

Meet the Local Buyers

Host:

Aleesha Roedel

Government Contracting Assistance Specialist, PTAC



Together We're Greater

Agenda

- Welcome
- PTAC Introduction
- Spokane County
- Spokane International Airport
- Spokane Transit Authority (STA)
- City of Spokane
- Avista
- Q&A



Together We're Greater

About PTAC

We assist small businesses who wish to sell to federal, state, and local governments.

- Certifications & registrations
- Finding opportunities to bid
- Interpreting solicitations and regulations
- Marketing to government buyers

...and much more

- We provide these services through:
- Workshops
- One-on-one Counseling Sessions
- Matchmaking events
- Optional Bid Match service (fee-for service)



Speakers

Connie Wahl

City of Spokane

509-625-6411

cwahl@spokanecity.org

Thea Prince

City of Spokane

509-625-6403

tprince@spokanecity.org

Jason Sandobal

City of Spokane

509-625-6031

jsandobal@spokanecity.org

Tony Hall, MBA

Spokane County

509-368-1368

Mhall@spokanecounty.org

Lisa Corcoran

Spokane Airport

509-455-6406

Lcorcoran@spokaneairports.net

Kimberly Smallwood

Spokane Transit Authority

509-232-6301

ksmallwood@spokanetransit.com

Marc Lyman

Avista

509.495.4107

Marc.Lyman@avistacorp.com

Cody Krogh

Avista

Cody.Krogh@avistacorp.com



Together We're Greater



Spokane County

Purchasing Department

Tony Hall
Victor Leamer

Common Purchases

Public Works Jobs (any physical alteration to public property)

- Construction
- Infrastructure Maintenance
- Landscaping etc.
- Increasing the use of "On Call" contracts

Goods

- Large Equipment
- Vehicles
- IT Items (software)

Services and A/E

- Architectural design for buildings/parks etc
- Consulting
- Health Care Services

How to Participate



- ▶ **Small Works Roster (MRSC)**
 - ▶ All public works job under \$350,000
 - ▶ Free to register for up to 9 rosters
 - ▶ Existing vendors, please register and select us as an agency
 - ▶ <https://mrscrosters.org/businesses/business-membership/>



- ▶ **For All Formal Bids**
 - ▶ Free to register @ publicpurchase.com
 - ▶ Must select "Spokane County" to see our bids



- ▶ **Informal Purchases of Goods / Services**
 - ▶ Most purchases under \$50K
 - ▶ Tool that Purchasing & departments use for quick bids



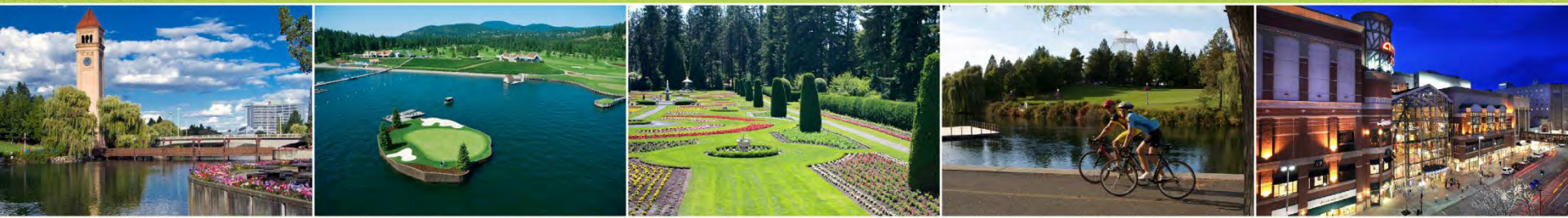
Spokane County

Purchasing Department

- ▶ Countybuyers@spokanecounty.org
- ▶ <https://www.spokanecounty.org/4614/Purchasing>
- ▶ Phone: 509-477-2300



SPOKANE
INTERNATIONAL AIRPORT



Spokane Airports Procurement Process

February 14, 2022



Organizational Structure



The city and county operate the airports under provisions of RCW 14.08, which establishes the operation of airports by more than one municipality under joint agreement.

