

# DEPARTMENT OF PURCHASING & CONTRACTING



BuyNet Supplier Guide - Public View

August 2024



# PURCHASING & CONTRACTING

## Welcome to BuyNet




Navigate to  
<https://sdbuynet.sandiegocounty.gov/>

A screenshot of the County of San Diego BuyNet login page. The page has a dark blue header with the County of San Diego logo on the left and navigation links "New Supplier? Register Now" and "View Solicitations" on the right. Below the header is a white navigation bar with a back arrow, a refresh icon, and the text "Login". The main content area is divided into three columns. The left column is empty. The middle column contains a "Welcome to BuyNet" section with the County of San Diego logo and text explaining the system and registration process. It also includes a "Guides and Documents" section with links to "Creating and Managing Supplier Profiles", "Public View of Solicitations", "Responding to a Solicitation", "BuyNet FAQs", "County Code of Ethics - Prohibition of Gifts & Gratuities", and "For any historical information, please visit BuyNet". The right column contains an "IDENTIFICATION" section with login fields for "Login" and "Password", a "Login" button, and a "Lost your password?" link. Below this is a "Help Desk" section with a phone number and three links: "Help Desk +1 858-505-6367", "New Supplier? Register Now", and "View Solicitations".




Click **View Solicitations**  
at the top of the window or at the  
lower-right side of the window

[New Supplier? Register Now](#)[View Solicitations](#)

[Login](#)

### Welcome to BuyNet



**COUNTY OF SAN DIEGO**  
PURCHASING & CONTRACTING

There is no charge to register or to use our system. If you are a supplier interested in doing business with the County of San Diego, please self-register in BuyNet. If you wish to receive commodity based notifications of new solicitations and changes to solicitations, you must also register for commodities within your BuyNet account profile using UNSPSC commodity codes.

Please email the [Department of Purchasing and Contracting](#) if you require further assistance on your vendor or commodity profile.

As a public agency, the County of San Diego must adhere to the California Public Records Act. Therefore, solicitation documents may become public records subject to disclosure at the conclusion of the procurement process. The County intends to publish contracts, which may contain some or all of the successful proposal(s), to its public web site. See the solicitation documents for more information about confidential or proprietary information.

#### Guides and Documents

[Creating and Managing Supplier Profiles](#)[Public View of Solicitations](#)[Responding to a Solicitation](#)[BuyNet FAQs](#)[County Code of Ethics - Prohibition of Gifts & Gratuities](#)




For any historical information, please visit [BuyNet](#)

### IDENTIFICATION

Login ⓘ \*

Password \*

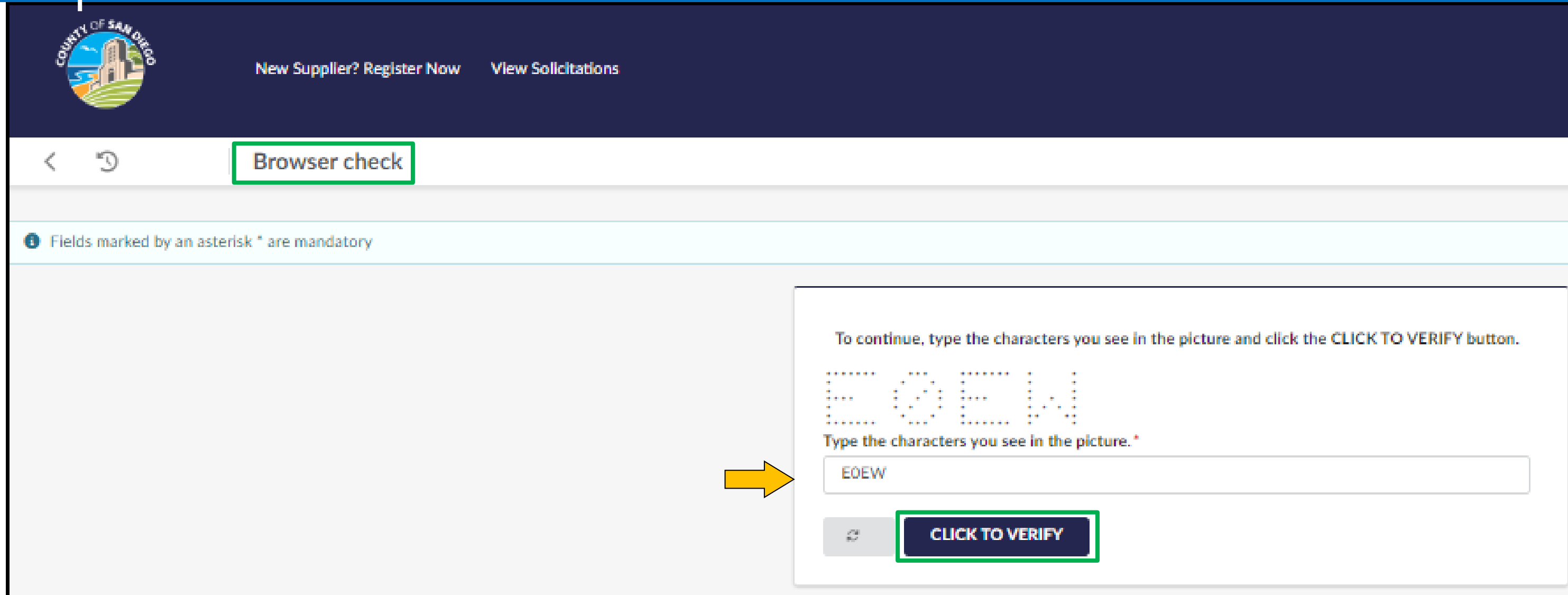
[Login](#)[Lost your password?](#)

