



DOING BUSINESS WITH THE CITY OF SEATTLE:

Construction, Consulting and Purchasing

Purchasing and Contracting (PC)

Seattle Municipal Tower
700 Fifth Ave., Floor 43
P.O. Box 94687
Seattle, WA 98124-4687

206-684-0444

<http://www.seattle.gov/purchasing-and-contracting>

Who We Are

Though each City department manages its own construction, consultant and purchasing needs, most City procurement and contracting functions are centralized within Purchasing and Contracting (PC). We are a division of the Department of Facilities and Administrative Services.

Our Mission

Equitable and effective purchasing and contracting for positive community impact.

prepared by

**PURCHASING AND
CONTRACTING**

Purchasing of Goods, Systems and Services

The City purchases goods, services, systems, equipment and supplies as a centralized function under PC. We have a team of procurement advisors and buyers who conduct this work and who specialize in certain products and services. To contact the buyer that manages the products and or services you offer, call 206-684-0444. To learn of invitations to bid, visit <http://thebuyline.seattle.gov/>.

How does the City buy products and services?

Most purchases are made through long-term competitively bid contracts. PC has more than 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 (less than \$10,000 each and does not exceed \$69,000* a year), City departments may buy directly from vendors of their choice. If there is no blanket contract and purchases are estimated to exceed \$10,000 but stay below \$69,000*, City departments or PC will solicit three quotes from vendors.

How does PC select the winner?

For purchases estimated above \$69,000*, the City conducts an invitation to bid solicitation, which considers price, minimum qualifications, equal benefits compliance, technical compliance and other mandatory requirements. The City also may conduct a request for proposal (RFP) process, which evaluates multiple criteria to select the winner. These criteria may include 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?

To find out, call PC at 206-684-0444 or go to <https://coscontractsearchportal.masterworkslive.com/>

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 to ask the appropriate buyer about contracts for your commodity. The buyer can tell you about any current contracts, when they expire and 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. 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. You still need to market to City departments and maintain a positive service to the City.

**Thresholds subject to change. Please visit <http://www.seattle.gov/purchasing-and-contracting> for more information*

Public Works — Construction

Public works construction projects are developed within various departments throughout the City, but the bid process and contract compliance is administered within PC. PC advertises all City construction projects, receives and tabulates bids*, manages the contract execution process and monitors contracts for compliance, including prevailing wages.

**Except for Seattle Public Libraries.*

Standard public works

The most common construction contract bidding is open competition with the lowest responsive bid from a responsible bidder, also called design-bid-build. This is used for most of the City's construction projects. The City designs the project and posts plans and specifications for public bid. All current public work solicitations can be accessed at <https://seattle.procureware.com> (a free registration is required to view).

Job order contracts

The City also has two job order contracts (JOC) with prime contractors for general construction work. The City can award up to \$6** million each year to each JOC prime contractor. Both contractors can accept work orders for projects less than \$500,000** based RS Means pricing. Under the State requirements, 90 percent of the work of each work order must be subcontracted. If you are interested in subcontracting opportunities through JOC, the contact information for each JOC prime is posted on the PC website at <http://www.seattle.gov/purchasing-and-contracting/construction-contracting/job-order-contracting>.

Alternative contracting methods

The City also utilizes alternative contracting methods allowed under the Revised Code of Washington, Chapter 39.10, including general contractor/construction manager (GC/CM) and design-build (DB), for large, complex projects. These alternative methods allow for a qualifications-based selection of a construction team prior to the design being complete. Both methods provide the opportunity for the City to use contractors to inform the design or construction process.

For questions concerning the City's public works construction program, please call the City's construction contracts manager at 206-684-4542 or visit <http://www.seattle.gov/purchasing-and-contracting/construction-contracting>.

**Thresholds subject to change. Please visit <http://www.seattle.gov/purchasing-and-contracting> for more information*

Consultant Contracts

Each City department awards and executes its own consultant contracts. However, there are general Citywide standard procedures issued by PC that each department must follow. To market for specific opportunities, contact the departments that you are interested in. For questions about general City consultant procedures, call 206-684-4529.

