



CITY OF VICTORVILLE PURCHASING MEMORANDUM OF UNDERSTANDING DISASTER PREPAREDNESS PROGRAM GUIDELINES

The City of Victorville Memorandum of Understanding (MOU) Disaster Preparedness Program is an arrangement with local vendors who agree to supply goods and services to the City of Victorville before, during, and/or following an emergency. The city will require a commitment from vendors that they are willing and able to come to our aid in an emergency situation. This means the city will require home phone and cell numbers for key employees who are able to open the business to supply our requirements at any time during an emergency.

Participating vendors collaborate with the city to:

- Provide efficient and effective deployment of services and resources in the event of a major emergency;
- Protect and preserve the health, safety and welfare of the residents and visitors of the City of Victorville;
- Limit or prevent damage and destruction of property, infrastructure and the environment.

The MOU is a solicitation for information only and may not be construed as a commitment of any kind given on behalf of the City of Victorville to purchase any goods or services now or in the future. The city does not obligate itself in any way as a result of submittal of the MOU. Only the execution of a written agreement will obligate the City of Victorville in accordance with the terms and conditions of that agreement.

During emergencies, the city is able to utilize special regulations and laws that allow the city to bypass certain requirements during the times of crisis. Any vendor wishing to sell or rent material, services or supplies to the city during an emergency must be a registered vendor with the City of Victorville.

Frequently Asked Questions

What kinds of goods and services do you need?

Due to the unpredictability of emergencies, we are looking for suppliers who offer a variety of items. This is not a commitment to purchase these items, only a list of what we may require. An extensive list is provided in the MOU; if you don't see what you can offer on the list, please add it in the "Other" section.

How can my business participate?

The MOU must be filled out completely and submitted to the Purchasing Division. Upon review of the application, vendors who meet the city's criteria (city business license and liability insurance, if applicable) will be placed on our Disaster Purchasing List.

How long does the supply agreement last?

The supply agreement will last as long as the emergency dictates the need to purchase emergency supplies and/or services. All vendors will remain on the Disaster Purchasing list unless terms, conditions and purchases are not met or the vendor asks to be removed from the list.

What if I only want to do business on a "regular" basis (not during a disaster)?

A Vendor Application is available on the city's website (<http://ci.victorville.ca.us/>) which may be completed online or printed and returned to the Purchasing Division. Also, a city business license and liability insurance, if applicable, are required.

Will participation in this program also qualify me as a "regular" (not during a disaster) vendor?

Yes.

What if I have more questions?

Logistical questions should be directed to Christian Guntert, Facilities Manager
Phone: (760) 955-5262 Email: cguntert@ci.victorville.ca.us

Financial questions should be directed to Bruce Miller, Buyer
Phone: (760) 955-5085 Email: bmiller@ci.victorville.ca.us

Due to the nature of disaster planning, response and recovery, it is important to understand that extensive records of equipment utilized, materials utilized, mobilization, etc., be accounted for by the city.