[Help Desk +1 858-505-6367](#)[New Supplier? Register Now](#)[View Solicitations](#)

## Browser Check Verification

Type the characters.  
The field is not case-sensitive.

Click the **CLICK TO VERIFY** button  
to continue.



The screenshot shows the 'Browser check' page. At the top is the County of San Diego logo and navigation links: 'New Supplier? Register Now' and 'View Solicitations'. Below the navigation bar is a breadcrumb trail with a back arrow, a refresh icon, and the text 'Browser check', which is highlighted with a green box. A light blue banner contains the text: 'Fields marked by an asterisk \* are mandatory'. The main content area is a light gray rectangle. On the right side of this area is a white verification box. Inside this box, the text reads: 'To continue, type the characters you see in the picture and click the CLICK TO VERIFY button.' Below this text is a distorted image of the characters 'E0EW'. Underneath the image is a text input field containing 'E0EW'. Below the input field is a row of two buttons: a gray button with a refresh icon and a dark blue button with the text 'CLICK TO VERIFY', which is highlighted with a green box. A yellow arrow points from the left towards the verification box.

# PURCHASING & CONTRACTING

## Search for a Proposal



Filter the proposal search results using the **Keywords**, **Commodities**, and/or **Status** fields.

The **Keywords** field searches the **RFx Name** and **Solicitation Code**.

In the **Commodities** field, you may select one or more commodities by typing the name or the first four numbers of the code and selecting from the list or by browsing all commodities.

You may select one or more statuses from the **Status** filter.

Status key:  
**Open for Bidding** – available for your response.  
**On Hold** – unavailable while changes are being made.  
**Closed** – The submission deadline has passed.  
**Proposals Available** – The solicitation deadline has passed. Proposals are undergoing review.

Click the **Search** button to display the results.


In this example, **25100000 – Motor vehicles** was searched under **Commodities**, and **Open for Bidding** was selected for the **Status** filter.

Click **Reset** to return to the full list.

Click the column headers to sort the listing.

Click the pencil icon to browse a proposal.

Note: Login is **not** required.



