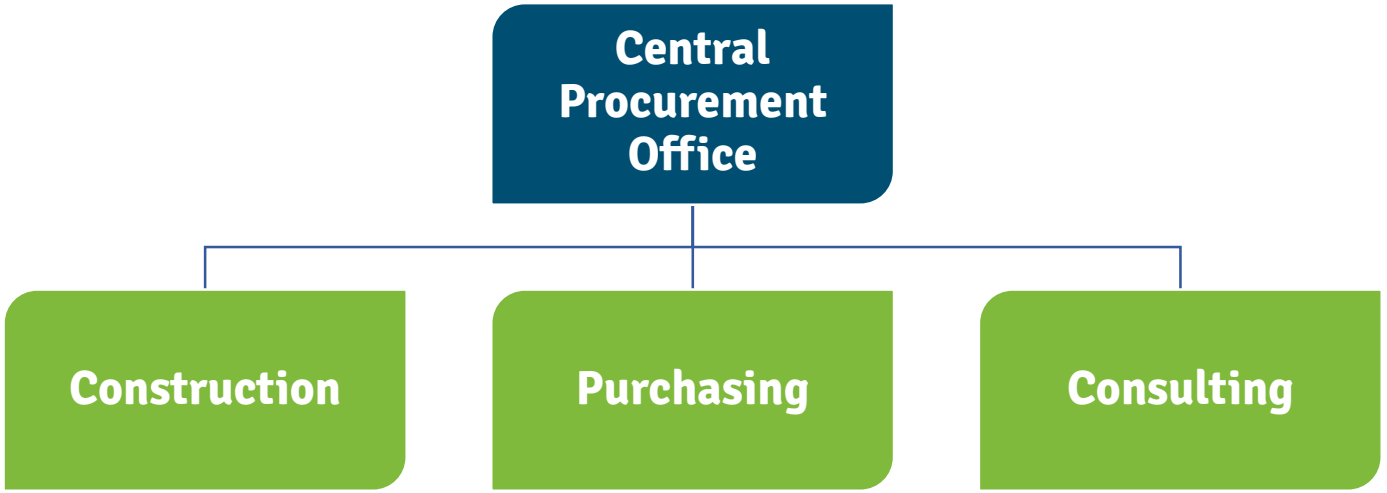
Port of Seattle®

Doing Business with the Port

July 25, 2019

Port of Seattle

- Create good jobs here and across the state by advancing trade and commerce, promoting manufacturing and maritime growth, and stimulating economic development.


Central Procurement Office
Construction
Purchasing
Consulting

Purchasing

- **Goods and services providing continuous maintenance or "off the shelf" services.**

Goods:

- Electronics
- Furniture
- Office Supplies
- Automotive Parts
- Police & Fire Equipment

Services:

- Catering
- Janitorial
- Mechanical
- CPR Training
- Drug Testing
- Veterinarian (Police Dogs)
- Window Cleaning

How to compete for Port Procurements

- Register to be part of our supplier roster!
- Read all the documentation and ask question.
- Follow direction provided on the RFP document, we spend a lot of time thinking about the process.
- If invited to an interview/discussion be prepared! Do your research about the Port’s goals and interests.
- Write proposal as soon as you know you want to compete. Edit and edit again.
- Answer questions as thoroughly as possible. Do not assume we know anything about your company or product.

Proposal Phase recommendations

- Talk to your insurance broker about contract requirements.
- Draft a safety plan for the operation.
- Understand permits requirements.

What Happens During Contract Award?

- NOIA (Notice of Intent to Award)
  - Insurance
  - Safety Plan
  - Bank Information
  - W9
  - Business Classification Information
  - Badging requirements

What Happens After Contract Award?

- Badging requirements. It takes time!
- We need to set you up on our financial and payment system.
- Following directions on how to submit invoices is important!
- Kick off meeting. We are here to support you!

Tips for a Successful Contract Implementation

- Communicate, Communicate, Communicate.
- Set up check-in meetings with operational team and procurement representative.
- Do not wait until challenging situations occur to start a dialogue about operations.
- Be responsive!

Procurement Card Program
P-Card

Questions?

Purchasing
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