



Local Business owners in Rochester often ask the question “What does it take to sell my services or products to the City of Rochester?”

This brochure provides information on how to sell your goods and services to the City.



Questions? Call 311
www.cityofrochester.gov
Outside the city call 428-5990



Selling

to the City of Rochester

What you need to know.

Believe.

 City of Rochester, NY
Lovely A. Warren, Mayor
Rochester City Council

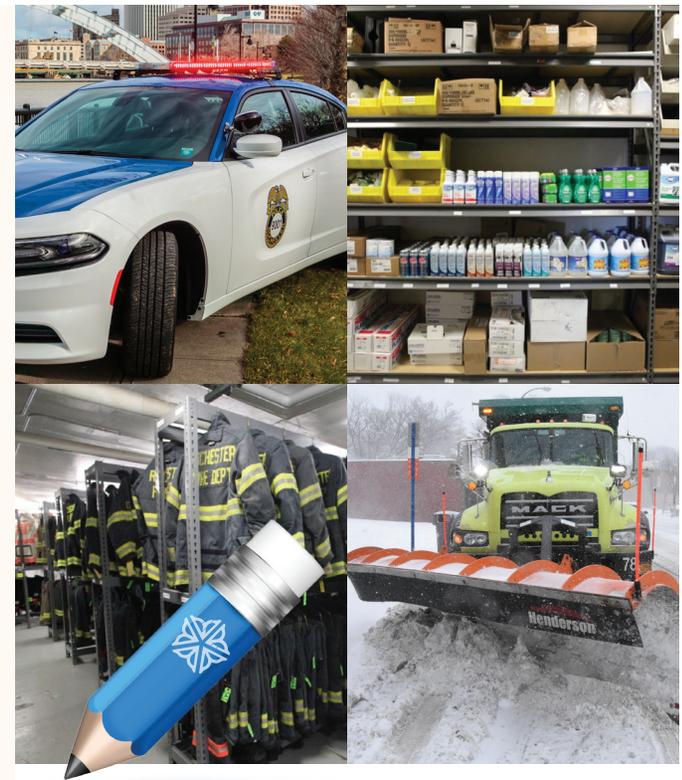
Step 1: Understanding What the City Buys

The City spends over \$150 million dollars per year purchasing goods and services from businesses. These purchases fall into five major categories:

- **Products:** The City purchases products that are used in the wide range of services provided by the City - everything from pencils to garbage trucks. [See Step 3 A.](#)
- **Services:** The City also purchases a wide range of services from businesses - everything from maintenance of interior plants to snow plowing city streets. [See Step 3 A.](#)
- **Public Works Projects:** The City contracts with many general contractors for public works projects to rebuild and improve roads, bridges, parks, and public buildings and facilities. [See Step 3 A.](#)
- **Professional Services:** The City contracts with companies who provide specialized services related to architecture, landscape and engineering design, art and specialized consulting. The need for specialized consulting services changes constantly. Professional service agreements are

awarded through the Requests for Proposals (RFPs). RFPs are issued by individual City departments when services are needed. [See Step 3 B.](#)

- **Building Contractor Services for Housing Rehabilitation and Commercial Developments.** The Department of Neighborhood and Business Development (NBD) sponsors a number of programs that utilize general and specialized contractors for repairs, renovations and new construction. Housing rehabilitation programs require general contractors to be lead certified to undertake lead hazard control activities. Commercial development project contractors and subcontractors are selected by the businesses or developers. City property owners or developers select the contractors with the approval of NBD, in accordance with the guidelines of the funding agencies. [See Step 3 C.](#)



Additional Resources

The City's web site provides helpful information about how the City purchases goods and services. Visit the pages below to learn more:

- General information about City purchasing: www.cityofrochester.gov/purchasing
- General information about NBD housing rehab and development programs: www.cityofrochester.gov/nbd/
- Business opportunities with the City: www.cityofrochester.gov/businesswithcity
- Contracts, bids and RFP's: www.cityofrochester.gov/bidandrfp
- Business assistance: www.cityofrochester.gov/businessassistance

To speak directly with a City staff member about the information in this brochure, please contact the Bureau of Purchasing at (585) 428-7146, or via e-mail at: purchasing@cityofrochester.gov

Step 2: Finding the Opportunities to Bid

- **Public bids for goods, services and public works are listed weekly** on the City's web site and on BidNet. BidNet offers a subscription service that will notify you about new upcoming bids.
- **Professional services RFPs are listed weekly** on the City's web site.
- **NBD housing rehab project contractors are solicited based upon a list of approved contractors** maintained by NBD.

Step 3: Submitting Bids and Proposals

A Public bids for products, services and public works are submitted to the Bureau of Purchasing by the date and time specified on the Invitation to Bid. Products and services bids may be submitted electronically through BidNet.

B Proposals for professional services are submitted to the originating department by the date and time specified on the RFP.

C NBD Housing rehab contractors who are selected by homeowners submit bids to NBD by the date and time specified in the request for bids. Bids for commercial development projects are requested by and submitted to the business or developer.