New Supplier? Register NowView Solicitations

View Solicitations














Keywords

Commodities25100000 - Motor vehicles

StatusOpen for Bidding

SearchReset

Filters Commodities: 25100000 - Motor vehiclesStatus: Open for Bidding

RFx Name	RFx Begin Date (UTC-7)	RFx End Date (UTC-7)	Link Sourcing project - Commodities	Remaining time	RFx Status	Solicitation Code	Lot #	Round #	NOI	Award	Bid Abstracts	PHL	PQL
 RFQ - EMPLOYEE CONSULTING SERVICES	8/19/2024 11:30:00 AM	9/23/2024 11:00:00 AM	Motor vehicles	34d 16h 44min 04s	Open for Bidding	BPM001115	1	1					
 RFQ - FORD F-250 CREW CAB TRUCK	8/19/2024 9:45:00 AM	9/19/2024 5:00:00 PM	Motor vehicles	30d 22h 44min 04s	Open for Bidding	BPM001120	1	1					
 RFB - 2023 OR NEWER/UNUSED TOYOTA RAV 4 PRIME SE PHEV	8/8/2024 2:00:00 PM	9/9/2024 11:00:00 AM	Motor vehicles	20d 16h 44min 04s	Open for Bidding	BPM001090	1	1					
 RFQ - 2024 OR NEWER FORD F-250 CREW CAB SRW 4X4 WITH OUTFITTING	8/8/2024 11:00:00 AM	8/28/2024 5:00:00 PM	Motor vehicles	08d 22h 44min 04s	Open for Bidding	BPM001051	1	1					
 RFQ - 2024 OR NEWER/UNUSED FORD F150 XL SUPERCREW	8/6/2024 2:45:00 PM	9/6/2024 5:00:00 PM	Motor vehicles	17d 22h 44min 04s	Open for Bidding	BPM001080	1	1					
 RFQ - FORD F350 4WD SUPERCAB W/ OUTFITTING (QTY 1)	8/6/2024 12:24:28 PM	9/6/2024 5:00:00 PM	Motor vehicles	17d 22h 44min 04s	Open for Bidding	BPM001082	1	1					
 2024 OR NEWER Ford F-250 CREW CAB	7/25/2024 3:15:00 PM	8/26/2024 5:00:00 PM	Motor vehicles	06d 22h 44min 04s	Open for Bidding	BPM001066	1	1					
 RFQ - 2024 OR NEWER FORD F-250 CREW CAB	7/25/2024 2:45:00 PM	8/26/2024 5:00:00 PM	Motor vehicles	06d 22h 44min 04s	Open for Bidding	BPM001058	1	1					
 RFQ - 2024 OR NEWER/UNUSED 2024 FORD F450 XL 2WD REGULAR CAB	7/25/2024 12:15:00 PM	8/26/2024 5:00:00 PM	Motor vehicles	06d 22h 44min 04s	Open for Bidding	BPM001065	1	1					
 RFB - 2024 OR NEWER/UNUSED FORD F-550 (QTY 2) W/ OUTFITTING	7/22/2024 3:45:11 PM	8/21/2024 11:00:00 AM	Motor vehicles	01d 16h 44min 04s	Open for Bidding	BPM001050	1	1					


# PURCHASING & CONTRACTING

## Download Public Proposal Documents



Scroll right to view the document columns:

- **NOI**  
Notice of Intent to award document
- **Award**  
Award document
- **Bid Abstracts**  
Submitted Bids document
- **PHL**  
Plan Holder List document
- **PQL**  
Pre-qualified List of suppliers



New Supplier? Register Now

View Solicitations

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View Solicitations

















Keywords

Commodities

Status

Q Search

Reset

RFx Name	RFx Begin Date (UTC-7)	RFx End Date (UTC-7)	Link Sourcing project - Commodities	Remaining time	RFx Status	Solicitation Code	Lot #	Round #	NOI	Award	Bid Abstracts	PHL	PQL
 RFB - AS-NEEDED TRASH DISPOSAL SERVICES	7/2/2024 9:36:41 AM	8/5/2024 11:00:00 AM	Refuse disposal and treatment	Bid due date has passed	Proposals Available	BPM001020	1	1					
 RFQ - AS-NEEDED GENERATOR SERVICE AND REPAIR SERVICES	7/1/2024 11:30:00 AM	7/15/2024 5:00:00 PM	Specialized trade construction and maintenance services	Bid due date has passed	Closed	BPM001017	1	1					
 RFB - KUMEYAAY VALLEY PARK - LACHAPA BALFIELDS	7/1/2024 10:28:29 AM	8/9/2024 2:00:00 PM	Building and facility maintenance and repair services	Bid due date has passed	Proposals Available	BPM000822	1	1					
 RFQ - FLUORINE-FREE FOAM (F3) FIRE EXTINGUISHING AGENT	7/1/2024 8:58:36 AM	7/23/2024 5:00:00 PM	Fire protection	Bid due date has passed	Closed	BPM001001	1	1					
 RFB - SUPPRESSORS & FLASH HIDERS	6/28/2024 1:00:00 PM	7/29/2024 11:00:00 AM	Light weapons and ammunition	Bid due date has passed	Proposals Available	BPM001012	1	1					
 RFB - AS NEEDED SEWAGE HAULING DISPOSAL SERVICE	6/27/2024 11:55:23 AM	9/6/2024 11:00:00 AM	Water and wastewater treatment supply and disposal	17d 16h 32min 31s	Open for Bidding	BPM000988	1	1					
 RFSQ - QUARTERLY PRE-QUALIFICATION FOR PUBLIC WORKS PROJECTS REQUEST FOR BIDS (RFB)	6/27/2024 3:15:00 PM	7/26/2024 3:00:00 PM	Building and facility maintenance and repair services	Bid due date has passed	Closed	BPM001011	1	1					









