractor Vendor ID which is your Federal Tax ID or it's equivalent. Both fields are required for validation. If you are having trouble finding these ID's, please contact Surety2000 at 1-800-660-3263 or email help@surety2000.com

9. Technical Assistance Providers

Technical Assistance Providers serve as vital partners to the City of Pasadena by equipping small, local, and underserved businesses with the knowledge and tools needed to compete for public contracting opportunities. These providers offer personalized guidance and resources to help businesses confidently navigate complex government procurement processes.

1. *Small Business Development Center (SBDC)*

If you need business-related Technical Assistance with preparing your written proposal, or if you need assistance responding to this solicitation, you may request it through the SBDC. Email: sbdc@pasadena.edu. Phone: 626-585-3105, or visit our website: www.pccsbdc.org.

About the Pasadena City College Small Business Development Center:

Our program is dedicated to promoting economic growth in our community. We provide confidential, no cost one-on-one business consulting to assist with business startups, growth, loans, marketing, government contracting, technology and more. We have the resources to help you start, grow or manage your business! We also offer workshops at no cost to help you strengthen your business knowledge and apply it immediately to your business plans. Whether starting a new business or running an existing business, we can help you guide your business to a successful future.



About the Pasadena City College SBDC Team:

Our team is pleased to offer our consulting services in English, Spanish and Italian if needed. Please contact us at 626.585.3105 to schedule your appointment.

2. HPP Cares – Small Business Support

HPP Cares is a 501(c)(3) nonprofit. The organization is committed to helping small, local, and underserved businesses prepare for public contracting opportunities, including opportunities with the City of Pasadena. Contact: Phone: (562) 281-8861; Email: info@hppcares.org; Website: <https://hppcares-businessplaybook.com/>

Organizational Capabilities:

HPP Cares provides tailored guidance and support for small businesses navigating the public procurement process. Through its “Small Business Playbook,” businesses gain access to:

- Clear steps for registering on [SAM.gov](https://sam.gov) and obtaining necessary government identifiers
- Guidance on selecting appropriate NAICS codes and structuring a business entity
- Templates and tips for creating a strong capability statement
- Instructions for securing relevant certifications and setting up a business bank account

Technical Assistance:

HPP Cares offers free one-on-one coaching, and easy-to-follow written materials covering:

- Bid and proposal preparation
- Budgeting and financial planning
- Registering on eProcurement platforms
- Accessing business resources

10. Submittals/Checklist

1. Acknowledgements:

- a) Vendor certifies they have read this Informal Solicitation, viewed any Attachments/Exhibits (if applicable), and are authorized to submit this quote on behalf of their organization. Vendor further understands this is not a Formal Solicitation. A contract may or may not be formed from this request.***

☐ Please confirm

*Response required

b) Net 30*



Regarding your bid pricing, and/or proposal: Please acknowledge that our organization operates on Net 30 payment terms for all invoices. By submitting a bid or proposal, and entering into a contract with us, you agree to abide by these payment terms.

☐ Please confirm

*Response required

c) Confirmation, if You are the Recommended Company*

Subsequent to the closing of this solicitation, but prior to contract award, the recommended company will be required to provide the following documents within 10 calendar days of being notified, otherwise the submitted proposal may be deemed non-responsive.

Please confirm that you will provide the following per these instructions.

- Request for Tax Payer Identification Number and Certification (IRS Form W-9)
- Taxpayer Protection Amendment Disclosure (if Required)
- Pasadena Business License
- Any Required Licenses or Certifications
- All Insurance Required by this Solicitation (If Required)

☐ Please confirm

*Response required

d) Delivery of Materials and Supplies*

Please confirm that the materials and supplies can be delivered in 3 business days of being ordered.

Delivery Location: Please refer to the addresses included in the Scope of Work..

☐ Yes

☐ No

*Response required

2. Forms and/or Licenses:

e) Disclosure of Contracts with the U.S. Department of Homeland Security (DHS)*

Disclosures:

Respondents are invited to disclose any current contracts, subcontracts, or agreements with DHS, including any related data-sharing arrangements. If provided, respondents may include:

- DHS agency or sub-agency (if applicable)
- General description of services
- Whether data-sharing with third parties is involved

If no such relationships exist, respondents may indicate "No."

Questions related to the disclosure shall be asked and answered through the solicitation Question and Answer process. The completed disclosure form will be reviewed by and shared with the City Manager's office. Please upload this form as part of the submittal checklist and email a copy to CMOContractsAssesement@cityofpasadena.net.



- [6e75f429-d60a-4bf7-bb18-0b4...](#)

*Response required

f) Forms AA1; and Licenses & Certificaitons*

The following list is provided for the convenience of both you and the City and to help eliminate errors and omissions which may render your bid unacceptable.

- VENDOR QUESTIONNAIRE
 - AA1; AA2; and AA3 (Optional)

Subsequent to the closing of this solicitation, the selected vendor will be required to provide the following documents within 10 calendar days of being notified, otherwise the submitted proposal may be deemed non-responsive.

- Request for Tax Payer Identification Number and Certification ([IRS Form W-9](#))
- Pasadena Business License (if required)
- Any Required Licenses or Certifications
- All Insurance Required by this Solicitation (If Required) [#Insurance Requirements](#)
- [REQUIRED FORMS - AAs - SIG-...](#)

*Response required

g) Relevant Experience Form *

Please download the below documents, complete, and upload.

- [RELEVANT EXPERIENCE FORM.pdf](#)

*Response required

h) Are you located within the City of Pasadena*

- ☐ Yes
☐ No

*Response required

When equals "Yes"

i) Please upload a copy of your Company's Pasadena Business License*

*Response required

j) Insurance Requirements*

Please confirm that your company will satisfy the insurance requirements if selected. [Insurance Requirements](#)

- ☐ Yes
☐ No

*Response required



Attachments:

A - REQUIRED_FORMS_-_AAs_-_SIG-LEGAL-STATUS 02112026

C - RELEVANT EXPERIENCE FORM

