



STPAUL.GOV



**CITY OF SAINT PAUL**

# **Solicitation Information, Instructions, and Requirements for Suppliers**



# Supplier Portal – [www.stpaulbids.com](http://www.stpaulbids.com)

- **Check your browser first or you may have issues responding to the event.**

Internet Browsers should be Internet Explorer 7.0, 8.0, or 9.0 - not higher, Firefox 3.5 and higher, Chrome 1.0 and higher, Safari 4.0 and higher. Click on the Compatibility View Icon in the URL address bar. Turn off the pop-up blocker.

- If you need technical assistance with the Supplier Portal, please reach out to the buyer listed in the event. **Vendors are highly encouraged to get into the system and get comfortable with it prior to the day of submission.** All submissions can be

edited even after submission up until the solicitation end date and time as set forth in the Supplier Portal Event Summary. Dependent upon the buyer's availability, technical submission questions may not be answered after noon on the day of the event close.

- **All submissions to this solicitation must be submitted and received in the Supplier Portal no later than the Event End Date and Time as set forth in the Supplier Portal Event Summary applicable to this solicitation.**

- All submissions will be automatically time and date stamped by the Supplier Portal system when they are received. The portal will not allow submissions following the end date and time. It is the Supplier's responsibility to allow sufficient time to upload all documents; delays or errors resulting from technological issues will not excuse late submissions, and no late proposals will be considered.



## **Vendor Registration**

All suppliers, vendors and contractors must be registered in the City of Saint Paul Supplier Portal: [www.stpaulbids.com](http://www.stpaulbids.com) to do business with the City prior to submitting a response to a City solicitation.

## **Notification of Solicitations**

Solicitations and addenda are posted on [www.stpaulbids.com](http://www.stpaulbids.com).

## **Questions/Clarifications**

Vendor questions or clarifications must be submitted on the Supplier Portal, [www.stpaulbids.com](http://www.stpaulbids.com). NO PHONE CALL QUESTIONS WILL BE ANSWERED. DIRECT CALLS, EMAILS, TO CITY STAFF IS PROHIBITED.

Vendors should not identify their company and remember that all questions submitted by vendors are public.

## **Oral Information**

The City will not be bound by, and Responders shall not rely on, any oral communication regarding the Request for Proposal documents. All answers to questions will be furnished as an Addendum to the Solicitation and will be posted on the City's Supplier Portal in Addendum.



## **Addenda & Amendments**

It is the responsibility of the supplier to check for and acknowledge any addenda/amendments prior to submitting a solicitation response. If the supplier does not acknowledge the addenda by the due date and time, the response will be considered nonresponsive and will be disqualified.

## **How to Modify Responses**

All responses can be submitted and modified before the event end date and time as set forth in the Supplier Portal Event Summary. Suppliers must make sure that when they submit their final response, they see the following message: “Congratulations, your response has been submitted. Click the done button to continue.”

## **How to Submit Proposals**

The Supplier Portal will let the vendor know when they have successfully submitted their response with a statement that says “Congratulations, your response has been submitted. Click the done button to continue.” Make sure to click the Submit button and the done button. You will not receive an email message indicating that your response was submitted.



## **Mandatory Forms**

The vendor must complete all forms, sign (if required by form), scan, and upload as an attachment to the Supplier's Response on the Supplier Portal, [www.stpaulbids.com](http://www.stpaulbids.com).

## **Vendor Outreach Program Questionnaire**

Pursuant to Chapter 84 of the City of St. Paul Code of Ordinances, the Vendor Outreach Program applies to this bid. Suppliers have up until the time of award, or 10 days after bid opening, whichever occurs first, to complete and submit the Vendor Outreach Program Questionnaire.

## **Financial Interest Affidavit**

Submission of a response to this solicitation indicates compliance with the Saint Paul Administrative Code, Chapter 24.03, Subdivision 1—"Except as permitted by law, no city official or employee shall be a party to or have a direct financial interest in any sale, lease, or contract with the City."



## **Response Requirements**

Responses must remain open and subject to acceptance until an award is finalized, or a minimum of 60 days following the date of the opening. Awards will be made to the most responsive solicitation response in accordance with the instructions and requirements described in the solicitation. The City of Saint Paul reserves the right to reject any or all responses or portions thereof.

## **Additional Information**

The City reserves the right to ask for additional information or clarification of the submission from any or all responders.

## **Costs**

All costs directly or indirectly incurred by suppliers in preparing and submitting the solicitation response is the sole responsibility of the supplier.



## **Cancel Solicitation**

Prior to the issuance of any agreement, the City has the right to cancel the solicitation request. The City is not obligated to issue an agreement under the solicitation request.

## **Reservations**

The City reserves the right to waive immaterial, minor deviations in the solicitation document, solicitation procedure, and/or solicitation response if it does not affect the competitiveness of the solicitation. The City reserves the right to not only check references but verify prior work experience. Failure to perform adequately on prior contracts may be grounds to determine that a responder is not responsible, and to disqualify from contract award.