# PURCHASING & CONTRACTING

## Download Public Proposal Documents, continued




Hover over the document icon to view the document's filename.

Click the document icon to start the download.


RFx Name	RFx Begin Date (UTC-7)	RFx End Date (UTC-7)	Link Sourcing project - Commodities	Remaining time	RFx Status	Solicitation Code	Lot #	Round #	NOI	Award	Bid Abstracts	PHL	PQL
 RFB - AS-NEEDED TRASH DISPOSAL SERVICES	7/2/2024 9:36:41 AM	8/5/2024 11:00:00 AM	Refuse disposal and treatment	Bid due date has passed	Proposals Available	BPM001020	1	1					
 RFQ - AS-NEEDED GENERATOR SERVICE AND REPAIR SERVICES	7/1/2024 11:30:00 AM	7/15/2024 5:00:00 PM	Specialized trade construction and maintenance services	Bid due date has passed	Closed	BPM001017	1	1					
 RFB - KUMEYAAY VALLEY PARK - LACHAPA BALFIELDS	7/1/2024 10:28:29 AM	8/9/2024 2:00:00 PM	Building and facility maintenance and repair services	Bid due date has passed	Proposals Available	BPM000822	1	1					

RFB 822 Abstract.pdf

Perform the **Download public** verification.

[New Supplier? Register Now](#) [View Solicitations](#)


[Download public](#)

 Fields marked by an asterisk \* are mandatory

To start the download, type the characters you see in the picture and click the **CLICK TO VERIFY** button

KPP2

Type the characters you see in the picture. \*

 **CLICK TO VERIFY**

# PURCHASING & CONTRACTING

## Browse a Proposal



New Supplier? Register Now

View Solicitations



### View Solicitations

Keywords

Commodities

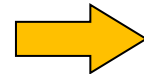
Status

Search

Reset

Click the pencil icon to browse a proposal.

Note: Login is **not** required.



	RFx Name	RFx Begin Date (UTC-7)	RFx End Date (UTC-7)	Link Sourcing project - Commodities	Remaining time	RFx Status	Solicitation Code	Lot #	Round #
	RFQ - PRINTER WITH FIVE-YEAR REPAIR AND MAINTENANCE SERVICES	8/19/2024 3:10:31 PM	9/2/2024 5:00:00 PM	Office machines and their supplies and accessories	13d 18h 08min 12s	Open for Bidding	BPM001128	1	1
	RFQ - ELECTRONIC HEARING PROTECTION	8/19/2024 12:00:00 PM	9/3/2024 5:00:00 PM	Personal safety and protection	14d 18h 08min 12s	Open for Bidding	BPM001127	1	1
	RFQ - EMPLOYEE CONSULTING SERVICES	8/19/2024 11:30:00 AM	9/23/2024 11:00:00 AM	Motor vehicles	34d 12h 08min 12s	Open for Bidding	BPM001115	1	1
	RFQ - FORD F-250 CREW CAB TRUCK	8/19/2024 9:45:00 AM	9/19/2024 5:00:00 PM	Motor vehicles	30d 18h 08min 12s	Open for Bidding	BPM001120	1	1
	RFP - REGIONAL HOMELESS ASSISTANCE PROGRAM (RHAP) AND INCLEMENT WEATHER PROGRAM SERVICES	8/19/2024 3:00:00 PM	9/30/2024 3:00:00 PM	Community and social services	41d 16h 08min 12s	Open for Bidding	BPM001109	1	1
	RFQ - DELIVERY OF DROWNING PREVENTION PROGRAM	8/16/2024 1:31:01 PM	8/30/2024 5:00:00 PM	Public administration and finance services	10d 18h 08min 12s	Open for Bidding	BPM001121	1	1
	RFSQ - AS-NEEDED APPRAISAL SERVICES	8/16/2024 9:08:17 AM	9/23/2024 3:00:00 PM	Real estate services	34d 16h 08min 12s	Open for Bidding	BPM001105	1	1

