

DOING BUSINESS WITH THE PORT OF EVERETT

WORKING WITH US

The Port of Everett plays an important role in the creation of jobs in Snohomish County and Washington State. We rely on the services of qualified contractors, consultants and suppliers from a variety of industries to conduct operations as well as maintain and upgrade our facilities. The Port's goal is to receive the best quality products and services at the best value.

ROSTERS

For solicitations under \$300,000, the Port typically solicits qualifications, proposals and bids using small works and consultant rosters. All contractors, consultants and suppliers wishing to do business with the Port of Everett are encouraged to join the appropriate roster or vendor list which is hosted by the Municipal Research and Service Center at www.mrscrosters.org.

CONTRACTING THRESHOLDS

CONTRACT TYPE	DIRECT BUY	INFORMAL COMPETITION	FORMAL COMPETITION
Professional Services	\$0 - \$10,000	\$10,000 - \$300,000	\$300,000 and above
Personal Services	\$0 - \$50,000	\$50,000 - \$200,000	\$300,000 and above
Personal Services (related to Public Works)	\$0 - \$100,000	\$100,000 - \$300,000	\$300,000 and above
Purchased Services	\$0 - \$50,000	\$50,000 - \$300,000	\$300,000 and above
Goods	\$0 - \$5,000	\$5,000 - \$300,000	\$300,000 and above

Direct Buy (Non-Competitive) — The Port may contract directly with a qualified supplier or consultant without soliciting quotes from other sources.

Informal Competition — The Port typically solicits quotes, qualifications, proposals or bids from three to five suppliers, consultants or contractors. Advertisements are typically emailed directly to the firms and solicitation documents will typically be posted on www.SolicitBid.com.

Formal Competition — The Port advertises the Request for Bid, Request for Proposals or Request for Qualifications in the Everett Herald, Daily Journal of Commerce, and in some cases, appropriate trade publications. All solicitation documents are posted to Solicit Bid at www.SolicitBid.com.

TYPES OF CONTRACTS

PROFESSIONAL SERVICES	PERSONAL SERVICES
Defined by RCW 39.18 as activities within the scope of the general definition of professional practice: <ul style="list-style-type: none"> • Architectural (RCW 18.08) • Engineering (RCW 18.43) • Land Surveying (RCW 18.96) 	Defined as professional or technical expertise performed by a consultant to accomplish specific studies, tasks, projects or other work statement. Examples of personal services the Port contracts for are: <ul style="list-style-type: none"> • Environmental Planning • Aerial Photography • Material Testing & Insp. • Strategic Planning
PURCHASED SERVICES	GOODS
Defined as routine, continuing and necessary services. Examples of purchased services the Port contracts for are: <ul style="list-style-type: none"> • Equipment Maintenance • Landscape Maintenance • Janitorial Services • Laundry Services 	Defined as anything purchased other than services or real property. Examples of goods the Port contracts for are: <ul style="list-style-type: none"> • Maintenance/ Repair • Office Supplies • Furnishings • Equipment
PUBLIC WORKS	
Defined as construction, alteration, repair or improvements. Examples of the types of public works projects the Port contracts for are: <ul style="list-style-type: none"> • Utility and infrastructure improvements (marine and upland), etc. • Marine construction, such as bulkhead renovation, dock upgrades, fender pile replacement, wharf strengthening, sediment dredging (contaminated and clean), etc. • Asphalt improvements, catch basin cleaning, ADA improvements, etc. 	