

# — MEET THE AGENCIES —

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# Central Kitsap Fire District

**Timothy S. Maule, CMA**  
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**Central Kitsap Fire District**

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## **1. How do firms keep connected with your agency? Are there opportunities to contact or engage outside of active procurements?**

Firms can connect with our agency by looking at open solicitations on our website <https://www.ckfr.org/information/bids/> and by being a member of the MRSC vendor roster. Cold calling is not the best way and excessive contact, or spam emails can lead to those vendors being blocked.

## **2. How do vendors, suppliers, and contractors find upcoming opportunities and active solicitations?**

- **Do you use an on-line application?**
- **3<sup>rd</sup> party software?**
- **Are they free?**

We post all major solicitations on our website (see QR code below). We do not currently use third-party software but will be investigating the feasibility of doing so in the future.

## **3. How do vendors, suppliers, and contractors find forecast information?**

- **What are the Public Works needs within the next 3-6 months?**
- **What are your top 3-5 projects coming up?**

Our upcoming work is projected in a [capital facilities plan](#) posted on our website along with the major progress of each project. We will be going out to bid on replacing our Seabeck fire station (station 53), performing seismic upgrades on three of our stations and completing a major remodel of our Meadowdale fire station (station 41).

- 4. Does your agency have any diverse business (vendors, suppliers, or contractors) inclusion goals in procurement and contracts? If yes, are they published? If applicable, *how do I register* or be counted as a diverse business with your agency?**

The district posts its formal solicitations to the [OMWBE website](#) and we also send solicitations to be posted on [veteranownedbusiness.com](#).

- 5. Outside of [RCW 39.04.350](#) (minimum bidder responsibility criteria for public works) are there other requirements to bid or propose with your agency? How does your agency determine a responsible bidder with a responsive bid?**

In general, the district uses the criteria laid out in RCW 39.04.350 to determine bidder responsibility. For grant funded contracts we would also need to ensure the vendor has not been disbarred in the System of Award Management (SAM).

To be considered responsive, the bids must be submitted on time with all the information the district requested.

- 6. What, if any, rosters is your agency currently using? How do I register?**

The district uses the MRSC rosters and we encourage all vendors to register at <https://members.mrscrosters.org/register>.



# City of Bremerton



**Melinda Monroe, MBA**  
**Contracts Administrator**

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[www.bremertonwa.gov/Bids](http://www.bremertonwa.gov/Bids)

## **1. How do firms keep connected with your agency? Are there opportunities to contact or engage outside of active procurements?**

Joining MRSC Rosters or another Purchasing Cooperative streamlines purchasing for the City. If a vendor takes initiative to join MRSC Rosters or another Purchasing Cooperative and also reaches out to me to share this information I would be pleased to share their qualifications with the appropriate division or department

## **2. How do vendors, suppliers, and contractors find upcoming opportunities and active solicitations?**

Vendors can find these on the City website at: [Bid Postings • Bremerton, WA • CivicEngage \(bremertonwa.gov\)](#) – we also use [E-Arc](#) and can see are large Public Works projects in the public plan room.

- **Do you use an on-line application?**
  - We do not at this time but we do advertise online via our City website.
- **3rd party software?** n/a
- **Are they free?** n/a

## **3. How do vendors, suppliers, and contractors find forecast information?**

We will be needing street/sidewalk repair; street overlay; sewer lining install; HVAC upgrades; underground fiber-utilities installation; storm water system upgrade installation; Reservoir coating; prefabricated bridge installation; Fence installation; pre-engineered restroom install; concrete work; playground installation; Sewer pipe installation; This is found on the City's Project Website at: [Projects | Bremerton, WA - Official Website \(bremertonwa.gov\)](#)

- **What are the Public Works needs within the next 3-6 months?**

We will be needing street/sidewalk repair; street overlay; sewer lining install; HVAC upgrades; underground fiber-utilities installation; storm water system upgrade installation; Reservoir coating; prefabricated bridge installation; Fence installation; pre-engineered restroom install; concrete work; playground installation; Sewer pipe installation