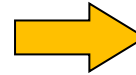


# PURCHASING & CONTRACTING

## Browse a Proposal, continued



Click the >> icon to expand the left navigation.



Once expanded, click the << icon to collapse it.

The screenshot shows the County of San Diego's purchasing portal. At the top, there's a dark blue header with the County logo, "New Supplier? Register Now", and "View Solicitations". Below this is a white breadcrumb trail: "< RFQ - PRINTER WITH FIVE-YEAR REPAIR AND MAINTENANCE SERVICES (BPM001128) - Lot :...". A "Return" button is in the top right. A light blue banner contains two messages: "Need login or register to participate to RFx" and "Fields marked by an asterisk \* are mandatory". Below this is a box with "0 Record(s)" and a message: "Please click on the Participate in RFx button to submit your response to this Solicitation." A "Participate in RFx" button is below. The main content is split into two panels. The left panel, titled "RFx General Information", shows details for Code BPM001128, RFx Name RFQ - PRINTER WITH FIVE-YEAR REPAIR AND MAINTENANCE SERVICES, Lot # 1, Round # 1, RFx Begin Date 8/19/2024 3:10:31 PM (UTC-7), RFx End Date 9/2/2024 5:00:00 PM (UTC-7), Summary (Eric Ayres, Procurement Specialist, Cell: 858-463-9172 | [Eric.Ayres@sdcounty.ca.gov](mailto:Eric.Ayres@sdcounty.ca.gov)), Q&A Start Date (8/19/2024 5:00:00 PM), and Q&A End Date (8/26/2024 5:00:00 PM). The right panel, titled "RFx Documents", contains a table with one record.

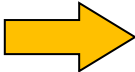
Title	Type	Att.	Last Modification (UTC-7)	Creation Date (UTC-7)	Validity End Date
RFQ - PRINTER WITH FIVE-YEAR REPAIR AND MAINTENANCE SERVICES	RFx Commercial Documents (Approved)		8/19/2024 3:09:41 PM	8/19/2024 2:56:21 PM	

1 Record(s)



Overview:

- RFX General Information
- RFX Documents
  - Click the document icon to download the file
  - Login is **not** required to download the files.
  - Participating in RFX is **not** required to download the files.



[New Supplier? Register Now](#) [View Solicitations](#)

Overview

Items (Guest)

Questionnaire (Guest)

RFQ - PRINTER WITH FIVE-YEAR REPAIR AND MAINTENANCE SERVICES (BPM001128) - Lot ...

Return

Need login or register to participate to RFX

Fields marked by an asterisk \* are mandatory

0 Record(s)

Please click on the Participate in RFX button to submit your response to this Solicitation.

Participate in RFX

RFx General Information

Code

BPM001128

RFx Name

RFQ - PRINTER WITH FIVE-YEAR REPAIR AND MAINTENANCE SERVICES

Lot #

1

Round #

1

RFx Begin Date

8/19/2024 3:10:31 PM (UTC-7)

RFx End Date

9/2/2024 5:00:00 PM (UTC-7)

Summary

Eric Ayres, Procurement Specialist  
Cell: 858-463-9172 | [Eric.Ayres@sdcounty.ca.gov](mailto:Eric.Ayres@sdcounty.ca.gov)

Q&A Start Date

8/19/2024

5:00:00 PM

Q&A End Date

8/26/2024

5:00:00 PM

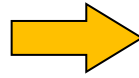
RFx Documents

Title	Type	Att.	Last Modification (UTC-7)	Creation Date (UTC-7)	Validity End Date
RFQ - PRINTER WITH FIVE-YEAR REPAIR AND MAINTENANCE SERVICES	RFx Commercial Documents (Approved)		8/19/2024 3:09:41 PM	8/19/2024 2:56:21 PM	

1 Record(s)



Click **Items (Guest)** to view the pricing schedule information to be entered into BuyNet. The pricing schedule is also required in the response document.



