



WASHINGTON  
**APEX**  
ACCELERATOR  
FORMERLY WASHINGTON PTAC

# Preparing to Bid

Vehicle Maintenance & Repair Services

October 11, 2023

# Agenda

- Why today?
- About APEX Accelerator, formerly PTAC
- Solicitation history
- Review of the Opportunity
- Pre Bid Check List – Interactive! Have the solicitation and check list ready
- Bid or No-Bid Decision
- Resources



# About APEX Accelerator

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## Funding

- Funded in part by the US Department of Defense since late 1980's
- Supported locally by Washington State, Green River College, and economic development organizations

## Mission

- Increase government contracts and subcontracts to Washington firms
- Focus on small, minority, women, and veteran owned firms

## Reach

- 17 advisors across the state
- Serving 1400 businesses each year who win \$300 million in contracts and subcontracts



### 1 Kitsap Economic Development Alliance

Mary Jo Juarez, Terry Homburg, James Davis  
[kitsap@washingtonapex.org](mailto:kitsap@washingtonapex.org)



### 2 Thurston Economic Development Council

Grady Smith  
[thurston@washingtonapex.org](mailto:thurston@washingtonapex.org)



### 3 Columbia River Economic Development Council

Julia Krivoruk  
[swwa@washingtonapex.org](mailto:swwa@washingtonapex.org)



### 4 Economic Alliance Snohomish County

Cara Buckingham  
[snohomish@washingtonapex.org](mailto:snohomish@washingtonapex.org)



### 5 Green River College

Darrell Sundell, Melinda Martirosian  
[king@washingtonapex.org](mailto:king@washingtonapex.org)



### 6 Washington APEX Accelerator in Pierce County

Trena Payton  
[pierce@washingtonapex.org](mailto:pierce@washingtonapex.org)  
Maryam Lynch-Tate  
[mlynchtate@washingtonapex.org](mailto:mlynchtate@washingtonapex.org)



### 7 Greater Spokane Incorporated

Aleesha Roedel  
[spokane@washingtonapex.org](mailto:spokane@washingtonapex.org)



### 8 Tri-City Regional Chamber of Commerce

Maria Alleman  
[tricity@washingtonapex.org](mailto:tricity@washingtonapex.org)

## Other APEX Accelerators Serving Washington State

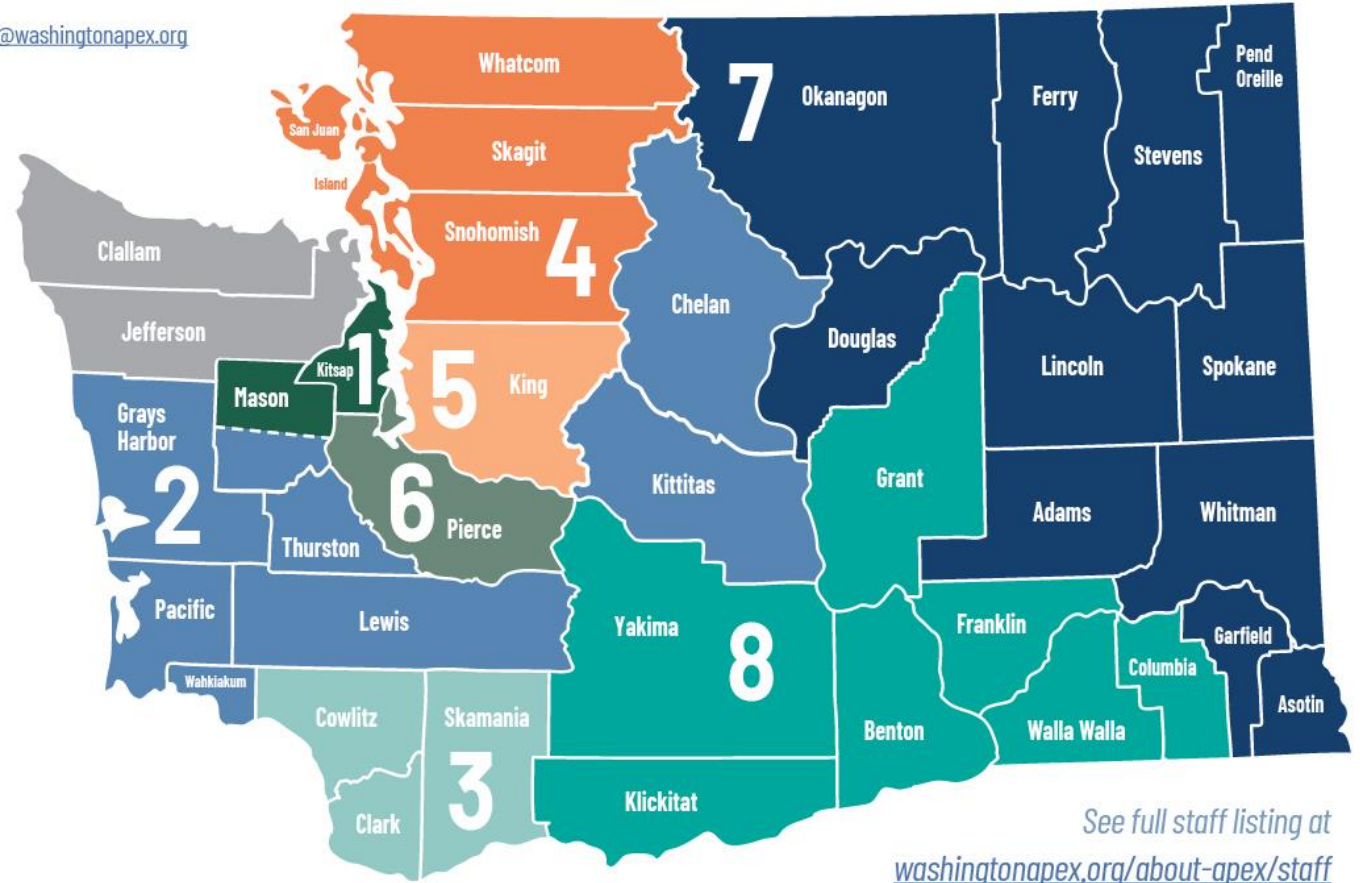
**North Olympic Peninsula APEX Accelerator:**  
Rebekah Miller  
[ptac@clallam.org](mailto:ptac@clallam.org)