• **What are your top 3-5 projects coming up?**

- Quincy Square Project
- Haddon Park – Kitsap Lake Park Project
- Naval Avenue Bicycle and Pedestrian Enhancements - 1st St to 15th St

**4. Does your agency have any diverse business (vendors, suppliers, or contractors) inclusion goals in procurement and contracts? If yes, are they published? If applicable, how do I registered or be counted as a diverse business with your agency?**

Please identify yourself as such in MRSC Rosters and with WA state Office of Minority and Women’s Business Enterprises

**5. Outside of RCW 39.04.350 (minimum bidder responsibility criteria for public works) are there other requirements to bid or propose with your agency? How does your agency determine a responsible bidder with a responsive bid?**

This RCW does define our requirements and we also check business status with both Washington state debarment listing and in SAM.gov. You will need appropriate insurance policies for your industry.

**6. What, if any, rosters is your agency currently using? How do I register?**

MRSC Rosters - please go to: [Sign Up - MRSC Rosters](#)

# City of Port Orchard



**Denis Ryan**

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**City of Port Orchard**

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Phone 360-876-7991

[portorchardwa.gov/bids-and-proposals](http://portorchardwa.gov/bids-and-proposals)

**1. How do firms keep connected with your agency? Are there opportunities to contact or engage outside of active procurements?**

- MRSC Roster is usually how we select consultants. Our team is always interested in learning of new industry trends and innovations. Direct engagement and networking are appropriate when not associated with a solicitation process.

**2. How do vendors, suppliers, and contractors find upcoming opportunities and active solicitations?**

○ **Do you use an on-line application?**

- MRSC Roster for Consultants and Small Works and sometimes Vendors. We also utilize Purchasing Co-ops and DES

○ **3<sup>rd</sup> party software?**

- For formal ITB's we use Builders Exchange and the City's Website

○ **Are they free?**

- We pay an annual fee to MRSC Rosters and Builders Exchange charges a fee when we post solicitations. DES/Purchasing Co-ops are no charge.

**3. How do vendors, suppliers, and contractors find forecast information?**

**4.**

○ **What are the Public Works needs within the next 3-6 months?**

- They would be able to look at our website for some information [Bids and Proposals - Port Orchard \(portorchardwa.gov\)](http://portorchardwa.gov/bids-and-proposals)

○ **What are your top 3-5 projects coming up?**

Melcher Pump Station

- Bay Street Pedestrian Pathway
- Community Events Center
- Ongoing Utility Projects
- Ongoing Street Preservation Projects

**5. Does your agency have any diverse business (vendors, suppliers, or contractors) inclusion goals in procurement and contracts? If yes, are they published? If applicable, how do I register or be counted as a diverse business with your agency?**

- Title IV language is in our procurement documents/contracts. Companies that register with MRSC have the option of indicating if they are a diverse business on their information page.

**6. Outside of RCW 39.04.350 (minimum bidder responsibility criteria for public works) are there other requirements to bid or propose with your agency? How does your agency determine a responsible bidder with a responsive bid?**

- For Public Works Construction all bidders must follow Prevailing Wage requirements. For Formal ITB's the City's bidder's checklist requires: Proposal, Bid Security, Non-Collusion Declaration, Bidder's Qualification Form, Certification of Wage Payment Statutes, Supplemental Criteria Information and Subcontractors list at Bid opening. To follow up we use the MRSC Mandatory Bidders Checklist to verify licensing and other questions. For Contracting- Performance/Payment Bonds & Maintenance an Warranty Bond, COI, Selection of retainage option. Small Works is similar though we do not require a performance bond. A Business License is required for ALL work in the City.

