

Midpeninsula Regional Open Space District

A Vendor Guide to Doing Business with the
Midpeninsula Regional Open Space District



Thank you for your interest in doing business with the Midpeninsula Regional Open Space District.

This document is intended to provide a quick reference guide for doing business with the District. It is not intended to provide all of the information relevant to the District's purchasing policies, which govern the District's purchasing decisions. Copies of District purchasing policies can be found here:

[Bids & Proposals | Midpeninsula Regional Open Space District](#)

Midpen's Procurement Program is the 2025 Winner of the GFOA Award for Excellence.



OVERVIEW

The Procurement Division of the Administrative Services organization is responsible for the procurement of supplies, materials, equipment, information technology, and general services such as:

- Services: Janitorial, Maintenance, Landscaping, Information Technology, Cybersecurity, Printing, Plumbing, Electrical, Painting, etc.
- Products: Vehicles, Automotive Parts, Audio/Visual Equipment, Electrical Parts, Office Products, Capital Equipment, Computers, Peripherals, etc.

Procurement of consulting services is managed by the individual department requiring those services. Procurement of construction and construction-related services are handled directly by the Engineering & Construction Department within the Project Planning and Delivery business line.

BID OPPORTUNITIES

The District administers its public solicitations through the Bidnet Direct platform. All questions and communications must be submitted exclusively through Bidnet Direct. Instructions for submittal will be outlined in the solicitation document.

Vendors are not charged any fees to view District solicitations or submit their responses.

For more information on District bid opportunities, please visit our website:

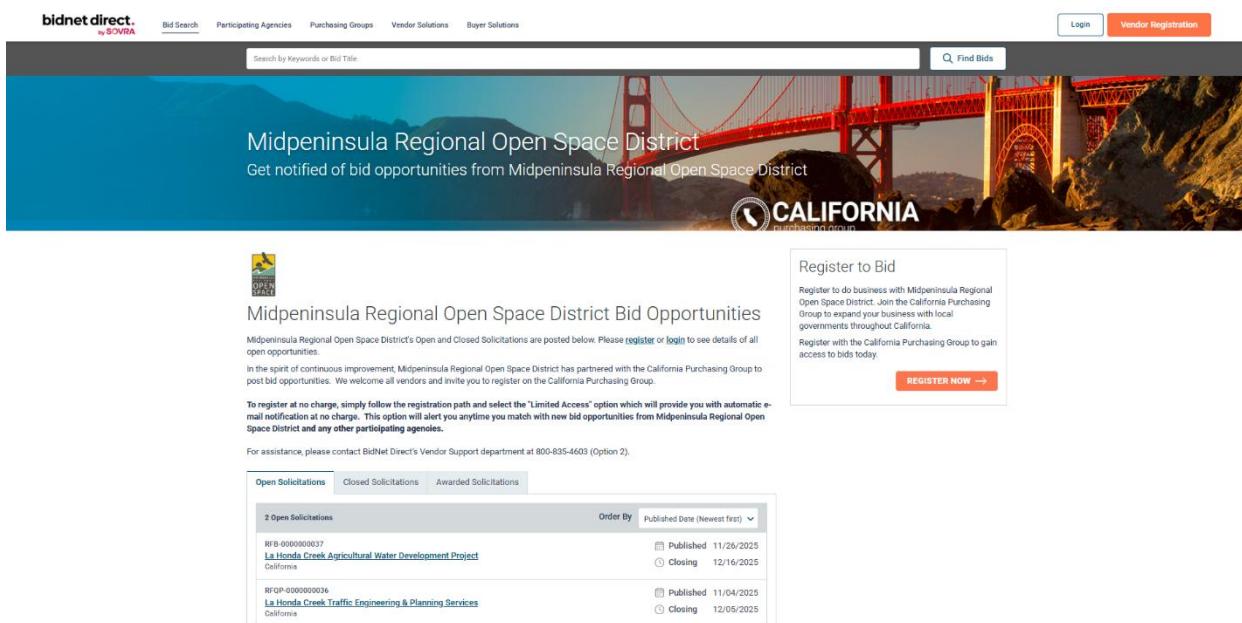
[Bids & Proposals | Midpeninsula Regional Open Space District](#)

<http://www.openspace.org/get-involved/bids-proposals>

VENDOR REGISTRATION

To receive public solicitation notifications and participate in the District's bidding process vendors must register through BidNet Direct at:
www.bidnetdirect.com/california/openspace

There is no cost to register for District solicitations.



Midpeninsula Regional Open Space District
Get notified of bid opportunities from Midpeninsula Regional Open Space District

CALIFORNIA
PURCHASING GROUP

Midpeninsula Regional Open Space District Bid Opportunities

Midpeninsula Regional Open Space District's Open and Closed Solicitations are posted below. Please [register](#) or [login](#) to see details of all open opportunities.