**American Indian Chamber Education Fund PTAC:**  
Jeremy Sandoval  
[Jeremy.sandoval@aicccal.org](mailto:Jeremy.sandoval@aicccal.org)

**NW Native Apex Accelerator:**  
Chuck Jehle  
[cjehle@nnapex.org](mailto:cjehle@nnapex.org)

## Innovation & SBIR Program Manager

Kate Hoy  
[innovationstation@washingtonapex.org](mailto:innovationstation@washingtonapex.org)



See full staff listing at [washingtonapex.org/about-apex/staff](http://washingtonapex.org/about-apex/staff)

360.860.6945 [info@washingtonapex.org](mailto:info@washingtonapex.org) [washingtonapex.org](http://washingtonapex.org)

# Solicitation History

- Washington State Department of Enterprise Services manages Statewide Contracts with over 1500 vendors and \$1.9b in annual spend
- State agencies and local governments use statewide contracts to buy commonly purchased goods and services
- Vehicle Maintenance & Repair Services is a NEW contract for Washington State
- A Request for Information was issued November 2022
- A draft Request for Proposals was issued July 2023
- A final Request for Proposals is out now



# Historical Spend

- New Solicitation, but you may be able see who the state has purchased from in the past
- Open Checkbook - <https://fiscal.wa.gov/Spending/Checkbook>
  - Data.wa.gov – Data Catalogue – Category – Procurements & Contracts – Agency Contracts & others
  - WEBS Reports
  - Public Disclosure



# Current Opportunity

- WEBS is the only authoritative source
- Check your commodity codes
- Are you getting emails?



