



**CITY OF HEMET  
Hemet, California  
RESOLUTION NO. 4775**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF HEMET, CALIFORNIA ESTABLISHING A  
PURCHASING PUBLIC OUTREACH POLICY**

**WHEREAS**, Division 3 of Title 2, Article V of the Hemet Municipal Code ("Code") requires competitive procurements of goods and services except as expressly provided for therein; and

**WHEREAS**, the purpose of this resolution is to establish a policy governing the public outreach steps that will be taken to maximize public notice of open procurements and enhance competition; and

**WHEREAS**, it is also the purpose of this resolution to require at least three bids, quotes, proposals or other appropriate submissions to be obtained in every procurement where competition is required under the Code to the extent feasible; and

**NOW, THEREFORE**, the City Council of the City of Hemet does hereby resolve that:

1. Prior to approving a contract or purchase order for a purchase of goods or services that is required by the Code to be competitively procured, at least three bids, quotes, proposals or other appropriate submissions must be received by the City.

2. In order to maximize public awareness of open procurements and the number of submissions received by the City, the following public outreach shall be conducted for each procurement:

- a. All procurements shall be posted to the City's website.
- b. All procurements shall be posted to PlanetBids.
- c. When appropriate, notifications shall be sent to the following planrooms: The Blue Book, McGraw-Hill Construction/Dodge, Bid America, Construction Bidboard, AGC Plan Room, Southern California Builders Association
- d. Bid notifications shall be sent to DIR-registered contractors located in Riverside County for purchases requiring DIR registration.
- e. When formally bid, procurements shall be advertised in the Press Enterprise.
- f. Contractors on the City's interest list for the type of goods or services that are the subject of the procurement shall be notified.
- g. The Purchasing Division shall conduct internet searches to determine if there are additional companies within the City that

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would be qualified to provide the goods or services, and notify those companies of the procurement.

3. In the event that the City does not receive at least three quotes, bids or proposals in response to a solicitation for goods or services required to be competitively procured, the City shall re-advertise the solicitation unless the City official or body with the authority to approve the purchase threshold determines that re-advertising would not be likely to yield an increased number of submissions, or that the delay caused by re-advertising would be materially disadvantageous to the City.

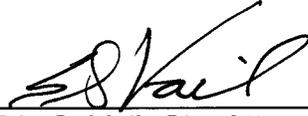
**PASSED, APPROVED, AND ADOPTED** this 23<sup>rd</sup> day of January, 2018.

  
Michael Perciful, Mayor

ATTEST:

APPROVED AS TO FORM:

  
Sarah McComas, City Clerk

  
Eric S. Vail, City Attorney

1 State of California )  
County of Riverside )  
2 City of Hemet )

3 I, Sarah McComas, City Clerk of the City of Hemet, do hereby certify that the foregoing  
Resolution is the actual Resolution adopted by the City Council of the City of Hemet and  
4 was passed at a regular meeting of the City Council on the 23<sup>rd</sup> day of January, 2018 by  
the following vote:

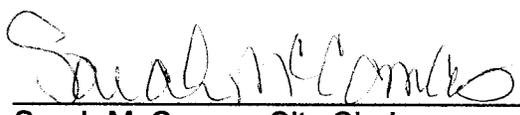
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6 AYES: Council Members Brown, Krupa and Wright, Mayor Pro Tem Meyer and  
7 Mayor Perciful

8 NOES:

9 ABSTAIN:

10 ABSENT:

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Sarah McComas, City Clerk