Organizational Structure

Operating Authority: Spokane Airport Board



Spokane Airports

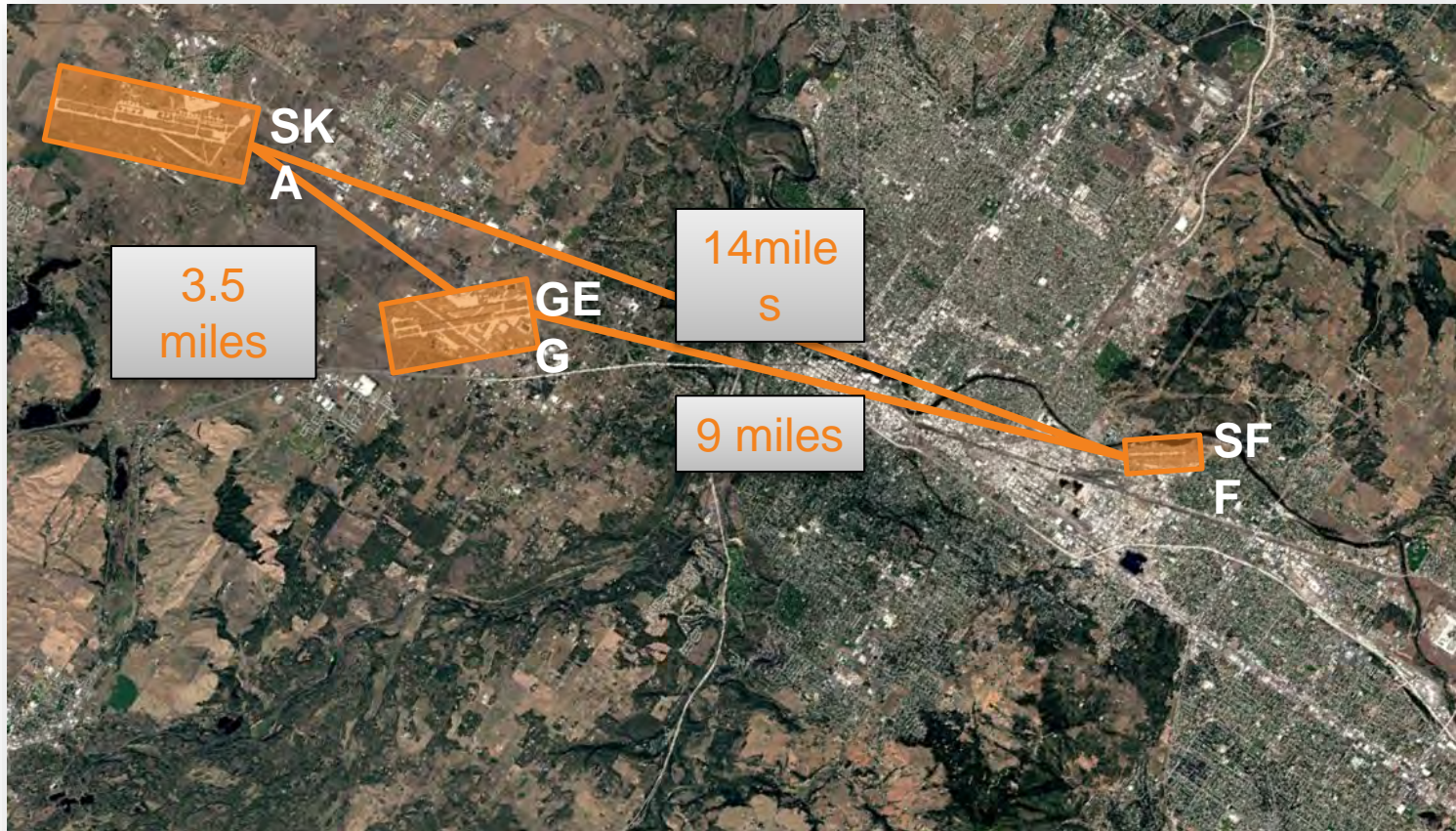


Spokane International Airport

www.SpokaneAirports.net



Spokane Area



Felts Field (SFF)

