

## How to Reach Us

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 and Information Services Department, 3715 Bridgeport Way West, University Place, WA, 989446, call 253.460.2502, or e-mail us at cityhall:

Glusink@ci.university-place.wa.us.



Puget Sound Narrows to the Northwest

## City Council

Lorna Smith, *Councilmember*  
Jean Brooks, *Mayor*  
Linda Bird, *Councilmember*  
Stan Flemming, *Councilmember*  
Gerald Gehring, *Councilmember*  
Ken Grassi, *Mayor Pro Tem*  
Debbie Klosowski, *Councilmember*

## Staff

Bob Jean, *City Manager*  
John Caulfield, *DCM/Planning & Econ. Dev. Director*  
Rob Karlinsey, *Administrative Services Director*  
Dawn Schauer, *Finance Director*  
Timothy X. Sullivan, *City Attorney*  
Steve Sugg, *Public Works Director*

## Finance and Budget Staff

Leslie Blaisdell, *Financial Operations Manager*  
Dawn Schauer, *Finance Director*  
Lisa Hands, *Finance Specialist - Payroll*  
Jacqueline Joseph, *Finance Specialist – A/P & A/R*  
Gretchen Lusink, *Sr. Finance Specialist—Budget & Purch*  
Tam Swett, *Financial Analyst*

## City of University Place

Finance and Information Services Department  
3715 Bridgeport Way West  
University Place, WA 98466

Phone: 253.460.2502  
Fax: 253.566.5658  
Email: Glusink@ci.university-place.wa.us

City of University Place  
Washington

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



Finance and Information  
Services Department

# Welcome to University Place



City Hall in the Windmill Village complex.

The City of University Place has developed this brochure 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 25th largest city in Washington, with a population of approximately 30,000. 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.

## How the Process Works

### Supplier Information Data Sheet

Vendors are encouraged to submit information about their business on the Supplier Information data sheet provided by the Finance and Information Services Department.

### 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 solicit quotes from one or more firms, depending upon the amount of the purchase.

Department staff prepares 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 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 de-

partment'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 who 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 \$200,000 in value. The list rotates, so all firms have an opportunity to submit a quote.

### Gratuities

The City's employees are prohibited from accepting gratuities.