<ul style="list-style-type: none"> <li>➤ <a href="#">Manage Commodity Codes</a></li> <li>➤ <a href="#">Manage Geographic Designations</a></li> <li>➤ <a href="#">Manage Profile/Password</a></li> <li>➤ <a href="#">Manage Contacts</a></li> <li>➤ <a href="#">View User Guides</a></li> <li>➤ <a href="#">Search Opportunities</a></li> <li>➤ <a href="#">Search Vendors</a></li> <li>➤ <a href="#">View History</a></li> <li>➤ <a href="#">View Reports</a></li> <li>➤ <a href="#">Logout</a></li> </ul>	<p><b>Solicitation Details</b></p> <table border="0"> <tr> <td><b>System Identifier</b> 49728</td> <td><b>Customer Reference Number</b> 15722</td> </tr> <tr> <td><b>Organization Name</b> Enterprise Services (DES), Dept. of</td> <td><b>Title of Opportunity</b> Vehicle Maintenance and Repair Services</td> </tr> <tr> <td colspan="2"><b>Description Of Opportunity</b> This Competitive Solicitation is designed to result in Contract awards, by specified category for each county, that provide an efficient and cost-effective solution for eligible purchasers to purchase vehicle maintenance and repair services for light-duty ICE and EV vehicles.</td> </tr> <tr> <td><b>Date Posted</b> 9/20/2023</td> <td><b>Date Closed</b> 12/8/2023</td> </tr> <tr> <td><b>Estimated Value</b></td> <td><b>Contact Name</b> Alec La Brayere</td> </tr> <tr> <td><b>Contact Phone</b> (360) 407-9366</td> <td><b>Contact Email</b> alec.labrayere@des.wa.gov</td> </tr> <tr> <td><b>Comm Codes</b> 928-15 - Automobile and Other Passenger Vehicles Maintenance and Repair (Not Otherwise Classified) 928-19 - Body and Frame Work (Including Undercoating) 928-23 - Brake Maintenance and Repair 928-47 - General Maintenance and Repair, Vehicle (Not Otherwise Classified), to Include Oil Changes, Lubrication, Guaranteed Maintenance Programs, etc. (See 928-88 for Tune-Ups) 928-54 - Machine Shop Services, Automotive Type (See 929-48 for Industrial Type) 928-76 - Suspension (Axles, Springs, Steering, etc.) Maintenance and Repair 928-85 - Transmission (Main, Transfer Case, Chain and Final Drives) Maintenance and Repair 928-86 - Truck and Van</td> <td><b>Counties</b> Adams, Asotin, Benton, Chelan, Clallam, Clark, Columbia, Cowlitz, Douglas, Ferry, Franklin, Garfield, Grant, Grays Harbor, Island, Jefferson, King, Kitsap, Kittitas, Klickitat, Lewis, Lincoln, Mason, Okanogan, Pacific, Pend Oreille, Pierce, San Juan, Skagit, Skamania, Snohomish, Spokane, Stevens, Thurston, Wahkiakum, Walla Walla, Whatcom, Whitman, Yakima</td> </tr> </table>	<b>System Identifier</b> 49728	<b>Customer Reference Number</b> 15722	<b>Organization Name</b> Enterprise Services (DES), Dept. of	<b>Title of Opportunity</b> Vehicle Maintenance and Repair Services	<b>Description Of Opportunity</b> This Competitive Solicitation is designed to result in Contract awards, by specified category for each county, that provide an efficient and cost-effective solution for eligible purchasers to purchase vehicle maintenance and repair services for light-duty ICE and EV vehicles.		<b>Date Posted</b> 9/20/2023	<b>Date Closed</b> 12/8/2023	<b>Estimated Value</b>	<b>Contact Name</b> Alec La Brayere	<b>Contact Phone</b> (360) 407-9366	<b>Contact Email</b> alec.labrayere@des.wa.gov	<b>Comm Codes</b> 928-15 - Automobile and Other Passenger Vehicles Maintenance and Repair (Not Otherwise Classified) 928-19 - Body and Frame Work (Including Undercoating) 928-23 - Brake Maintenance and Repair 928-47 - General Maintenance and Repair, Vehicle (Not Otherwise Classified), to Include Oil Changes, Lubrication, Guaranteed Maintenance Programs, etc. (See 928-88 for Tune-Ups) 928-54 - Machine Shop Services, Automotive Type (See 929-48 for Industrial Type) 928-76 - Suspension (Axles, Springs, Steering, etc.) Maintenance and Repair 928-85 - Transmission (Main, Transfer Case, Chain and Final Drives) Maintenance and Repair 928-86 - Truck and Van	<b>Counties</b> Adams, Asotin, Benton, Chelan, Clallam, Clark, Columbia, Cowlitz, Douglas, Ferry, Franklin, Garfield, Grant, Grays Harbor, Island, Jefferson, King, Kitsap, Kittitas, Klickitat, Lewis, Lincoln, Mason, Okanogan, Pacific, Pend Oreille, Pierce, San Juan, Skagit, Skamania, Snohomish, Spokane, Stevens, Thurston, Wahkiakum, Walla Walla, Whatcom, Whitman, Yakima
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# Current Opportunity

- See Vendors Downloading
- Are you correctly listed as SB = Small Business?

**Legend:**

**M - OMWBE Certified Minority Owned**

**W - Women Owned**

**MW - Minority & Women Owned**

**SB - Self-Certified Washington Small Business**

**Mn - Self-Certified Washington Mini Business**

**Mc - Self-Certified Washington Micro Business**

**V - Washington Certified Veteran-Owned**



## Vendors Downloading

[View More Detail](#)

This feature supports partnering opportunities for vendors only. The below list of vendors represents only those vendors interested in this solicitation who have "opted in" to information sharing. It does not necessarily represent all vendors interested in the solicitation.

