



How to Sell
Products & Services
City of Seattle

City Purchasing
700 5th Ave, 41st Floor
Seattle WA 98104
206-684-0444

Selling Products and Services to the City of Seattle

Who We Are

City Purchasing is a Division of the City Department of Executive Administration. Public Works and consulting contracts are managed through the Contract Services Division.

Our Mission

City Purchasing manages bids and contracts for products, supplies, equipment and services. We provide a pool of Buyers to work on behalf of City departments to bid and execute contracts. We seek socially responsible products with best value.

Purchasing Staff

We have a pool of ten Buyers and two Supervisors, reporting to the City Purchasing Director. Each Buyer specializes in certain products and services. To contact the Buyer that manages the products and or services you offer, call 206-684-0444.





Federal Stimulus Projects

American Recovery and Reinvestment Act (ARRA)

The City has some bids that are funded by federal "stimulus" Act funds. City Purchasing posts and flags those bids on our Website. For more information about City ARRA projects, see <http://www.seattle.gov/mayor/issues/recovery/>

Expect unique federal requirements in those bids, such as "Buy America." Federal rules may require bidders to submit minority and women-owned (WMBE) subcontracting goals. Federal rules recognize WMBE firms that are State certified. We encourage WMBE firms to become certified: <http://www.omwbe.wa.gov/>.

Social Responsibility

The City is committed to socially responsible purchasing. City Purchasing works to ensure an open, fair and equitable purchasing process, competitive and fair pricing; environmentally sustainable solutions; women and minority businesses, best labor practices, and local business participation.

Women and Minority Owned Business (WMBE)

City Purchasing is dedicated to diversity in the companies that hold our contracts. We seek prime contractors with successful experience recruiting women and minority subcontractors. The City recognizes WMBE firms that self-identify with at least 51% minority or women ownership. Please register your company at: <http://www2.seattle.gov/VendorRegistration/>

Disadvantaged Business Certification

We encourage WMBE firms to seek certification from the State Office of Minority and Women Enterprise <http://www.omwbe.wa.gov/>.

Equal Benefits

The City seeks companies that provide corporate benefits (health, retirement, insurance) to domestic partners of an employee as to the spouse of an employee. You must submit a City Equal Benefits form with your bid. The City considers companies that provide Equal Benefits, before considering bids from those that do not. For questions, call 206-684-0430 or view the Website <http://seattle.gov/contract/equalbenefits/>.

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Web site: <http://www.seattle.gov/purchasing/pan.htm>

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How do I learn of bid opportunities?

See our Website: <http://www.seattle.gov/purchasing/pan.htm>.

Training and Mentorship

First Friday Drop-In Days are the first Friday each month from 9:00 to 11:00 AM. We provide information and tips on bidding, and explain City procedures and forms. Stop by or call 206-684-0444 for information

700 5th Avenue, Suite 4050/4060 (Floor 40)
Seattle Municipal Tower, Seattle 98104
Between 5th & 6th Avenue and Cherry & Columbia

The 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/cdccHome.shtml>.

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.

What about Consultants and Public Works?

These programs are managed by the City Contracting Services Division. Call 206-684-0430. Consultants include such experts as an attorney, architect, accountant, public relations advisor, dentist, physician, surgeon, psychiatrist, psychologist, veterinarian, engineer, surveyor and appraiser.

Prevailing Wage

Certain types of labor have Prevailing Wage requirements set by the State of Washington, such as plumbing, electrical, painting, landscaping and janitorial services. If these apply, we will alert you to these requirements in the bid. View the State Web site at <http://www.lni.wa.gov/TradesLicensing/PrevWage/default.asp>.

Fair Labor

City Purchasing recognizes fair labor standards and incorporates such standards on certain bids. For questions, call the City Purchasing Director at 206-684-8903.

The Environment

The City of Seattle has a strong commitment to the environment and seeks 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. City contracts require you to use 100% Recycled paper and Recycled Binders available from local vendors.

Vendor Code of Conduct

Do not give meals, tickets or gifts to City employees. A Code of conduct is stated in our bid instructions and contracts. Also see: http://www.seattle.gov/ethics/etpub/et_home.htm.

Restrictions on Contract Workers

All vendors should be aware of the City Code of Ethics as it applies to their 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. See the Code of Ethics or call 206-684-8500 for more information.

Business Licensing

Winning companies with a sales or physical presence in Seattle need a Seattle Business License and, if appropriate, State license. For State licensing, call 1-800-647-7706 or view <http://dor.wa.gov/content/doingbusiness/registermybusiness/>. For City licensing, call 206-684-8484 or view <http://www.seattle.gov/HTML/business/permits.htm>.

How do I market to the City?

Who can I call to introduce my company?

Call City Purchasing at 206-684-0444. Ask for the Buyer who specializes in your product. For more information and bid announcements see <http://www.seattle.gov/purchasing/pan.htm> . For Public Works Construction or Consultant opportunities, call 206-684-0430 or view <http://www.seattle.gov/contract/pwpan.htm> .

How else can I market?

Register into the City Registration System and enroll in City Rosters: <http://www2.seattle.gov/VendorRegistration/>

You can also call the City Purchasing Buyer for your product (206-684-0444). Ask the Buyer if the City has current contracts and how much is spent. Ask for a copy of the contract and when we might rebid. The Buyer also provide a list of City department staff that might be interested in your product or service.

I am a women/minority owned business. Who can help me?

All companies can call City Purchasing at 206-684-0444. Ask for the Buyer in charge of your product or service. You may also call:
City Light: 206-386-1760 or 206-233-1559
Department of Transportation: 206-684-3098
Seattle Public Utilities: 206-733-9068

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.

Long-term Blanket Contracts are awarded through competitive bid. Blanket Contracts are then designated as the first-choice when a department needs to buy a corresponding product or service.

If there is no Blanket Contract and purchases are small (under \$7,000 each and \$44,000 a year), City departments buy directly from Vendors of their choice.

How does City Purchasing select the winner?

Some bids are "low bid." These are called an Invitation to Bid (ITB). These consider price alone, given proper financial history, experience and equal benefit status (collectively called "responsibility"). You'll need to comply with bid instructions, deadlines and delivery schedules.

Some City solicitations instead evaluate multiple criteria to select the winner. These are called a Request for Proposal (RFP). The City evaluates and scores such things as customer service, your experience, delivery schedules, specialties, the quality of your concept or product, and references. 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 search our website at: <http://www.seattle.gov/HTML/business/contracting.htm>.

How often does the City rebid long-term contracts?

Most Contracts are five years. Call 206-684-0444 and ask the Buyer about contracts for your specialty. 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. Blanket Contracts are for the convenience of City departments. You will 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.