Vendor Guide Fact Sheet

A quick guide for businesses interested in providing goods, services, professional services, or public improvements to the City.

NEW TO PUBLIC WORKS PROCUREMENT?	Start with the City's purchasing webpage for current solicitations and vendor information. For purchasing and procurement questions, email purchasing@springfield-or.gov; for Development and Public Works questions, email dpw@springfield-or.gov; and for Engineering questions, email engineering@springfield-or.gov. For an active solicitation, always follow the contact and submission instructions provided in that solicitation.
WHAT DOES THE CITY BUY?	The City purchases construction and repair work; vehicles and equipment; street, utility, and building materials; office and technology products; maintenance services; and specialized consulting and professional services.
HOW ARE OPPORTUNITIES ADVERTISED?	Formal opportunities are posted on the City purchasing webpage, ITB/RFP page and may also be advertised through OregonBuys, the local newspaper or other channels identified by the City. Vendors should review the complete solicitation, addenda, deadlines, and delivery instructions before responding.

Are you pre-qualified through ODOT?

As a locally certified agency under Oregon's Local Agency Certification Program, we must follow ODOT's approved contractor pre-qualification rules for federally funded projects, which require contractors to be pre-qualified before bidding or awarding a project. To get pre-qualified visit ODOT's webpage.

1. **Identify the opportunity:**
   Review current City solicitations and OregonBuys. Do not rely on a general marketing submission as a bid or proposal.
2. **Read the full solicitation:**
   Confirm the scope, required forms, evaluation criteria, deadline, delivery method, and all issued addenda.
3. **Download:**
   Review project materials
4. **Ask questions on time:**
   Send questions only to the contact named in the solicitation and before the stated question deadline.
5. **Submit exactly as directed:**
   Use the required format and delivery method. Late or incomplete responses may be rejected.

Helpful Links:

Development and Public Works	Operations and Maintenance	Current Projects	Request for Proposals

Important	The anticipated contract value includes all expected costs over the life of the contract, including reimbursable expenses, renewals, and extensions. Purchases may not be divided to qualify for a lower level of competition.

Which Procurement Process Applies?

Thresholds vary by procurement category. Dollar values below refer to the anticipated total contract price.

CATEGORY	SMALL PROCUREMENT	INTERMEDIATE / INFORMAL	FORMAL COMPETITION
Goods and services SMC 2.706	$25,000 or less	More than $25,000 through $250,000	More than $250,000
Personal services SMC 2.707	$250,000 or less	No intermediate tier	More than $250,000
Professional services SMC 2.708	$100,000 or less	More than $100,000 through $250,000: informal competitive proposals	More than $250,000: formal competitive proposals
Public improvements SMC 2.709	$25,000 or less	More than $25,000 through $100,000	More than $100,000

Small Procurement

The City may directly select a qualified vendor or obtain informal verbal or written quotes or proposals. A higher level of competition may be used when appropriate.

Intermediate Procurement

For goods and services, the City seeks at least three verbal or written quotes or proposals. For public improvements, the City seeks written quotes from at least three contractors or vendors. If three cannot be obtained, the effort must be documented.

Formal Competition

Formal procurements use competitive sealed bids or proposals. Public-improvement proposals require special approval. Submit responses in the manner and location stated in the solicitation.

Invitation to Bid (ITB)

An ITB requests sealed bids for a defined project, product, or service. Award is generally made to the lowest responsible bidder whose bid meets the solicitation requirements.

Request for Proposals (RFP)

An RFP evaluates proposals using stated criteria, which may include qualifications, experience, technical approach, features, functionality, and price.

RFI and RFQ

A Request for Information gathers market information and ordinarily does not result directly in an award. A Request for Qualifications evaluates firms primarily on qualifications, expertise, and experience.

CONTRACT APPROVAL	The City Manager may execute agreements up to and including $250,000. Other officials may act within documented delegated authority. City Council approval is required before execution of a contract, purchase, agreement, or other financial commitment exceeding $250,000.
PERSONAL SERVICES	Personal services are specialized services requiring training, certification, independent judgment, skill, or experience. Architectural, engineering, land-surveying, photogrammetric, transportation-planning, and related consulting are treated separately as professional services.

Current opportunities: springfield-or.gov/city/finance/purchasing
General purchasing questions: Purchasing@Springfield-or.gov
Mailing address: City of Springfield, 225 Fifth Street, Springfield, Oregon 97477

Municipal Code alignment: Springfield Municipal Code 2.700-2.713, including SMC 2.706 (goods and services), 2.707 (personal services), 2.708 (professional services), and 2.709 (public improvements). Procedures and approval details reflect Administrative Regulations AR-17.01 and AR-17.02, revised July 27, 2026. This fact sheet is a general summary; applicable law, City regulations, and individual solicitation terms control.