

***Doing Business  
With The  
San Diego Unified Port District***



***A Supplier, Contractor, and Service Provider's Guide***

***Administrative Services Division  
General Services & Procurement***



## **Our Mission**

The mission of Procurement Services is to partner with our internal customers to develop business solutions, provide a level playing field for our vendors and contractors, and to maximize fiscal resources through cost-effective and efficient operations.

## **Organization**

As a component of the Administrative Services Division of the San Diego Unified Port District (the District), Procurement Services is responsible for centralized purchasing, receiving, contracts and agreements administration, property disposal, inventory management, and administration of the District's Small Business Enterprise Program, Labor Compliance, and Business Enhancement programs.

## **Becoming a Port District Vendor**

All vendors are required to register and maintain their vendor registration in the PlanetBids.com Bids Online system to conduct business with the District. To register, visit our website at [www.portofsandiego.org](http://www.portofsandiego.org). At the website home page, point and click on the "View current bidding opportunities" option in the selection list on the left hand side of the screen. This will take you to the Procurement Services page. Scroll down, and in the center of the page, point and click on the caption "Register now!" You will be transferred to the District's vendor registration site on PlanetBids, and prompted to input information and select commodity codes needed to include you in business opportunities of interest to you.

## **Equal Opportunity at the Port District**

It is the policy of the District that all businesses are provided equal opportunity to participate in the performance of District contracting and leasing opportunities. The District is committed to take all necessary and reasonable steps to increase its utilization of small businesses.

## **Procurement Services Code of Ethics**

Procurement Services prescribes to a strict code of ethics in the administration of public procurement. The Procurement Services staff is expected to maintain the highest degree of integrity in conducting District business, and is expected to report any action that may be perceived as an attempt to gain favor or influence decisions. To that end, the staff is not permitted to accept any form of gift or gratuity of any type or value for any reason. All such items will be refused and returned to the vendor immediately.

## **Procurement Practices**

### ***Purchasing Goods, Supplies, and Equipment***

Purchases of goods, supplies, and equipment are solicited by a Price Quote, Request for Proposal, Request for Quotation, or Request for Bid depending on the complexity and value of the requirement. Price quote, bid, quotation, or proposal due dates, bid opening dates, and all response requirements are established and stated within the published solicitation, and must be strictly adhered to when submitting quotes, bids or proposals. Failure to submit all required information at the time and place or in the manner indicated may result in prices quotes, bids, quotations, or proposals being deemed "non-responsive" and not considered for award.

### ***Public Works Projects***

Bidding, execution, and administration of public projects at the District are performed in accordance with The Uniform Public Construction Cost Accounting Act. All public project requirements by the District are solicited by a Notice Inviting Bids contained in the Specifications for the project. Electronic plans and specifications may be obtained by visiting the District's website at:

<http://vendor.planetbids.com/sdupd/quicksearch.cfm?stage=bidding> Prime bidders are advised that proposed subcontractors should obtain their set of plans and specifications from the District's email list for addenda. The District will not be responsible for sending addenda to any person not listed on the prospective bidder list.

### **Professional Services**

As defined by California State Government code, Section 4526, professional services are defined as services provided by private architectural, landscape architectural, engineering, environmental, land surveying, or construction management firms. Professional services are solicited using a Request for Qualifications, a derivation of the Request for Proposals process involving a two-step approach to solicit for professional services, identify qualified providers, and then negotiate a fee schedule for the services.

### **Consulting Services**

Dependent on the cost involved, consulting services may be solicited and executed by direct negotiation, by an informal proposal process, or by a formal advertisement and proposal process. Generally, informal and formal solicitations are issued as a Request for Proposal. The proposal solicitation includes the response due dates, requirements, and all documents necessary for consideration of the proposal. Failure to submit all required information at the time and place or in the manner indicated may result in proposals being deemed "non-responsive" and not considered for award. Solicitations are listed on our website at [www.portofsandiego.org](http://www.portofsandiego.org). At the website home page, point and click on the "View current bidding opportunities" option in the selection list on the left hand side of the screen. This will take you to the Procurement Services page. Scroll down, and in the center of the page, point and click on the caption "Solicitations (RFBs, RFQ's, RFP's, Public Works). You will be transferred to the District's open solicitations site on PlanetBids, and presented with a listing of all open bidding opportunities. By pointing and clicking on the name of a listed project, you will have the option of downloading all documents related to the project. Please be sure to register as a plan holder for any projects in which you are interested to receive updates and information about the project.