Standard solicitations

Different solicitation requirements apply depending on the type of consultant project. You may learn more about these different requirements by accessing the City's Guidelines for Contracting for Consultants at <http://www.seattle.gov/purchasing-and-contracting/consultant-contracting>. For instance, City departments will conduct a request for proposal or request for qualification process for projects valued above \$410,000*. These solicitations will be advertised and managed by the department. You may learn of those by searching the ProcureWare (<https://seattle.procureware.com>), [consultant blog](#), Daily Journal of Commerce and City department websites.

**Thresholds subject to change. Please visit <http://www.seattle.gov/purchasing-and-contracting> for more information*

Consultant roster

City departments may also use the City's Consultant Roster to select a consultant for a project. PC manages the City's Consultant Roster program and Online Business Directory. City departments may use the roster to select companies for projects valued at \$410,000* or less. Depending on the project, the department may use any consultant or may use a solicitation process to select the most qualified.

You may register for both the Consultant Roster and the Online Business Directory using a single registration system at www.seattle.gov/obd. If you have trouble registering or need help, call PC at 206-727-8677.

THE FIRST STEPS TO Doing Business with the City

Business licensing

Winning bidders with a physical nexus in City limits must hold or obtain a Seattle business license and a state of Washington business license (when applicable). For City licensing, call 206-684-8484, email tax@seattle.gov or apply on line at <http://www.seattle.gov/licenses/get-a-business-license>.

For more information about state licensing, call 1-800-451-7985 or visit <http://bls.dor.wa.gov/file.aspx>.

For construction, you must be registered and licensed as a contractor. For more information about state licensing visit <https://lni.wa.gov/licensing-permits/contractors/register-as-a-contractor/>.

Registering in the City's Online Business Directory (OBD)

The City's OBD is used by City staff and contractors who are seeking companies for work. When registering in OBD, you can indicate your business expertise and status as a women- or minority-owned business (if applicable) and register for the City's Consultant Roster. The City also uses this list to distribute news about City business.

www.seattle.gov/obd

For questions, call PC at 206-684-0444.

Learning of bid opportunities

Regularly check for announcements and current bid information on our websites:

- Purchasing solicitations:
<https://thebuyline.seattle.gov/category/bids-and-proposals/>
- Purchasing announcements:
<http://thebuyline.seattle.gov/category/announcements/>
- Consultant solicitations:
<https://consultants.seattle.gov/category/bids-proposals/>
- Consulting announcements:
<https://consultants.seattle.gov/category/announcements/>
- Public works announcements, solicitations and bids/awards and a list of upcoming City construction projects:
<http://www.seattle.gov/city-purchasing-and-contracting/construction-contracting>

Introducing your company to the City

For products and routine services, call PC at 206-684-0444.

- Ask for the buyer who specializes in your product. He or she can tell you about current contracts for your product and how much is spent, provide a copy of the contract, let you know when we may re-solicit and refer you to City staff that might be interested in your product or service.
- Sign up to receive information through the City blog at <http://thebuyline.seattle.gov/>.

For construction and consultant contracts, City capital departments have projections and background on upcoming projects posted on their websites. You may contact PC at 684-0444 to be referred to City department staff for those upcoming bid opportunities.

Vendor and contractor ethics

The City is committed to performing with integrity, accountability, stewardship and independence and protects against conflicts of interest in bidding and contracting work.

- Do not give meals, tickets or gifts to any City employees, as we are prohibited from accepting these items.
- If you perform design work for a subsequent project, you will need to seek a City decision about whether that affects your eligibility for future bid.
- Former and current City employees working for a company are subject to restrictions. Likewise, contract workers that work more than 1,000 hours/year on any City work are subject to restrictions.

To learn more about these and other Ethics Code restrictions related to contractors, vendors, customers and clients, call the Ethics and Elections Commission at 206-684-8500 or visit: <http://www.seattle.gov/ethics/etpub/faqcontractorexplain.htm>.

Is your firm a Women- or Minority-Owned Business (WMBE)?

The City is committed to including WMBEs in our contracts. We recognize WMBE firms that self-identify with at least 51 percent minority or women ownership.

