

A VENDOR'S GUIDE TO THE CITY'S PURCHASING PROCESS



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Welcome to University Place

The City of University Place has developed this information sheet to acquaint vendors with the City's purchasing process and to explain clearly how to accomplish business promptly and efficiently. The City wants to conduct business courteously, ethically, and equitably. The City's policy is to ensure that all firms have a fair opportunity to compete for business within their capabilities.

About University Place

The City of University Place was incorporated on August 31, 1995. The City is the 37th largest city in Washington, with a population of approximately 32,300. It has a Council-Manager form of government. The City Council has seven members elected at large and it elects the Mayor from among them. Guidelines incorporated into the City's purchasing policies and procedures ensure compliance with the Washington State laws that control purchasing.

Supplier Information Data Sheet

To add your business to our vendor file, or update information, please complete a Vendor form and W-9 form and mail or fax to the City of University Place Finance Department. Submittal of this information does not guarantee the City will place an order with your business. It is the vendors' responsibility to update this information as it changes. Vendors are encouraged to select up to three commodity codes which best describe the supply, service, or material they wish to sell to the City.

Goods and Services

The City of University Place has a decentralized purchasing process. It begins when City staff request goods (materials, supplies, or equipment), services (professional and non-professional) or public works (construction of municipal facilities, parks, recreation, streets, storm drainage, etc.).

Vendors are selected from the City's vendor list. Department staff will solicit quotes from one or more firms, depending upon the amount of the purchase.

Department staff will prepare requisitions. Finance prepares and prints all purchase orders. One copy is the vendor copy and contains the Terms and Conditions governing all City purchases.

Upon receipt of the order, department staff will review the invoice and Accounts Payable pays all properly completed invoices within 30 days after receipt of the invoice.

Contracts (except Architects/Engineers)

The City evaluates bids to select the lowest, most responsive bid by a responsible bidder. Departments have the responsibility to ensure that all materials submitted comply with bid specifications, the bidder is capable

and has successfully completed similar contracts, and the contract reflects the lowest, best price to complete the work according to the requesting department's specifications.

The City evaluates proposals on factors specified in the Request for Proposal or Request for Bid, and award is made to the vendor submitting the most advantageous proposal to the City.

Work Rosters

The City maintains two rosters of firms that wish to participate in public works (municipal facilities, parks, recreation, streets, storm drainage, etc.), maintenance, repair, architectural and engineering work and consulting. The rosters are the *Architect and Engineer Consultant Roster* and the *Small Works Roster*. The Architects and Engineers are selected through pre-qualification, and this roster is advertised at least once per year, usually in January. The Small Works Roster is open to all interested firms, and is advertised twice each year by the Public Works Department. Firms wishing to be placed on either roster must complete an application. City staff select firms from the Small Works Roster to solicit quotations on individual projects up to \$300,000 in value. The list rotates, so all firms have an opportunity to submit a quote.

The City is contracting with Municipal Research and Services Center of Washington (MRSC) for application processing and roster maintenance. MRSC provides complete roster services statewide. Applications are being accepted at www.mrscrosters.com.

MRSC Contact: Ellen Hutchinson, mrscrosters@mrsc.org, 206.625.1300.

City of University Place Contact: Brittney Noble, bnoble@cityofup.com, 253.460.2526.

Acceptance of Gifts

No City employee shall solicit or receive a gift, loan, favor, entertainment or other item or service of monetary value if it is or appears to be solicited, received, or given with the intent to give or obtain special consideration or influence any job-related activity of the employee.

Finance and Budget Staff Contact Information

Leslie Blaisdell, Finance Director/Risk Manager	253.460.2517
Grace Oh, Finance Operations Manager	253.460.5449
Jennifer Robinson, Finance Analyst – A/P & A/R	253.460.2547
Anna Nicholas, Finance Specialist	253.460.5434

Thank you for your interest in the City of University Place. Please keep us informed of the goods and services you supply. For additional information, write the City's Finance Department, 3609 Market Place W, Suite 200, University Place, WA, 98446, or call 253.460.5449, or e-mail us at upfinance@cityofup.com.