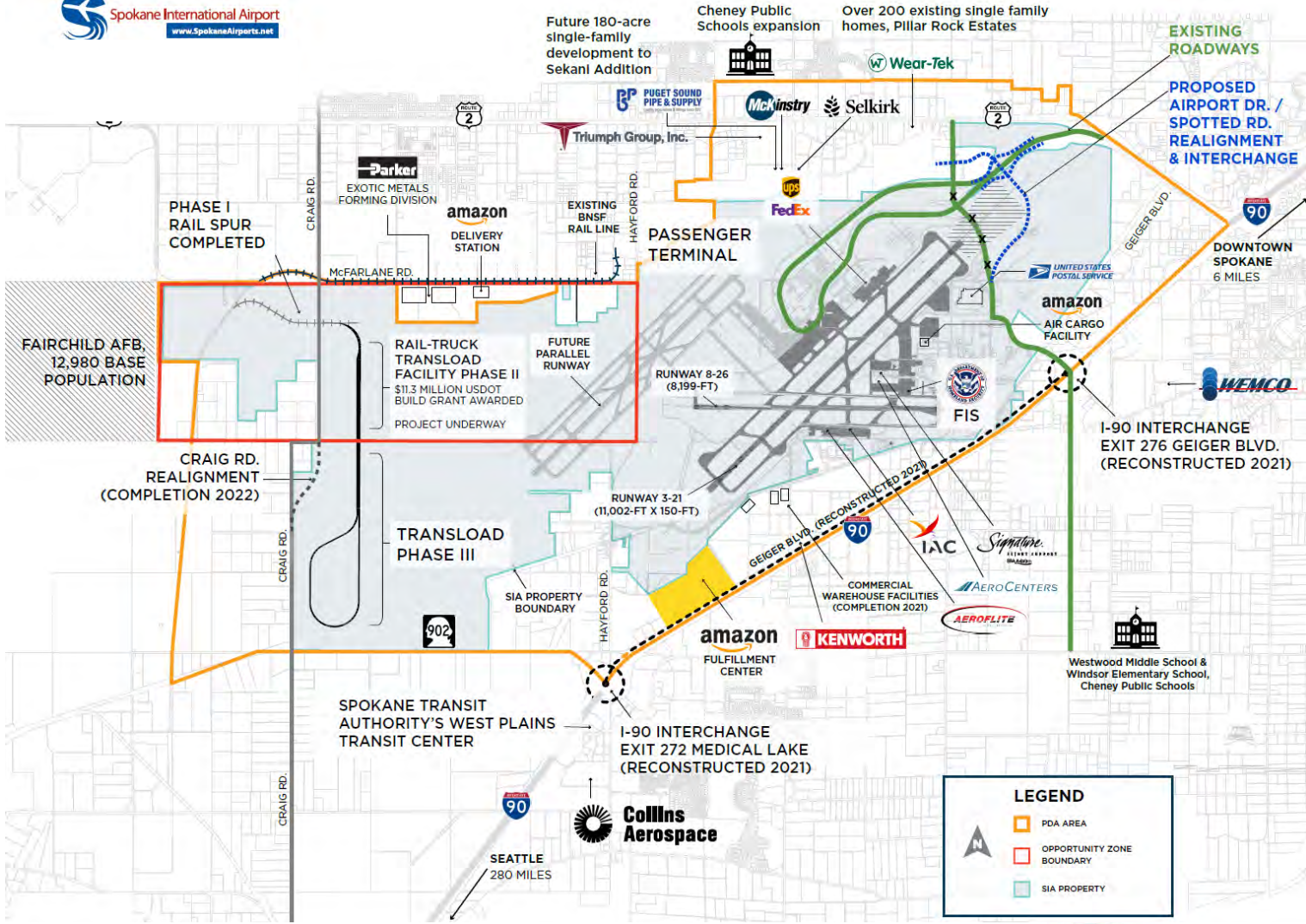
General Aviation Airport



Spokane International Airport



SPOKANE INTERNATIONAL AIRPORT

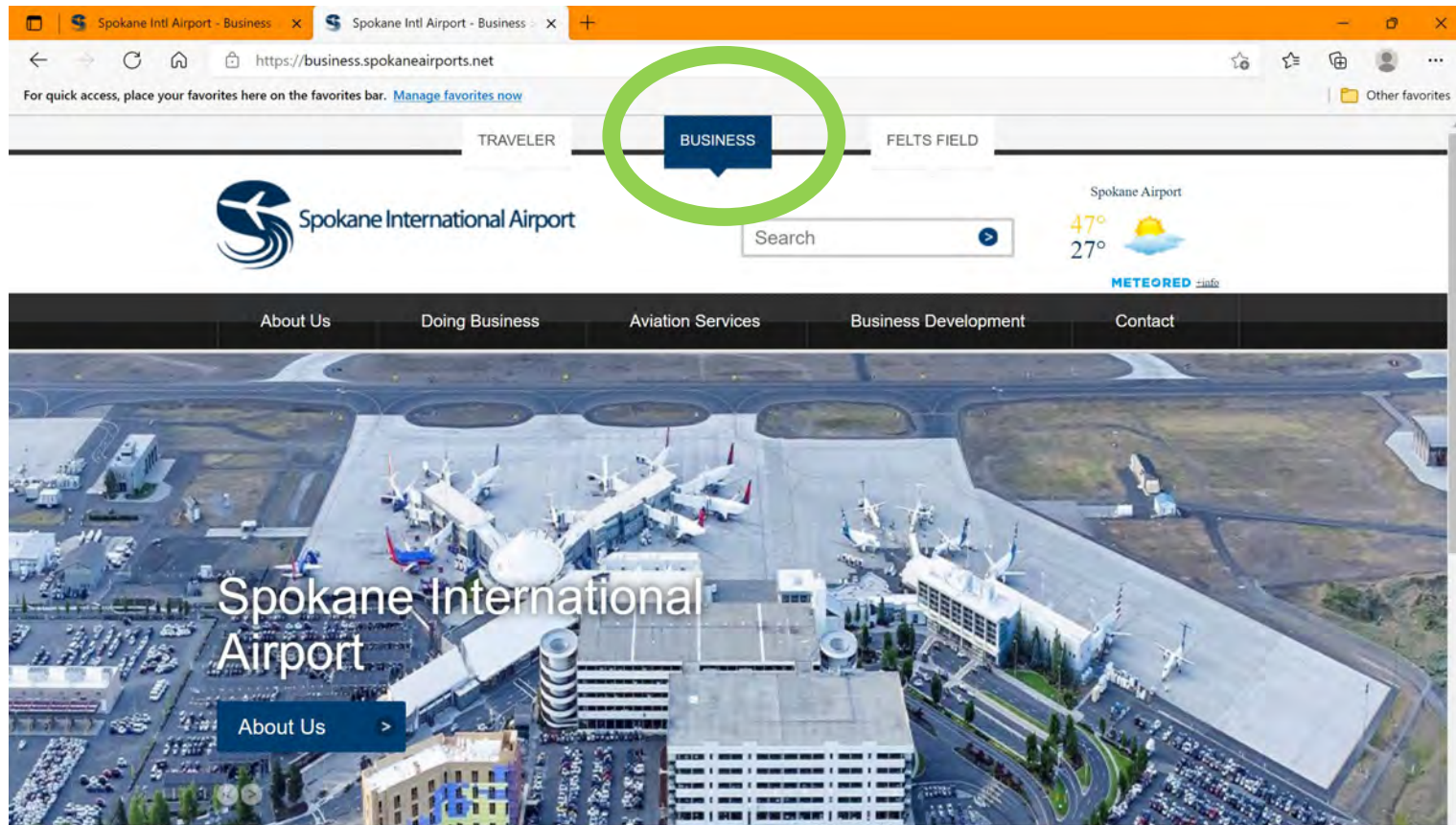


FAIRCHILD AFB,
12,980 BASE
POPULATION



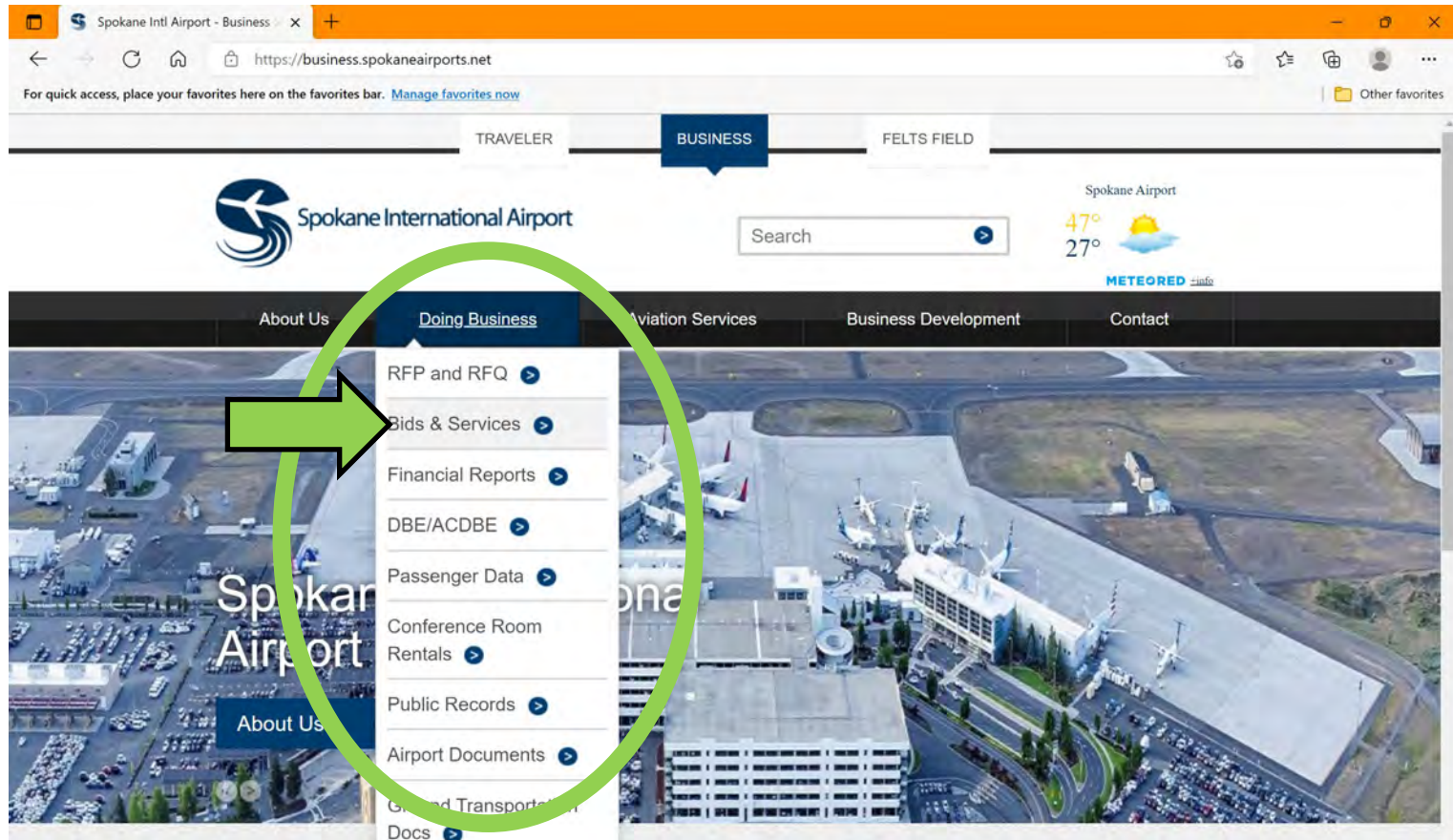
Doing Business with Spokane Airports

<https://spokaneairports.net/>



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<https://spokaneairports.net/>



Doing Business with Spokane Airports

<https://spokaneairports.net/>