Please indicate your status as a WMBE in your registration at: www.seattle.gov/obd.

For questions about the City's WMBE program, please call the WMBE and contract compliance manager at 206-684-4525.

WHAT YOU NEED TO KNOW ABOUT

Social Responsibility in City Contracting

The City is committed to socially-responsible procurement and promoting social equity through our contracts. We work to ensure open and fair procurements, competitive and fair pricing, environmentally-sustainable solutions, best labor practices, access to equal benefits and utilization of women- and minority-owned businesses, when applicable, in City bid decisions and contracts.

Women- and minority-owned businesses (WMBE)

The City actively supports utilization of WMBE on City contracts as both primes and subcontractors, and each City department establishes plans and annual voluntary goals for WMBE inclusion in consulting and purchasing contracts. The City recognizes WMBE firms that self-identify with at least 51 percent minority or women ownership.

To learn more about the City's WMBE programs, please visit <http://www.seattle.gov/purchasing-and-contracting/social-equity/wmbe> or call the contract compliance manager at 206-684-4525.

Priority Hire

City construction projects of \$5 million or more operate under a community workforce agreement (CWA) and are required to have a percentage of project hours performed by workers living in economically distressed areas and to achieve goals for hiring women and people of color. For more information on these and other CWA requirements, call the CWA administrator at 206-615-1112 or visit <http://www.seattle.gov/purchasing-and-contracting/labor-equity/priority-hire>.

Apprenticeship

On public works projects expected to cost \$1 million or more, the City has a mandatory goal that 15 percent (or more depending on the type of project) of total number of hours be worked by apprentices. Apprentices must be enrolled in an approved state-sponsored program. For more information visit [apprenticeship registration and tracking](#).

Equal Benefits

The Equal Benefits Program ensures that businesses contracting with the City provide benefits equally to both 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 \$69,000 and above. For questions, call the contract compliance manager at 206-684-4525.

Prevailing wage

Most contracts with skilled crafts and labor are subject to the prevailing wage requirements set by the state of Washington, including plumbing, electrical, painting, landscaping and janitorial services. You should expect these requirements as a condition of contract award and invoice payment. More information is available from Washington State Labor & Industries at <https://lni.wa.gov/licensing-permits/public-works-projects/workers#how-much-should-i-be-paid>.

Acceptable work sites

The City has launched a program to establish, teach, train and enforce various measures to help ensure an equitable and harassment-free work site for all on City-funded construction sites. The City requires that our construction work sites are respectful, appropriate and free from bullying, hazing and other similar behaviors. PC monitors job sites, provides trainings and materials, responds to complaints and enforces as needed. For more information, contact the contract compliance lead at 206-386-4128.

SweatFree and SlaveFree

The City is committed to avoiding the use of sweatshops and other unfair labor conditions. For certain product purchases, the City shall apply sweatshop-free requirements. For more information see

<http://www.seattle.gov/purchasing/docs/bids/CPAdOptedSweatfreePolicy6-28-10.PDF> or call the City WMBE and contract compliance manager at 206-684-4525.

Green purchasing

The Green Purchasing Program implements the City's commitment to promoting environmental stewardship when buying goods, materials, services and capital improvements. The City will often seek, specify or favorably score products that are recycled, certified, or remanufactured or that provide innovative and environmentally-preferable solutions. For more information, visit

<http://www.seattle.gov/purchasing-and-contracting/city-purchasing/green-purchasing>.

Federal social equity requirements

Some City contracts 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 Washington State Office of Minority & Women's Business Enterprises: <http://www.omwbe.wa.gov>.

How do I learn more?

Doing Business with the City

At these "101" sessions, we provide information to vendors, consultants and contractors on how to do business with the City including tips on bidding, explanations of procedures and forms and an opportunity to meet the buyer and program administrator for your commodity or specialty.

When

Check the City purchasing blog:
<http://thebuyline.seattle.gov/>.
No RSVP is needed.

Where

Online.

Questions?

Please check the City Purchasing blog at
<http://thebuyline.seattle.gov/>.

For more information call 206-684-0444.