

- **Public Works Engineering**

The department is responsible for design, project management and inspection of capital improvement projects. Questions regarding the provision of architectural services, surveying, engineering, etc., are generally directed to the department of Public Works Engineering.

<http://www.murrieta.org/cityhall/pwe/default.asp>

Licensed Contractors interested in being solicited to submit a proposal for projects may register at

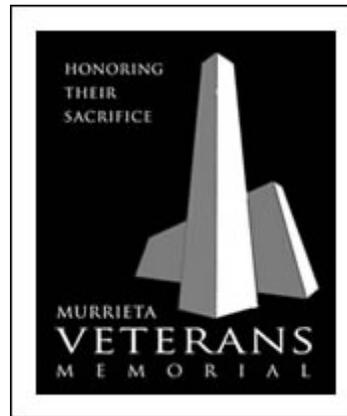
<http://www.planetbids.com/murrieta/bidsonline.cfm>



City Hall hours:

Monday through Friday: 7:30 a.m. - 5:30 p.m.

City of Murrieta
1 Town Square
Murrieta, CA 92562
Phone (951) 304-CITY (2489)
Fax (951) 461-6049
<http://www.murrieta.org>



POLICIES AND PROCESSES ARE SUBJECT TO CHANGE WITHOUT NOTICE. THE PROCESSES DETAILED IN THIS BOOKLET ARE TO SERVE AS A GUIDE AND ARE NOT INTENDED AS A POLICY MANUAL.

LET'S DO BUSINESS

VENDOR'S REFERENCE GUIDE
City of Murrieta

*The City of Murrieta
a Vendor's Opportunity*



CITY OF MURRIETA



- **Helpful Websites:**

City of Murrieta:
<http://www.murrieta.org/>

Notice of Bids:
<http://www.murrieta.org/cityhall/clerk/bidsnotices/bids.asp>

City of Murrieta Business License Application:
<http://www.murrieta.org/cityhall/finance/license.asp>

Public Works and Engineering:
<http://www.murrieta.org/cityhall/pwe/default.asp>

Economic Development:
<http://www.murrieta.org/cityhall/ed/default.asp>

Department of Industrial Relations:
<http://www.dir.ca.gov/dlsr/pwd/>

California Department of Insurance:
<http://www.insurance.ca.gov/>

CITY OF MURRIETA

City of Murrieta was incorporated on July 1, 1991. The Purchasing Division of Finance is responsible for the procurement of all materials, supplies, equipment and services for the City.

EQUAL OPPORTUNITY POLICY

The City provides equal access and opportunity to all vendors without regard to race, gender, sexual orientation, religion, ancestry, color, age, national origin, or physical or mental condition. The City maintains an active commitment to the inclusion of all vendors in our procurement practices and process.

PURCHASING PROCESSES

- **Purchase Orders**

Transactions for materials, supplies, equipment and services require a valid, duly authorized purchase order. The exception is those items procured through the use of the City's credit card system or purchases less than \$5,000.00.

- **Bids**

Informal Bids are required for all materials, supplies, equipment and services that exceed \$5,000.

Formal Bids required over \$40,000

- **Credit Card Purchases**

The City allows the procurement of some commodities using the CALCard credit card.

- **Deliveries**

Supplies and equipment may be delivered to multiple locations throughout the City. Delivery location shall be noted on the purchase order.

- **Invoices**

All invoices must be directed to City of Murrieta, Attn: Accounts Payable, 1 Town Square, Murrieta, CA 92562.

- **New Vendors**

New vendors doing business with the City must complete a Vendor Application and Form W-9 in order to receive payment.

- **Certificate of Insurance Requirements**

When vendor services are provided to the City, the following insurance would be required: General Liability with an endorsement naming the City as Additional Insured, Vehicle Liability and Workers' Compensation Insurance.

- **Prevailing Wage on Public Works**

CA Code dictates public works projects to be paid at prevailing wage rate when labor cost are \$1000 or more.

- **Local Business Preference**

Qualified local vendors may receive a 3% bidding preference(reduction) for the purchase of materials, supplies and equipment.

- **Computer and Systems & Software**

The City has standardized its computer systems and software to provide continuity of products and services to our staff. Decisions regarding computer systems and software are generally performed by Information Services.