Spokane Intl Airport - Business

https://business.spokaneairports.net/bids/

TRAVELER BUSINESS FELTS FIELD

Spokane International Airport

Spokane Airport
47°
27°
METEORED info

About Us Doing Business Aviation Services Business Development Contact

Bids and Services

2/6/2022

Felts Field Site Improvements #21-30-1724

- Call for Bids

[Goods and Services](#)

[Inter-local Agreements](#)

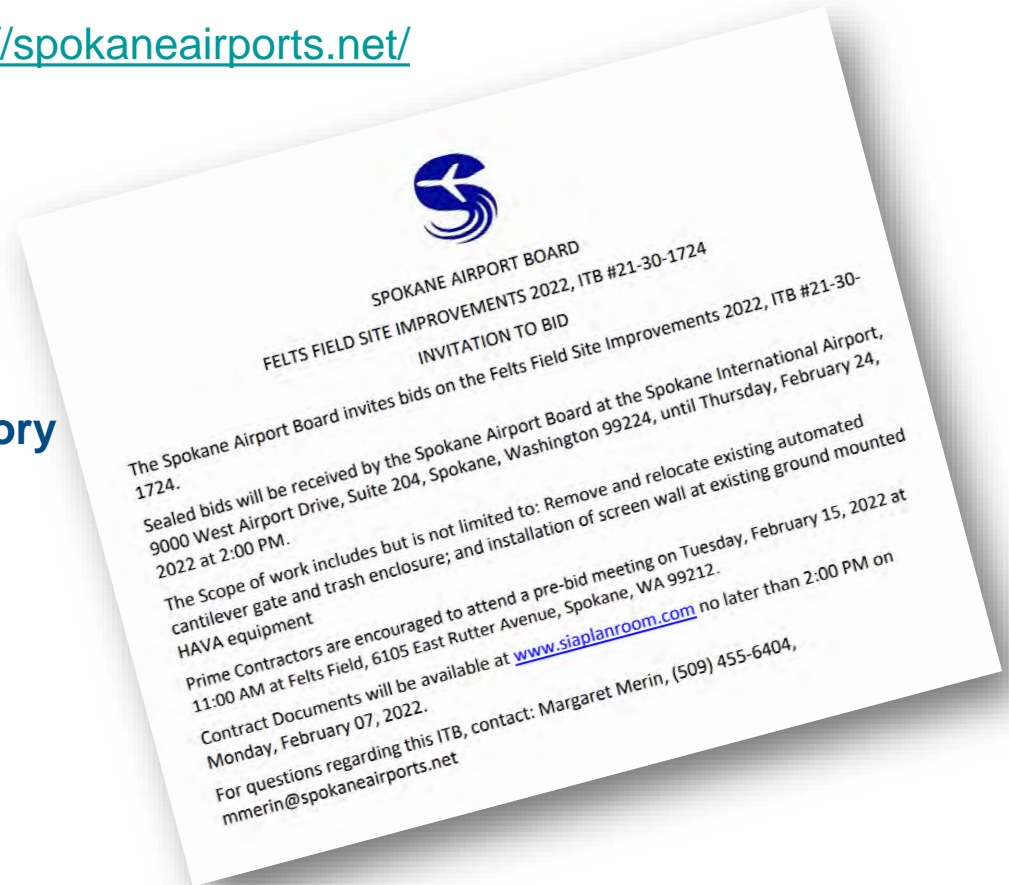
[Small Works Roster](#)

Doing Business with Spokane Airports

<https://spokaneairports.net/>

CALL FOR BIDS

- View Invitation to Bid
- Attend Pre-Bid Meeting
- Pre-Bid Meeting is Mandatory for Prime Contractor
- Fill out ALL Forms to be qualified as a responsive bidder.



Doing Business with Spokane Airports

<https://spokaneairports.net/>

GOODS AND SERVICES

- Fill out on-line Vendor Application
- Include EIN
- Attach W-9

Spokane Airports - Vendor Application
This form is required by the Spokane Airport for all vendors.