Company Name	Email	Phone	Status
Aalbu Brothers LLC	francis@aalbubrothers.com	(425) 252-9751	SB
Courtesy Auto Service and Tire of Tacoma	TACOMAAUTO@GMAIL.COM	(253) 473-5556	Mn
Element Fleet Management Corporation	WCollins@elementcorp.com	(347) 574-0838	
Halverson Auto Body Inc.	terry@halversonautobody.com	(509) 663-9103	Mc
Hunter Industrial	matt.grinstine@capitalIndustrial.com	(360) 786-1890	SB
JACOBSEN CHEVRON	jsacenter@qwestoffice.net	(360) 423-3870	SB
JERRY L SMITH INC	kregg@jerrysmithcars.com	(360) 293-5166	SB
Krusers Mobile Services LLC	krusersmobilellc@gmail.com	(406) 274-3187	
NW Diesel, LLC	jaimeolsen12@gmail.com	(360) 926-5513	SB
PLYUSHKO INC.	kirill@abcrepaircenter.com	(206) 395-5300	Mc-V
Policy and Research, LLC	proj_dev@policyandresearch.com	(504) 865-1545	SB
Procurement Technical Assistance Center (PTAC)	training@washingtonptac.org	(360) 701-9410 Ext.	Mc
PWXPress	bids@pwxpress.com	(408) 676-8941	
Resound Energy	shawnb@resoundenergy.com	(425) 908-0480	SB
Thurston EDC	tscroggs@thurstonedc.com	(360) 464-6042	SB
UNIVERSAL MOTORS INC.	CHOLBROOK@PIERRECHEVROLET.COM	(206) 367-7700	SB



# Current Opportunity

- Check Your profile



- [Manage Commodity Codes](#)
- [Manage Geographic Designations](#)
- [Manage Profile/Password](#)
- [Manage Contacts](#)
- [View User Guides](#)
- [Search Opportunities](#)
- [Search Vendors](#)
- [View History](#)
- [View Reports](#)
- [Logout](#)

## Manage Profile [help](#)

Account Administrator

[MAKE CHANGES TO PROFILE](#)

### Account Administrator Name

Tiffany Scroggs

### Email Address

tscroggs@thurstonedc.com

### Notify the account administrator of opportunities?

Yes

### Display company contact information to other companies for partnering opportunities

Yes

Registered: 8/1/2011

Updated: 10/9/2023

## Company Profile

### Federal ID# (FEIN)

91-1183169

### SSN

### Company Name

Thurston EDC

### DBA Name

### Web Address

### Washington UBI #

### # of Employees

20

## Ownership Profile

Do you wish to enter the demographic profile of your company?

No

### OMWBE/Veteran/Washington Small Business Status

Washington Small Business

Other certifications or licenses you possess

## Corporate Location

### Street Address 1

4220 6th Ave SE

### Street Address 2

# Current Opportunity

- Download ALL attachments
  - Solicitation Documents
  - Solicitation Amendments
- Read & Understand all documents
- Be aware of embedded **or** linked documents

## Attachments:

### Solicitation Documents

<a href="#">15722 Competitive Solicitation.docx</a>
<a href="#">15722 Exhibit A-1 - Bidder's Certification..docx</a>
<a href="#">15722 Exhibit A-2 - Bidder's Profile.docx</a>
<a href="#">15722 Exhibit B-1 Pass Fail Perf Req.docx</a>
<a href="#">15722 Exhibit B-2 Scored Perf Req.docx</a>
<a href="#">Exhibit C - Price Sheet.xlsx</a>
<a href="#">15722 Exhibit D Master Contract.docx</a>
<a href="#">15722 Exhibit E -Subcontractors.docx</a>

### Solicitation Amendments

10/4/2023 - <a href="#">15722 Pre-Bid Meeting.pptx</a>

 **BACK**

# Pre-Bid Checklist / Solicitation Review

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# Pre-Bid Checklist



## APEX's Pre-Proposal Checklist

**Disclaimers:** This check list is not intended to be inclusive of every element of the solicitation. It is designed as a starting template that each business can customize to meet their own needs. Some of these items will be not applicable.

