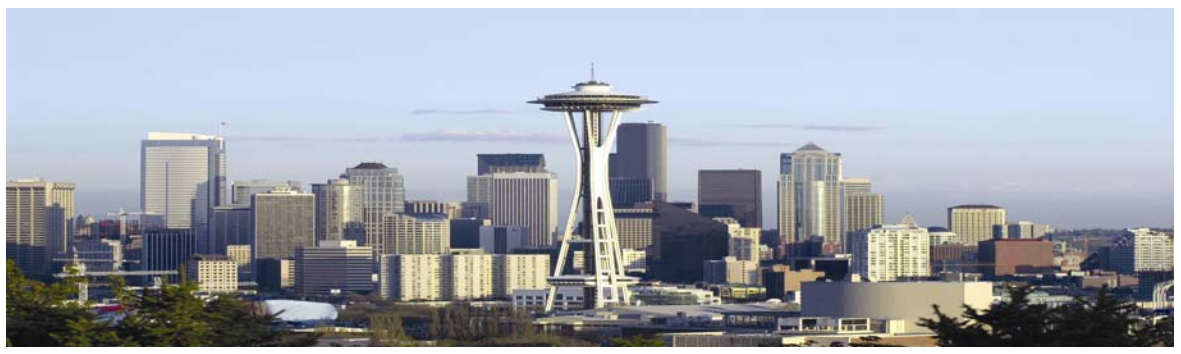




City of Seattle
Purchasing and Contracting Services Division

First Friday of each Month

How to do Business with the City of Seattle First Friday Drop-In Days



Goods and Service Vendors

9:00 a.m. to 10:00 a.m. How to Bid for Goods & Services Class

10:00 a.m. to 11:00 a.m. One-on-One with Buyer

Vendors interested in selling products, equipment, supplies and routine services are welcome to join us the First Friday of every month for a one-hour class which starts at 9:00 a.m. No cost and no registration. Learn how to bid for City goods and services, City requirements and forms, and purchasing bid policies. After the class, City Buyers are available to answer questions and have one-on-one visits with interested Vendors. The Buyer will explain:

- Does the City buy the type of product/service you sell?
- Which City Departments use the products/services you sell?
- Who in the City could you market to?
- Does the City already have a contract for those items, and if so, when we will it be re-bid?
- How does the City bid process work for your product/service?

Consultant Services and Public Works

9:00 a.m. to 11:00 a.m. Drop In Visits

Construction contractors and consultants interested in learning about Public Works contracting opportunities and Consultant Contracting Services are welcome to drop-in the First Friday of each month. Contract Program Administrators are available to answer questions and will explain:

- Consultant Roster program and application process
- Public Works contracting process
- eBid - Online plans and specifications for public works construction projects
- Small Construction Projects Roster (SCPR)
- Vendor & Contractor Registration (VCR)

**Location: Purchasing and Contracting Services Division
700 5th Avenue, Suite #4112, Seattle 98104
41st Floor of the Seattle Municipal Tower
Between 5th and 6th Avenue between Columbia and Cherry
Parking within building at your cost; on-street metered parking also available.**

Questions? Call (206) 684-0444