



Mayor Mike McGinn  
&  
City Purchasing and Contracting Services Division  
Invites You to the

## First Friday of Each Month

# *How To Do Business with the City of Seattle*

**Class starts at 9:00 am**

**Seattle Municipal Tower, 700 Fifth Avenue, 40<sup>th</sup> Floor  
Conference Room 4080**

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**Goods and Services ♦ Construction Public Works ♦ Consultant Services**

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- Find out if the City buys the type of product/service you offer
- Learn about City bid processes for your product/service
- See if there is a contract in place for those items, and if so, when will it be re-bid
- Find out who you should market to
- Get information about the Consultant Roster program and application process
- Learn about the City's Public Works contracting process
- See how to access online plans and specifications for public works construction projects
- Learn about opportunities through City Job Order Contracting
- Hear about the City's WMBE resources

**FIRST FRIDAY** provides comprehensive information in a two-hour session. City Buyers and Contract Program Administrators will be available to answer questions and meet individually with Vendors and Contractors.

*Sorry, no SMT garage parking validation or reimbursement for on-street parking*

**Questions? Call (206) 684-0444**

## 2013 First Friday Drop-In Day Schedule

Dates	Meeting Location Seattle Municipal Tower 700 5 <sup>th</sup> Avenue Seattle WA 98104
January 4	Conference Room 4080
February 1	Conference Room 4080
March 1	Conference Room 4070
April 5	Conference Room 4080
May 3	Conference Room 4080
June 7	Conference Room 4080
July 5	Holiday
August 2	Conference Room 4080
September 6	Conference Room 4080
October 4	Conference Room 4080
November 1	Conference Room 4080
December 6	Conference Room 4080