Solicitation Review Check Sheet for Solicitation #: **STATEWIDE CONTRACT COMPETITIVE SOLICITATION – No. 15722**

Check List Item	Answer	Location of Content (name page #, exhibit #, Q/A, amendment, etc)
Deadline to Submit Proposal/Quote	December 8, time?	Solicitation doc, p5
Pre-proposal conference date	Oct 4, 1pm	Solicitation doc, p7
Site visit date	n/a	
Pre-proposal inquiry cut-off date (Q/A Period)	Sept 20 – Nov 15	Solicitation doc, p7
Issue date of solicitation	Sept 20	Solicitation doc, p7
Reserved Award / Preferences for Veteran Owned Business and SB / Set Asides / other competitive advantages	Yes – for WA small or Veteran owned	Solicitation doc p2
Commodity Codes / NAICS		



# Pre-Bid Checklist Continued

Method of proposal submission (USPS, e-mail, over-night, etc.)	E-mail, unzipped, <25 mb,	Solicitation doc p14
Type of solicitation (Low Price, Low Price Technically Acceptable, Best Value Trade Off) How Evaluate?	Non-Cost: 500 pts Cost: 500 pts + E018-03, recycled oil, coolant, prompt pay discount	Solicitation doc p8 Exhibit C - price
Type of contract (Firm Fixed Price, Purchase Order, Time & Material, etc) If FFP is there a price escalation clause?	Firm and fixed for at least 1 year. Economic Adjustment tied to index.	Exhibit D - Contract, p4
Self-performance requirement / Limitations on Subcontracting?		

# Bid or No-Bid?

- Conduct a bid/no-bid analysis based on your company's goals, proficiencies, and likelihood for success.
  - Forces you to slow down and read the solicitation
  - Small businesses don't have the luxury of wasting time bidding on something they won't win
  - Allows space to think about WHY you want this work and HOW you'll bid competitively

# Bid or No-Bid?

## Bid/no bid self-assessment questions

Question – Want to bid/can you bid?	5	4	3	2	1	Comments
Is work within scope of what we can do?						
How likely is this contract to be awarded and utilized? (contract potential)						
Do I have the cash flow to perform?						
Will it be profitable?						
Do I have time/resources to put in bid?						
Do I have the staff?						
Can I meet delivery schedule?						
Do I know the end users of the contract and understand their needs?						
Are subcontractors needed?						
How competitive will it be?						
How clear are the evaluation factors?						
Is it favorable to small businesses?						
What is probability of a win?						
Other						
Other						
Other						
Other						
TOTAL SCORE						



# Bid or No-Bid?

- You can set your scale so it's meaningful for you and your leadership team
- How would you do this assessment if you were in a different role in the company?

## BID / NO BID SELF ASSESSMENT

Question – Do you want to bid/ Can you bid?	5	4	3	2	1	Comments
Is work within scope of what we can do?	Fully in scope and 100% in line with strategic goals.	Mostly In scope and/or mostly in alignment with goals	Somewhat in scope	<u>It's a stretch.</u>	Not something we've done before nor in line with strategic goals.	
How likely is this contract to be awarded and utilized? (contract potential)	Tons of long term opportunity and piggybacking	Some long term opportunity	Unsure	Not likely to result in long term or piggy backing	Very unlikely for long term impact on business	
Do I have the cash flow to perform?	I'm so flush with cash it's not an issue, even a little.	Yes, it will not impact my cash flow in a negative way	No, but I can get the cash.	No, it'll be expensive or difficult to get the cash.	No chance.	

# Pre-Bid Checklist

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- Your APEX Advisor can help at any stage of the process
- Email [info@washingtonapex.org](mailto:info@washingtonapex.org) to be connected to an advisor to
- Become a Client” at [www.washingtonapex.org](http://www.washingtonapex.org)



# Top Tips

1. Ask questions and identify barriers to participation NOW.
2. Ask for a debrief regardless of if you win.
3. Didn't win? See if any of the successful contractors need subs? Target agencies who aren't mandated to use the statewide contracts.
4. Double check if you're Washington In-State "small" in WEBS and certify if eligible for Washington's Veteran Owned Business Certification: <https://www.dva.wa.gov/veterans-service-members-and-their-families/veteran-owned-businesses>



# Upcoming Networking Events:

## [www.washingtonapex.org/calendar](http://www.washingtonapex.org/calendar)

### **North Puget Sound Contracting Conference**

**Date:** October 26

**Time:** 10:00 - 4:00

**Location:** Angel of the Winds Arena in Everett

<https://washingtonapex.ecenterdirect.com/events/853559>

### **Meet the BIGS! Government Contracting Conference**

**Date:** November 2

**Time:** 8:00 - 1:00

**Location:** Northern Quest Resort & Casino in Airway Heights

<https://washingtonapex.ecenterdirect.com/events/853556>



# Questions or Discussion?

Tiffany Scroggs & Lisa Lagerstrom

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[www.washingtontape.org](http://www.washingtontape.org)

Not in WA? [www.aptac-us.org](http://www.aptac-us.org)

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