**7. What, if any, rosters is your agency currently using? How do I register?**

- MRSC Rosters <https://mrscrosters.org/> , Washington State Department of Enterprise Services (DES) <https://des.wa.gov/about/contact-us>, Builders Exchange [http://www.bxwa.com/bxwa\\_toc/postings.html](http://www.bxwa.com/bxwa_toc/postings.html)

# Kitsap Public Utility District



**Peter Dressel**

**Contracts & Compliance Manager**

**Kitsap Public Utilities District**

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[www.kpud.org/about-us/vendors-bids](http://www.kpud.org/about-us/vendors-bids)

## **1. How do firms keep connected with your agency? Are there opportunities to contact or engage outside of active procurements?**

Firms can follow Kitsap Public Utility District (KPUD) activities by attending Board of Commissioner meetings (held the second and fourth Tuesday of each month at 9:00 a.m. in-person and virtual options available

<https://www.kpud.org/governance/meeting-schedule-agendas/>.

- Firms can also view Board agendas and minutes online at <https://www.kpud.org/governance/meeting-schedule-agendas/>.
- Active bid documents can be found at <https://www.kpud.org/about-us/vendors-bids/>.
- Our website has recent stories, and our water customer newsletter can be found at <https://www.kpud.org/in-the-community/news-announcements/>.
- Individuals can enter a valid email address to subscribe to E-Notifications at <https://www.kpud.org/about-us/subscribe/>.

## **2. How do vendors, suppliers, and contractors find upcoming opportunities and active solicitations?**

- **Do you use an on-line application?**
- **3<sup>rd</sup> party software?**
- **Are they free?**

KPUD uses the Municipal Research and Services Center of Washington (MRSC) Rosters shared online database. MRSC Rosters is a roster service that provides a membership database used by participating Washington public agencies to contact registered businesses about small public works construction projects and consulting opportunities.

Competitive bid opportunities that are not small works, consulting services, or vendor list opportunities can be found at: <https://www.kpud.org/about-us/vendors-bids/>.



Additionally, KPUD has established vendor lists for the purchase of materials, equipment, and supplies when the total dollar amount exceeds \$30,000 but is under \$120,000 without a sealed bid process and exclusive of sales tax. Information on how to get on the vendor list can be found at: <https://www.kpud.org/about-us/vendors-bids/vendor-list/>. Although not required, the Vendor list is also used for purchases below \$30,000.

To be eligible to work on KPUD projects using the roster process for small public works construction projects and consulting services opportunities, you will need to register at [www.mrscrosters.org/register](http://www.mrscrosters.org/register), create an account, and select Kitsap PUD (Public Utility District No. 1 of Kitsap County) Public Utility District No. 1 of Kitsap County in your account. There is no cost associated with using MRSC Rosters if you are only registering for KPUD. If you are already a member of MRSC Rosters, simply select Kitsap PUD (Public Utility District No. 1 of Kitsap County) Public Utility District No. 1 of Kitsap County when you are logged into your account.

For registration questions, please contact MRSC Rosters directly via email at [mrscrosters@mrsc.org](mailto:mrscrosters@mrsc.org) or telephone at 206-436-3798.

**3. How do vendors, suppliers, and contractors find forecast information?**

- What are the Public Works needs within the next 3-6 months?
- What are your top 3-5 projects coming up?

N/A

**4. Does your agency have any diverse business (vendors, suppliers, or contractors) inclusion goals in procurement and contracts? If yes, are they published? If applicable, how do I registered or be counted as a diverse business with your agency?**

KPUD does not have specific goals unless it is a requirement of a specific funding source. Competitively bid projects are advertised on the OMWBE website in addition to the Kitsap Sun and other venues as appropriate. All competitively bid projects, small works projects, consulting services, and vendor list opportunities are open to all qualified businesses in an openly competitive manner.

**5. Outside of RCW 39.04.350 (minimum bidder responsibility criteria for public works) are there other requirements to bid or propose with your agency? How does your agency determine a responsible bidder with a responsive bid?**

In most cases bidder responsibility is determined utilizing the minimum criteria identified in RCW 39.04.350. For opportunities with external funding there may be additional requirements; one of the most common additional requirements is to be registered with Sam.gov for projects with federal funding.