In the spirit of continuous improvement, Midpeninsula Regional Open Space District has partnered with the California Purchasing Group to post bid opportunities. We welcome all vendors and invite you to register on the California Purchasing Group.

To register at no charge, simply follow the registration path and select the "Limited Access" option which will provide you with automatic e-mail notification at no charge. This option will alert you anytime you match with new bid opportunities from Midpeninsula Regional Open Space District and any other participating agencies.

For assistance, please contact BidNet Direct's Vendor Support department at 800-835-4603 (Option 2).

Open Solicitations **Closed Solicitations** **Awarded Solicitations**

	Order By
RB-0000000037 La Honda Creek Agricultural Water Development Project California	<input type="checkbox"/> Published 11/26/2025 <input type="radio"/> Closing 12/16/2025
RFOP-0000000036 La Honda Creek Traffic Engineering & Planning Services California	<input type="checkbox"/> Published 11/04/2025 <input type="radio"/> Closing 12/05/2025

Registering as a vendor is simple:

- 1. Go to <http://www.bidnetdirect.com/california/openspace>
- 2. Click on "Register Now"
- 3. Activate your account and select your registration option

The information vendors provide in their BidNet Direct profile determines the purchase types, frequency, and delivery point of the notifications they will receive. Vendors should carefully review their information at the time of registration and periodically thereafter to ensure it is complete, current and accurate. Vendors may select commodity codes for all products and/or services that they can provide to ensure they receive relevant bid notifications.

For questions regarding the vendor registration process or how to use Bidnet Direct, please contact BidNet Direct's vendor support at (800)835-4603 and select option 2 to speak with live customer support or email: support@bidnet.com

Insurance Requirements

Prior to any work onsite work commencing for the District, vendors will be required to submit acceptable proof of insurance demonstrating at least the following minimum coverages:

- Commercial General Liability
 - \$1,000,000 per occurrence
 - \$2,000,000 annual aggregate
- Automobile Liability
 - \$1,000,000 per occurrence. Coverage must apply to and evidence “any auto”.
- Workers Compensation and Employer Liability (for vendors with employees):
 - Workers’ Compensation as required by Statute and the Labor Code of the State of California
 - Employers’ Liability: \$1,000,000 each accident

Additional Insured Endorsement naming “Midpeninsula Regional Open Space District, its officers, agents and employees are included as additional insured on commercial general and automobile policies.



Wage Requirements

Vendors working with the District must comply with applicable wage and labor laws, including prevailing wage requirements. District solicitations will include additional information about applicable wage requirements.

Please visit: <http://www.dir.ca.gov/public-works/publicworks.html> for more information.



Payments

Preferred Payment Method – ACH

The District utilizes **Automated Clearing House (ACH)** as its preferred method of vendor payment. Vendors must submit a completed ACH Authorization Form to Accounts Payable to establish electronic payment. ACH provides expedited processing, reduces administrative delays, and supports secure electronic transactions.

Vendors not enrolled in ACH will receive payment by check, which may result in longer processing times.



ACH Information Request Form

GENERAL MANAGER
Ana M. Ruiz

BOARD OF DIRECTORS
Craig Gleason
Yoriko Kishimoto
Jed Cyr
Curt Riffle
Karen Holman
Margaret MacNiven
Zoe Kersteen-Tucker

To enable the Midpeninsula Regional Open Space District to pay your invoices via the Automated Clearing House (ACH*) method and be notified via e-mail of the payment, please complete this form, and submit it to our Accounts Payable office per the instructions below. If you have questions while completing this form, please contact Accounts Payable at 650-691-1200 or via e-mail at accountspayable@openspace.org.

Vendor Name (as it appears on your invoice): _____

Banking Institution: _____

Transit/Routing Number: _____

Bank Account Number: _____

Please indicate whether this is a savings or checking account:

Savings Account Checking Account

Vendor Contact: _____ Title: _____

Phone Number: _____ E-mail: _____

E-mail Payment Notifications to: _____

Note: If your routing or account numbers change, please contact the Accounts Payable office immediately at the phone number above.

Fax or mail the completed form to:

E-mail: accountspayable@openspace.org

Fax: (650) 691-0485

U.S. Mail: Midpeninsula Regional Open Space District

Attention: Accounts Payable

5050 El Camino Real

Los Altos, CA 94022

*At this time, we are not able to process wire transfers, only ACH payments.

Contact Information:

Procurement: procurement@openspace.org

Accounts Payable: accountspayable@openspace.org

Bidnet Direct: support@bidnet.com