



Doing Business
With The
City of Seattle

Construction, Consulting, Purchasing

**City Purchasing
and Contracting Services
700 5th Ave, Floor 41
Seattle WA 98104**

206-684-0444

Who We Are

Each City Department pursues and manages projects for construction, consultant contracts, and their procurement needs. Some City procurement functions are centralized within the City Purchasing and Contracting Services Division.

Our Mission

The City seeks competitive processes and prioritizes socially responsible solutions for bids and contracts in behalf of City departments.

Purchasing – Goods and Services

The City purchases goods, services, equipment and supplies as a centralized function with the City Purchasing office. We have a pool of ten Buyers and two Supervisors reporting to the Division Director. Each Buyer specializes in certain products and services. Call to contact the Buyer that manages products and or services you offer.

Public Works - Construction

Public Works projects are developed within various departments throughout the City; the bidding process is administered within the City's Purchasing and Contracting Services office. We have five Program Administrators, four Contract Analysts, two Administrative Staff Analysts, and a Supervisor, reporting to the Division Director. The Contracting Services section advertises all construction projects, receives and tabulates bids, manages the contract execution process and monitors contracts for compliance.

Consultant Contracts

Each City department awards and executes its own consultant contracts. However, there are general City-wide standard operating procedures issued by City Purchasing and Contracting Services that each department must follow. City Purchasing and Contracting Services also manages the City's Consultant Roster program.

You may apply as a consultant at <http://www2.seattle.gov/ConsultantRoster/>

Federal Projects

Some City contracts, particularly transportation construction, receive federal funding. Federally funded projects may include requirements, such as “Buy America” and Disadvantaged Business Enterprise (DBE) participation. For information about state and federal DBE certification contact the WA State Office of Minority & Women’s Business Enterprises. : <http://www.omwbe.wa.gov>

Social Responsibility

The City is committed to socially responsible purchasing. All City departments work to ensure open, fair and equitable procurements, competitive and fair pricing; environmentally sustainable solutions; women and minority businesses, best labor practices, and local business participation when applicable in City bid decisions.

Women and Minority Owned Business (WMBE)

The City actively supports inclusion of WMBE businesses on city contracts. We seek prime vendors/contractors when soliciting bid opportunities. The City recognizes WMBE firms that self-identify with at least 51% minority or women ownership. If you are a WMBE firm, please register at: <http://www.seattle.gov/html/business/contracting.htm>

Equal Benefits

The City is committed to promoting equity in contracting through its many social equity programs. The Equal Benefits Program was established to ensure that businesses contracting with the City provide benefits equally to the spouses and domestic partners of their employees. Seattle Municipal Code Chapter 20.45 applies to contracts for construction, consultant services, and the purchase of goods and services, worth \$47,000 and above.

Prevailing Wage

Every contract with skilled crafts and labor have Prevailing Wage requirements set by the State of Washington, such as plumbing, electrical, painting, landscaping and janitorial services. Expect these requirements as a condition of contract award and your invoice payment. See the Labor & Industries State of Washington website at <http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/>

SweatFree and SlaveFree

The City is committed to avoiding use of sweatshops and other unfair labor conditions. For certain product purchases, the City shall apply sweat shop free requirements. See the City website for more detail <http://thebuyline.seattle.gov/2010/05/12/sweatfree-purchasing-policy/> or call the City Contracting Equity Manager at 206-684-3081.

Green Environment Standards

The City has a strong commitment to the environment and requires environmentally preferable products and services. The City will often seek, specify or favorably score products that are recycled, certified, remanufactured or provide innovative and environmentally preferable solutions. For more information, visit the City business website at <http://www.seattle.gov/purchasing/grnpurchhome.htm>.

Vendor Ethics

Do not give meals, tickets or gifts to City employees. The City also protects against conflicts of interest in bidding and contract work. If you perform design work for a subsequent project, seek a City decision about whether that affects your eligibility for future bid. To learn more go to <http://www.seattle.gov/ethics/etpub/faqintro.htm>

Restrictions on Contract Workers

Former and current City employees that work for a company are subject to certain restrictions. Likewise, contract workers that work over 1,000 hours/year on any City work are subject to various restrictions. For more information, call the Ethics and Election Office at 206-684-8500.

Business Licensing

Winning bidders with a physical nexus in the city must obtain a Seattle Business License and a State license (when applicable). For City licensing, call 206-684-8484 or e-mail rca.bizlictx@seattle.gov or apply on line at

<https://dea.seattle.gov/self/Account/Login/selfHome.aspx>

For State licensing, call 1-800-647-7706 or apply on line at <http://www.dol.wa.gov/business/file.html>.

How do I market to the City?

Who can I call to introduce my company?

For products and routine services, call the City Purchasing and Contracting Division at 206-684-0444.

- Ask for the Buyer who specializes in your product. The Buyer can tell you about current contracts for your product and how much is spent.
- Ask for a copy of the contract and when we may re-solicit.
- The Buyer can refer you to City department staff that might be interested in your product or service.
- You can also sign up to receive an RSS feed through the City blog at <http://thebuyline.seattle.gov/>

For Public Works Construction and Consultant contracts, City departments have projections and background about upcoming projects posted on their websites. You may contact a Program Administrator at 206-684-0444 who can refer you to City department staff for those upcoming bid opportunities.

Where can I register my company?

You may complete a one-time free registration into the City's Registration and Roster Enrollment System and or submit your application for the City's Consultant and Small Construction Projects Rosters at <http://www.seattle.gov/html/business/contracting.htm>. With questions please call 206-684-0444.

I am a women/minority owned business. Who can help me get connected with a city staff?