Date *

Vendor Name *

General Description of Goods/Services *

Address *

City, State, Zip *

Website

Contact Person

E-mail Address *

Contact Phone *

FEIN *

Attach W-9 *

Doing Business with Spokane Airports

<https://spokaneairports.net/>

GOODS AND SERVICES

- Fill out on-line Vendor Application
- Include EIN
- Include WA State UBI
- Attach W-9
- Select all applicable Services and Trades
- Submit Update Request Form, as needed

Spokane Airports - Vendor Application

This form is required by the Spokane Airport for all vendors.

- Administrative, Financial, & Management Services
- Arts, Crafts, Entertainments, Theater
- Auto Products, vehicles & svcs
- Bldg Equip, Supplies & Svcs
- Clothing, Textiles, Laundry Equip & Supply
- Communication Equipment and Services
- Computers, Software, Supplies, and Services
- Food, Equipment, and Related Services
- Furnishings and Related Services
- Furniture and Related Services
- Hardware, Related Equipment, and Services
- Highway Road Equip, Materials, and other Equip.
- Janitorial and Cleaning Equip., Supplies, & Svcs
- Laboratory Equipment, Supplies, and Services
- Maintenance and Repair of Equipment
- Medical Equipment, Supplies, and Services
- Miscellaneous Commodities and Services
- Office Supplies, Related Items, and Services
- Paper, Printing Equip, and Related Products & Svcs
- Personal Products, Equipment, and Services
- Rental and Leasing Services
- Safety and Protection Equipment and Related Svcs
- School and Library Equipment, Supplies, and Svcs
- Sporting, Athletic, and other Outdoor Equip & Svcs

Doing Business with Spokane Airports

<https://spokaneairports.net/>

SMALL WORKS ROSTER

- Fill out on-line Application
- Include EIN
- Include WA State UBI
- Attach W-9
- Select all applicable Categories and Trades
- Submit References

Spokane International Airport
SMALL WORKS ROSTER APPLICATION
This form is required by the Spokane Airports for inclusion to the roster.

APPLICATION INFORMATION
* Indicates a required entry

COMPANY NAME *

STREET ADDRESS, CITY, STATE, ZIP *

MAILING ADDRESS, CITY, STATE, ZIP
Leave blank if the same as Street Address

PHONE NUMBER *
xxx-xxx-xxxx

CONTACT NAME AND TITLE *

CELLULAR NUMBER
xxx-xxx-xxxx

EMAIL ADDRESS *

YEAR COMPANY ESTABLISHED *
YYYY

BANK NAME, ADDRESS AND PHONE *
Three lines available for entry.

LIABILITY INSURANCE CARRIER *

Doing Business with Spokane Airports

<https://spokaneairports.net/>

INTER-LOCAL AGREEMENTS

- **RCW 39.34 permits a local government to enter into inter-local agreements with other public agencies in the interest of cooperatively sharing resources for their mutual benefit.**
- **In accordance with RCW 39.34, the Spokane Airport Board (Spokane International Airport, Airport Business Park and Felts Field) has executed inter-local agreements with other public agencies for various purposes**



Doing Business with Spokane Airports

<https://spokaneairports.net/>

BONDS AND INSURANCE

- 100% of Project Amount on Bid Bonds
- \$1M - \$5M Insurance Requirements

FY 2021 – 2023 DBE GOALS FOR FEDERALLY-FUNDED PROJECTS

- Spokane International Airport 1.26% Race Neutral
- Felts Field 1.35% Race Neutral



SPOKANE
INTERNATIONAL AIRPORT

Thank you

Spokane Airports
Lisa Corcoran, Planning & Engineering Manager
509-455-6406
Lcorcoran@spokaneairports.net

Spokane Transit Authority (STA)

Kimberly Smallwood

Procurement Coordinator, STA



Together We're Greater



Spokane Transit **40** YEARS

Agency bio

Spokane Transit Authority (STA) is a municipal corporation formed in 1981 when the region's voters approved the establishment of a Public Transportation Benefit Area (PTBA). The regional Board of Directors is composed of elected officials appointed by their jurisdictions within the PTBA, and a non-voting labor representative.

The Chief Executive Officer, E. Susan Meyer, oversees the day-to-day operations of STA's Fixed Route Bus, Paratransit and Vanpool services.

Spokane Transit provides Fixed Route bus service on 43 different routes within the PTBA, which is comprised of 248 square miles within Spokane County. STA operates 167 buses, 28 of which are hybrid (diesel-electric) vehicles. The agency provided 5,817,776 bus rides in 2020, a 41.7% decrease over 2019 as pandemic restrictions and stay home orders changed the nature of commuting in the region.