Responsive bids or proposals are generally determined by reviewing bidder/proposers submitted documents and verify that they are complete in accordance with the instructions provided in the solicitation.

KPUD uses the Municipal Research and Services Center of Washington (MRSC) Rosters shared online database. MRSC Rosters is a roster service that provides a membership database used by participating Washington public agencies to contact registered businesses about **small public works construction projects and consulting services opportunities.**

To be eligible to work on KPUD projects using a roster process, you will need to register at [www.mrscrosters.org/register](http://www.mrscrosters.org/register), create an account, and select KPUD (Public Utility District No. 1 of Kitsap County) Public Utility District No. 1 of Kitsap County in your account. There is no cost associated with using MRSC Rosters if you are only registering for KPUD. If you are already a member of MRSC Rosters, simply select Kitsap PUD (Public Utility District No. 1 of Kitsap County) Public Utility District No. 1 of Kitsap County when you are logged into your account.

KPUD has established vendor lists for the purchase of materials, equipment, and supplies when the total dollar amount exceeds \$30,000 but is under \$120,000 without a sealed bid process and exclusive of sales tax. Information on how to get on the vendor list can be found at: <https://www.kpud.org/about-us/vendors-bids/vendor-list/>. Although not required, the Vendor list is also used for purchases below \$30,000.

# Mason County



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[www.masoncountywa.gov/public-works](http://www.masoncountywa.gov/public-works)

1. **How do firms keep connected with your agency? Are there opportunities to contact or engage outside of active procurements?**

Mason County adopts an Annual Construction Program yearly in August/September for the following year that is available on the county website that shows what upcoming projects will be contracted out for the upcoming year.

Currently we do not have any opportunities to contact or engage outside of active procurements.

2. **How do vendors, suppliers, and contractors find upcoming opportunities and active solicitations?**

- **Do you use an on-line application?**

The County posts all county RFPs, RFQs, and invitations to bid on Builders Exchange of Washington and on the Mason County website. A notice is also published in the local newspaper and the Daily Journal of Commerce.

- **3rd party software?** No

- **Are they free?** Free to use by Contractors, Subcontractors and Suppliers.

3. **How do vendors, suppliers, and contractors find forecast information?**

Mason County adopts a Six-Year Transportation Improvement Program yearly in August/September for the following six (6) years that is available on the county website that shows future forecasted projects that may be contracted out.

- **What are the Public Works needs within the next 3-6 months?**

Federally funded paving, shoulder paving, safety, guardrail and a culvert replacement project and culvert materials.

- **What are your top 3-5 projects coming up?**

Top 3-5 projects: federally funded paving project, federally funded safety project for paving shoulders and guardrail, federally funded culvert replacement, material only culverts.

4. **Does your agency have any diverse business (vendors, suppliers, or contractors) inclusion goals in procurement and contracts? If yes, are they published? If applicable, how do I register or be counted as a diverse business with your agency?**

Mason County does not have any diverse business inclusion goals in procurement and contracts, unless it is a federally funded project. Diverse Business Enterprise goals are required for federally funded projects and are included in the special provisions.

5. **Outside of RCW 39.04.350 (minimum bidder responsibility criteria for public works) are there other requirements to bid or propose with your agency? How does your agency determine a responsible bidder with a responsive bid?**

Mason County verifies responsible bidders through L&I and sam.gov. Mason County does not have any additional requirements.

6. **What, if any, rosters is your agency currently using? How do I register?**

Mason County currently uses MRSC for their Small Works, Vendor and Consultant Rosters.

Businesses wanting to get onto the County MRSC Roster(s) can follow the directions off of the Public Works webpage – County Vendor, Small Works & Consultant Services OR go to [www.mrscrosters.org](http://www.mrscrosters.org). Click on "become a business member" and follow the prompts.

The business must select Mason County as the County they want to work and be added to our roster(s). It takes about 15 minutes to sign up and is free.