Call the Contracting Equity Manager at 206-684-3081. You can also call specific department staff:

City Light: 206-386-1760 or 206-233-1559

Transportation (SDOT): 206-684-3098

Seattle Public Utilities: 206-733-9068

How do I learn of bid opportunities?

Check out our Website frequently at: <http://www.seattle.gov/html/business/rfp.htm>

Products & Services

How does the City buy products and services?

Most purchases are made through long-term competitively bid contracts. City Purchasing has 1,100 long-term Blanket Contracts for items that departments repeatedly buy. We also conduct about 600 one-time bids each year. If there is no Blanket Contract and purchases are small (under \$8,000 each and \$47,000 a year), City departments buy directly from Vendors of their choice.

How does City Purchasing select the winner?

The City conducts an ITB (Invitation to Bid) solicitation which considers price, meets minimum qualification, equal benefits compliance, technical compliance and other mandatory requirements. The City also may conduct an RFP (Request for Proposal) which evaluates multiple criteria to select the winner. The City scores such things as customer service, experience, specialties, quality of the concepts or product, environmentally preferable solutions, references and more. An RFP is complex, but guarantees careful deliberation and a good understanding between the City and vendor.

Does the City already have a Blanket Contract for what I sell?

Call City Purchasing 206-684-0444 or go to <http://www2.cityofseattle.net/purchasing/vendorcontracts/>

How often does the City resolicit long-term contracts?

Most contracts are for five years or less with an option to extend. Call 206-684-0444 for the Buyer about contracts of your commodity. The Buyer can tell you about any current contracts, when they expire, when we may bid again, and can add your name to any future bid list.

If I win a contract, am I guaranteed all City business?

No. You still need to market to City departments and maintain a positive service to the City. The City may select multiple companies to provide services, add or use other contracts while your contract is still in use, or terminate and rebid.

Construction

The City conducts competitive bidding on most construction work. Individual departments develop the projects and manage the construction; the City Purchasing and Contracting Services Division administer the solicitation, bidding and award process; and monitor construction for prevailing wage and social equity compliance. For questions, call 206-684-0444. The most common bid methods that we use are provided below:

Standard Public Works: The most common construction contract bidding format is standard public works, also called design, bid, build. This is used for most projects above \$8,000 that are not administered under a different contracting method. The City designs the project and posts plans and specifications for public bid. All current public work solicitations can be accessed by going to www.ebidexchange.com/seattle (a free registration is required to view).

Small Works Roster Program: Like most public agencies, the City has a Small Works Roster program for projects less than \$300,000. The City performs a small number of projects through this program each year. You can apply to be on the Roster, and will then be selected to give quotes for specific projects. There is no expiration for those companies that are approved and listed on the Roster. The application is on the City website.

Job Order Contracts: Like most public agencies, the City has two Job Order Contracts with prime contractors for facility and utility construction work. Both contracts can conduct work orders for projects less than \$300,000. 90% of the work is subcontracted. If you are interested in subcontracting opportunities for these contracts, we can connect you to the prime for each of the two contracts.

Consultant

Each City department conducts their own independent processes to select consultants for work. To market for those opportunities, contact departments that you are interested in. For questions about City procedures, call 206-684-0444.

Consultant Roster: The City has a Consultant Roster that is managed by City Purchasing and Contracting Services. Consultants may apply for the roster. Consultants will be screened for experience and areas of specialty. City Departments may use the Roster to select companies for quotes on projects less than \$277,000.

Standard Solicitations: City Departments may also conduct Request for Proposal or Request for Qualification processes. Those will be advertised and managed by the Department. You may learn of those by searching in Ebid at www.ebidexchange.com/seattle, Daily Journal of Commerce and city department websites.

Training and Mentorship Opportunities

First Friday Drop-In Days

Held on first Friday each month from 9 to 11 a.m. We provide information on how to do business with the city including tips on bidding, and explain city procedures and forms, contract search and more to vendors, consultants and contractors. Stop by to meet the Buyer or Program Administrator for your commodity/specialty or call 206-684-0444 for more information.

Meetings are held at Seattle Municipal Tower, 700 5th Avenue, Suite 4050/4060 (Floor 40), Seattle WA 98104

We are located between 5th & 6th Avenue and Cherry & Columbia.

Parking garages are available in the building and one block at SeaPark Garage. Parking fee is at vendor's expense.

Resource Companies:

- **Contractor Development and Competitiveness Center** is at 105 14th Avenue, First Floor, Seattle WA 98122. Call 206-323-0569 or view <http://www.urbanleague.org/index.php/departments/cdcc>
- **Tabor 100** is an association of African-American, women, diverse and traditional companies. It provides a network for business issues, and partnering opportunities. Call 206-368-4042 or view www.tabor100.org.





City of Seattle

City Purchasing and Contracting Services

Physical Address:

700 5th Ave, 41st Floor
Seattle WA 98104

Mailing address:

PO BOX 94687, Seattle WA 98124-4687

206-684-0444

Nancy Locke, Director (nancy.locke@seattle.gov)

Miguel Beltran, City Contract Compliance Manager (miguel.beltran@seattle.gov)

Forrest Gillette, City Contract Equity Advisor (forrest.gillette@seattle.gov)

Aleanna Kondelis, City Construction Contracts Manager (aleanna.kondelis@seattle.gov)

Pam Tokunaga, Purchasing Manager (pam.tokunaga@seattle.gov)

Daniel Villao, Construction Labor Equity Manager (daniel.villao@seattle.gov)

City Purchasing: seattle.gov/purchasing

The Buy Line Blog Page: thebuyline.seattle.gov

Consultant Contracting Services: seattle.gov/contracting

The Consultant Connection: consultants.seattle.gov

Contracting - Public Works: seattle.gov/contracting/construction.htm