STA's Paratransit service provides door-to-door, shared ride transportation for people who are disabled if the effects of their disabilities prevent them from using the regular bus. The Paratransit fleet of 109 lift-equipped vans provided 205,815 trips in 2020 including expanded access to the community through the Rides for Seniors program.



Spokane
Transit **40** YEARS

Vanpool is Spokane Transit's rideshare program. Groups of commuters share the cost of commuting and the ride to work in an STA van driven by one of the commuters. In 2020, Vanpool passengers made 90,770 trips.

STA employs approximately 620 people working in four locations in the Spokane region. The majority of these employees are vehicle operators and maintenance personnel. Spokane Transit has the following divisions: Executive Administration, Operations (Fixed Route, Paratransit and Vanpool), System Planning and Development, and Finance and Information Services.

STA is a no-debt agency. The primary source of funding comes from local sales and use tax, customer fares, and state and federal grants. Most public transit in Washington State is funded by up to 0.9% of local sales tax revenue with voter approval.

In 2016, after more than 35 years at the effective rate of 0.6%, voters approved a phased-in 0.2% increase to bring STA's funding rate to 0.8% by 2019. This new revenue is used to fund the 10-year *STA Moving Forward* plan to maintain, improve and expand service across the region.



**Spokane
Transit** **40** YEARS

Locations and Scope of works needed

As mentioned above, STA Moving Forward plan has generated a lot of activity for bus stop improvements, addition of the City Line and other bus stops, consulting services to aid in transit growth and additional goods and services needed that exceeds the STA small procurement threshold of \$200,000.

Upcoming events/ outreach/ training/ bids

STA is in the process of rolling out a new website. Once you access spokanetransit.com, on the top tool bar, click on “Public Information” then “Bidding Opportunities”. This will provide information on how to receive the entire bid package and instructions on submitting.

How to register with/get informed on solicitations

On the STA website tool bar, click on “About STA” then “Vendor Services”. Register by clicking on the link for “Vendor Self Service” page. This will allow you to view your purchase orders and invoices but currently the solicitations will still have to be viewed via the Bidding Opportunities page.

Items to be aware of (within contracts requirements, insurance types and common limits in public sector, other items that first timers may not be aware

Proposers must be registered with DOR, LNI, and Secy of State. Before contract award must be licensed to do business in Spokane and any other locations of work and have the necessary insurance documents as required in the solicitation.



Connie Wahl

Thea Prince

Jason Sandobal

Meet The Buyers City of Spokane

The City of Spokane – Meet the Buyers

- Who are we?
- What do we do?
- What do we need?
- In addition to the City of Spokane, we also purchase goods and services for:
 - Police Department
 - Fire Department
 - Parks and Recreation
 - Waste to Energy Plant
 - Water and Sewer Departments
 - City of Spokane Facilities
- How do we do it?





- MRSC Rosters is a roster service that provides a membership database used by participating Washington Public Agencies, including the City of Spokane to efficiently and affordably contact registered businesses about:
 - Small Works Projects
 - Construction Projects
 - Consulting Opportunities
 - Contracting of Goods and Services
 - A/E Roster
 - Vendor Roster
- Public Works projects under \$350K
- Registration at mrscrosters.org

- Purchasing uses ProcureWare for procurement solicitations that go through our office:
 - Goods/Materials >\$50,000
 - Personal Services >\$50,000
 - Architectural, Engineering, Surveying and Professional Services >\$150,000
 - Public Works and Preventive Maintenance >\$150,000
- Registration is free and businesses self register
- Notifications of solicitations are emailed from ProcureWare and vendors submit through the system.
- A registration email will accompany RFP/RFQu/RFQ/ITBs or you can register at <https://my.spokanecity.org/administrative/purchasing/vendor-registration/>

Other Opportunities

- Engineering and other projects > \$350K
 - Advertised in the Gazette
 - Plans Center www.cityofspokaneplans.com
 - Current Projects List
 - <https://my.spokanecity.org/business/bid-and-design/current-projects/city.org/administrative/purchasing>
- OWMBE Adverts

OMWBE Website

- Opportunities, notices, RFPs and RFQs are sent to OMWBE by the City of Spokane to help in our outreach Efforts to minority and women-owned businesses.



Requirements

- City Business License
- UBI Number
- For Public Works –the above and:
- Contractors/Specialty License
- Exemption/Completion of LNI Training requirement.

Information and Resources my.spokanecity.org

- Information and links to resources can be found on the City's Purchasing webpage
- Purchasing Website
 - <https://my.spokanecity.org/administrative/purchasing/>
- Additional information about 'Doing Business with The City of Spokane' can be found our 'Business and Development' webpage
 - <https://my.spokanecity.org/business/>

Doing Business with the City of Spokane

Purchasing

The central goal of the City's Purchasing Department is to provide quality goods and services needed by city departments in a cost effective and timely manner. We must maintain the highest ethical standards and business practices. We value our partnerships with vendors, contractors, and suppliers and view these relationships as business partnerships where all parties are expected to coordinate in order to produce results for the citizens of the City of Spokane.