**Items (Guest)** will only show when required.

County of San Diego logo: New Supplier? Register Now View Solicitations

< RFQ - PRINTER WITH FIVE-YEAR REPAIR AND MAINTENANCE SERVICES (BPM001128) - Lot :... Return

Need login or register to participate to RFx

Fields marked by an asterisk \* are mandatory

0 Record(s)

Please click on the Participate in RFx button to submit your response to this Solicitation.

Participate in RFx

RFP Grid Group(s)

Keywords Search Reset

Response

Modify/Dup	Type	Code	Order	Label	Qty	Unit	Unit price	Amount
Required Item								
	Required Item	I1_1	1	TOTAL PRICE	1.00	DOL		

1 Record(s)

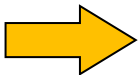




Click **Questionnaire (Guest)** to view the questionnaire.

Click the **Access Questionnaire** button to view the questions.

**Questionnaire (Guest)** will only show when required.

A screenshot of the County of San Diego purchasing portal. The header includes the County of San Diego logo, navigation links "New Supplier? Register Now" and "View Solicitations", and a user icon. The main content area is titled "RFQ - PRINTER WITH FIVE-YEAR REPAIR AND MAINTENANCE SERVICES (BPM001128) - Lot :...". A left sidebar contains a menu with "Overview", "Items (Guest)", and "Questionnaire (Guest)". The "Questionnaire (Guest)" section is active, showing a "Return" button and two informational messages: "Need login or register to participate to RFx" and "Fields marked by an asterisk \* are mandatory". Below these is a "0 Record(s)" box and a "Please click on the Participate in RFx button to submit your response to this Solicitation." instruction. A "Participate in RFx" button is visible. At the bottom, a "Questionnaire Context" box is highlighted with a green border, containing the text "Campaign RFQ - PRINTER WITH FIVE-YEAR REPAIR AND MAINTENANCE SERVICES" and a green "Access Questionnaire" button. A yellow arrow points from the text "Click the Access Questionnaire button to view the questions." to this button.



Click the **Return** button to return to the **View Solicitations** grid.

The screenshot shows the County of San Diego purchasing portal. At the top, there is a navigation bar with the County of San Diego logo, a "New Supplier? Register Now" link, and a "View Solicitations" link. Below the navigation bar, the main heading is "RFQ - PRINTER WITH FIVE-YEAR REPAIR AND MAINTENANCE SERVICES (BPM001128) - Lot :...". A yellow arrow points to a "Return" button in the top right corner of the main content area. Below the heading, there are two informational messages: "Need login or register to participate to RFx" and "Fields marked by an asterisk \* are mandatory". A "0 Record(s)" message is displayed below these. A "Participate in RFx" button is visible. The main content area is divided into two sections: "RFx General Information" and "RFx Documents". The "RFx General Information" section contains details such as Code (BPM001128), RFx Name (RFQ - PRINTER WITH FIVE-YEAR REPAIR AND MAINTENANCE SERVICES), Lot # (1), Round # (1), RFx Begin Date (8/19/2024 3:10:31 PM (UTC-7)), RFx End Date (9/2/2024 5:00:00 PM (UTC-7)), Summary (Eric Ayres, Procurement Specialist, Cell: 858-463-9172 | [Eric.Ayres@sdcounty.ca.gov](mailto:Eric.Ayres@sdcounty.ca.gov)), Q&A Start Date (8/19/2024 5:00:00 PM), and Q&A End Date (8/26/2024 5:00:00 PM). The "RFx Documents" section contains a table with one record.

Title	Type	Att.	Last Modification (UTC-7)	Creation Date (UTC-7)	Validity End Date
RFQ - PRINTER WITH FIVE-YEAR REPAIR AND MAINTENANCE SERVICES	RFx Commercial Documents (Approved)		8/19/2024 3:09:41 PM	8/19/2024 2:56:21 PM	

1 Record(s)



**THANK YOU**

**SANDIEGOCOUNTY.GOV**