

**Doing Business with
Snohomish County
Government**



**A
VENDOR'S
GUIDE**

This brochure is provided to acquaint potential suppliers with policies and procedures for doing business with Snohomish County. We hope you will find this information helpful.

The Purchasing Division

The primary objectives of the Purchasing office are as follows:

- 1) to provide supplies, materials, equipment, public work and services to all county departments, in a timely manner;
- 2) to generate broad participation and competition among potential suppliers and contractors;
- 3) to comply with the comprehensive state and county procurement/contracting laws which govern expenditure of public funds;
- 4) to ensure good quality products and services at competitive prices;
- 5) to ensure equal opportunity to all qualified vendors and contractors wishing to compete for County contracts.

Doing Business with the County is really very easy. The primary purchases are awarded as a result of competitive bids based on objective performance specifications.

Business Relations

The Purchasing office is the single point of contact for suppliers who would like to do business with Snohomish County. We will answer all of your questions and provide relevant information. Our goal is to establish positive business relationships with suppliers/contractors, and work as partners to achieve the common goal of satisfying supply, equipment and service needs of County departments.

Location

The Snohomish County Purchasing office is located at 3000 Rockefeller Avenue, 6th Floor, Robert J. Drewel Building, Everett, Washington 98201. Office hours are 8:00 am to 5:00 pm. Monday thru Friday. For appointments, please call (425) 388-3344.

Vendor Reference List

The Purchasing office maintains a Vendor's Reference List which is used to identify potential suppliers for a wide range of commodities and services.

With a valid e-mail account you can now self-register online using the link below. Our registration system allows you to manage your own account for products and services offered and the system is used to notify vendors of possible opportunities.

Register: [Vendor Reference List](#)

Competitive Quotations - (Under \$5,000.)

Each department or division may contact multiple supply sources for quotations for supplies, materials, equipment, and common services under \$5,000.

Informal Bids - (\$5,000 - \$25,000.)

The Purchasing office issues informal bids up to \$25,000 for supplies, materials, equipment, and common services.

Formal Sealed Bids - (Over \$25,000.)

The Purchasing office issues formal, sealed bids for supplies, materials, equipment, and common services valued more that \$25,000.

Public Work

For projects involving public work (construction, alteration, repair, etc.), a Quotation Request (QR) is issued for work valued at \$40,000 or less. For public work contracts valued more than \$40,000, a formal bid invitation is issued.

Small Works Roster

The County uses a shared small works roster (small construction projects), which is maintained and administered by MRSC. If your firm wishes to be included on the shared small works roster, please go to the website at:

<http://www.mrscrosters.org/>

Professional Services

Professional service contracts are awarded as a result of a competitive selection process (Request for Qualifications).

Purchase Orders

All purchases valued over \$1,000 require a purchase order to be issued. If vendors wish to receive a purchase order for transactions valued less than \$1,000, we will gladly accommodate those suppliers. Suppliers should not ship goods or provide services without obtaining a purchase order or purchase order number for purchases over \$1,000.

Payment

Payment to suppliers is typically made within 30 days after receipt of invoice. Submit invoices to the ordering department.

Taxes

Snohomish County Government is required to pay sales tax on acquisitions.

Equal Opportunity

Firms owned by the disabled, women, and minorities are encouraged to participate and compete for County contracts.

Advertising

Formal solicitations are advertised in the legal section of The Everett Herald and many projects are also advertised in the Daily Journal of Commerce. In addition, the latest list of bids and RFP/RFQs can be found on-line at:

[Bids and RFP/RFQs](#)

Plans and specifications for projects involving public work may be reviewed at major plan centers throughout the Puget Sound area.

We are always interested in meeting new potential suppliers and learning about the commodities or services which your firm has to offer. You are invited to visit our web site <http://www1.co.snohomish.wa.us/> or drop by and visit the County Purchasing Office (3000 Rockefeller Avenue, 6th Floor, Robert J. Drewel Bldg, Everett, Washington) to learn more about our organization, and to provide information about your products or service.