Practices

The City uses several different methods for procuring goods and services. These methods include of quotes, using state contracts, obtaining Requests for Qualifications (RFQ), Request for Proposals / obtaining informal or formal bids. The purchasing method used is defined by the type and dollar amount purchase. All purchasing processes are governed by State Law, the Spokane Municipal Code and Procedures.

All formal solicitations are advertised in the [City's Official Gazette](#)

Public Bid Openings

Public Meetings are held for formal procurement solicitations to open submitted Proposals. Public Meetings will be held on-line on Mondays at 1:15 p.m., via

click on your computer:

Q & A

- Connie Wahl
 - cwahl@spokanecity.org
 - 509-625-6411
- Thea Prince
 - tprince@spokanecity.org
 - 509-625-6403
- Jason Sandobal
 - jsandobal@spokanecity.org
 - 509-625-6031





Contractor Pre-Qualification Process

February 14, 2022

Marc Lyman, Corporate Category Manager

Avista Facts

Avista Information

- Population of service area - 1,700,000
- Electrical Transmission & Distribution
 - Transmission miles = 2,775
 - Distribution miles = 19,200
- Hydro & thermal power generation
 - 8 - Hydro facilities
 - 6 – Thermal facilities
- Gas distribution
 - 8,000 miles
- 1800 Employee's



Examples Of Types Of Services & Material

Construction & Services

- Excavation
- Construction
- Traffic Control
- Consulting: Electrical, Civil, Geothermal
- Staff Augmentation
- Line Construction
- Gas Construction
- HVAC
- Security
- Janitorial
- Lawn keeping
- Roofing
- Pest Control
- Paving
- Project Management
- Project Inspection

Material

- Office Supplies
- Hardware
- Safety Items
- Computer Hardware
- Line Hardware
- Gas Line Fittings
- Medical Supplies
- Pipe
- Conduit
- Conductor
- Wire
- Meters
- Transformers

Supplier Prequalification Requirements

Business Information

Business Info
Professional Licenses
Certified Minority Owned Business?
Union?
Bonding & Insurance
Litigation?
Preferred Job Cost Range?
Hourly rates
Equipment Hourly rates

Safety Information

OSHA Log Information
Citations
EMR, TRIR, DART, etc.
Accident prevention program
Written safety program
“Toolbox” Safety Meetings
Substance abuse policy & programs
Drug Screenings & background check

Financial Review

Audited Financials – 2 years
Income Statement
Balance Sheet
Statement of Cash Flows
Auditor's notes

How to register your company

The screenshot shows the Avista website with the following navigation and content:

- Navigation Bar:** Your Account, Save Energy, Safety, Outages, **About Us** (highlighted with a box), Contact Us
- Main Content Columns:**
 - Avista At A Glance:** Our Company, ESG/Corporate Responsibility, Working at Avista, Our Community, Integrated Resource Planning, FERC Standards of Conduct and Price Reporting, Our Energy Mix, Connections Blog
 - Electric and Gas Service:** Rates and Tariffs, Construction Services, **Become a Supplier or Contractor** (indicated by a blue arrow), Smart Meters
 - Environmental Stewardship:** Celebrate Our Rivers, Our Commitment, Climate Change, Recreation, Water Flow Information

Instructions:

- Web address: <https://www.myavista.com>
- Click "About Us"
- Click "Become a Supplier or Contractor"

Taskbar: Shows the Windows taskbar with various application icons and a system tray with the time 12:11 PM and date 1/31/2022.

Contractual Requirements

- Must be licensed and bonded in the state where work is being performed
- Insurance minimum
 - \$2M Auto
 - \$2M General
 - \$2M Environmental
 - \$2M Professional
- Contracts
 - Service
 - Professional Services
 - Construction



Conditions that prompt adding suppliers

- Category strategy
- Business and project need
- Unique one-off project
- Current supplier conditions
- Currently don't have a qualified supplier



Awarding of project work

- Best overall value
- Skill set and experience
- Project is time critical
- Risk of changing contractors is low
- Special considerations
 - Early pay terms
 - Rebates
 - Diverse supplier
 - Local business



1. Avista expectations are uniformly & fairly applied to all contractors.
2. New contractors start with low risk, low profile projects.

Characteristics of Contractors Successful at Avista

SAFETY Performance is Outstanding

Communicates Clearly & Often

Builds Positive Long-Term Relationships

**Interface with the Public is Invariably Courteous
& Professional**

Superior Project, Cost & Contract Management

Superior Workmanship / Quality

**Offers Early Payment Terms and/or Scalable
Annual Rebate Program**

**Patient...Willing to Work Themselves into
Increasingly Prominent Projects Over Time**



Questions

Questions?

Aleesha Roedel

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509.321.3646



Together We're Greater