

# Doing Business with the City of Shoreline

A Vendor's Guide





The City of Shoreline has a Purchasing Section but most purchasing actions are decentralized. Purchasing generally oversees the policies and procedures for City Departments and provides direction in the complex purchasing processes. If you are interested in selling products or services to the City this guide will help you get started.

- The City of Shoreline has limited staff and as a result you will be more successful if you make an appointment with the appropriate person in advance.
- Most major purchases are planned in advance during the formal budget process. Vendors may want to review the current City budget to identify if their product or service will be needed in the near future. You may review the budget on the City's website: [shorelinewa.gov/budget](https://shorelinewa.gov/budget).

## Where to Find Bid Information

- All formal bids and solicitations are advertised on the City of Shoreline's website: [shorelinewa.gov/bidsandrfps](https://shorelinewa.gov/bidsandrfps)
- The legal newspaper is the Seattle Daily Journal of Commerce: [dj.com](https://www.djc.com)

## Purchasing Decisions

The City's purchasing goals include promoting competition, impartiality, and maximizing value for our citizens. The City of Shoreline strives to make awards based on the lowest responsible and responsive bids/quotes received.

## Helpful Tips on Bidding and Responding to RFP/RFQs

- Be sure that written quotation requests and bid documents are signed by an authorized member of the firm, otherwise they are not acceptable.
- Read bid documents thoroughly and follow all instructions and conditions. Failure to do so could result in finding your bid nonresponsive.
- Submit your bid before the specified closing date and time. Late bids CANNOT be accepted.
- Include Bid Deposit with bid response, if required, and include supporting literature with bid response or quote.
- If required by the advertisement, acknowledge all addendums.
- Shoreline uses email as our preferred method of communication.

## Minimum Purchasing Requirements

Below are the City's minimum purchasing requirements. In some cases, Departments may choose a purchasing method required by a higher financial threshold.

### MATERIALS, SUPPLIES AND EQUIPMENT

Dollar Thresholds	Purchasing Process
Less than \$5,000	Administrative Selection is allowed
\$5,000-\$25,000	Informal Competitive Quotes Required (Recommended a minimum of 3)
\$25,001-\$50,000	Minimum of 3 Informal Written Quotes
Above \$50,000	Formal Competitive Bid

### SERVICES (ENGINEERING, ARCHITECTURE, PROFESSIONAL SERVICES)

A contract is required for all Service Contracts.

Dollar Thresholds	Purchasing Process
\$50,000 and below	Administrative Selection is allowed
Over \$50,000	Formal RFQ or RFP is required

### PUBLIC WORKS

Dollar Thresholds	Purchasing Process
Less Than \$2,500	Administrative Selection - use of Small Works Roster
\$2,501 - \$50,000	Limited Public Works process (3 quotes from Small Works Roster <b>required</b> ) (RCW 39.04.155)
\$0 - \$75,500 ~ \$0 - \$116,155 Single Craft/Trade ~ Multiple Craft/Trade	Administrative Selection using the Small Works Roster or Small Works Roster Bid (RCW 35.23.352)
\$75,501 - \$350,000 ~ \$116,156 - \$350,000 Single Craft/Trade ~ Multiple Craft/Trade	Small Works Roster Bid or Formal Competitive Bid
Over \$350,000	Formal Competitive Bid

## Ethics

City of Shoreline employees are not allowed to solicit, accept or receive any gift, gratuity or favor from any person, firm or corporation involved in a contract or transaction. To ensure compliance, the contractor or vendor shall not give a gift of any kind to City employees or officials.

## Shared Roster

The City of Shoreline participates with a number of other Washington public agencies in using a shared roster that is administrated by MRSC Rosters. The City uses the roster as a means of soliciting and notifying businesses and contractors about opportunities to respond to bids and proposals.

To be considered for acceptance to the roster, an application must be completed and submitted to MRSC. There is no charge to businesses or contractors to register membership. Acceptance to the roster does not guarantee work with any member agency. To apply for a roster go to [mrscrosters.org](http://mrscrosters.org).

## Contact

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