### **Maintenance or Other Services**

Dependent on the cost and type of service involved, as-needed maintenance services, one-time services, or other services may be solicited and executed by direct negotiation, informal proposal, formal proposal, informal bidding, or formal bidding as previously described herein. A determination regarding the complexity, regulatory requirements, or relative importance of the service is used to determine the type of solicitation that is used.

## **Deliveries to the Port District**

All deliveries must be made in accordance with the terms, conditions, and instructions contained in the purchase order or purchase agreement awarded to the vendor. Changes to the delivery instructions by District staff (other than Procurement Services staff) are not authorized, and may result in significant delays in payment of invoices. Vendors are advised and instructed to contact Procurement Services at (619) 686-6392 to obtain approval of any changes to delivery instructions requested by District staff. The delivery address and contact information for the District is given on the back of this brochure.

## **Port District Surplus Property**

District property disposal operations are regulated by Board of Port Commissioners Policy 111. By resolution of the Board, all property of the District, regardless of value and condition, must be reported to the Board and declared surplus to the needs of the District before disposal action of any type.

Property excess to the needs of using departments is collected and managed at the District's central warehouse, and is offered to District departments for reuse for 60 days prior to Board action. Once the property has been declared surplus to the District's needs, it is offered to the District's member cities (San Diego, National City, Chula Vista, Imperial Beach, and Coronado) for sale. If the property is not reused by a District department or purchased by a member city, it is then offered for sale to the public.

The District uses various means to sell property to the public including the use of collaborative auctions with other municipal agencies, private auctions through contracted auction houses, or online auctions conducted via the internet with an internet auction service.

District property that can not be sold at auction is sold as scrap based on its basic content (i.e., metal, wood, plastic, etc.) or is disposed of by destroying the property if it has no basic content value.

Donations of District property to private or public concerns is not permitted under current operating policies.

For additional information regarding District property disposal operations or surplus property sales, please contact the District's Materiel Support & Management Center at the telephone number listed in the Key Contacts section at the end of this publication.

## Key points of contact

### Procurement Services Business Office

#### Physical location

General Services Building  
1400 Tidelands Avenue  
National City, CA 91950

#### Mailing address:

P.O. Box 120488  
San Diego, CA 92112-0488

#### Business Office Hours:

Monday through Friday  
8:00 a.m. – 12:00 noon  
1:00 p.m. – 5:00 p.m.

#### Business office telephone/fax:

(619) 686-6392  
(619) 686- 6565 (Fax)

#### Dave Thompson

**Director, General Services & Procurement**

*(District Procurement Officer)*

[dthomps@portofsandiego.org](mailto:dthomps@portofsandiego.org)

#### Ralph A. Oliver

**Manager, Procurement Services**

*(Purchasing and Contracts Management)*

[roliver@portofsandiego.org](mailto:roliver@portofsandiego.org)

#### Marco Tello

**Senior Equal Opportunity Analyst**

*(Business Enhancement Program, SBE Program,  
Labor Compliance Program, Business Outreach))*

[mtello@portofsandiego.org](mailto:mtello@portofsandiego.org)

### Materiel Support & Management Center (Central Shipping & Receiving)

1411 W. Palm St.  
San Diego, CA 92101

#### Receiving hours:

Monday through Friday  
7:30 a.m. – 11:45 a.m.  
12:30 p.m. – 3:45 p.m.

#### Receiving telephone/fax:

(619) 686-6337  
(619) 686-6397 (Fax)

#### Bobby Engram

**Manager, Distribution and Storage**

*(Shipping/Receiving, Warehouse Operations,  
Transportation Management, Property Disposal)*

[bengram@portofsandiego.org](mailto:bengram@portofsandiego.org)