

LTAP

Local Technical
Assistance Program

Presented by WSDOT's Highways & Local Programs LTAP Center

Purchasing, Bidding and Contract Management for Local Agencies

No classes scheduled at this time

A one-day course

Fee: \$75

Time: 8:30 am to 4:30 pm

Class Size: 40

Locations: Classes are held in various locations around Washington State every year

Target Audience

Are you vexed by your agency's purchasing policies (or lack thereof), consultant selection and construction contract administration issues? Do bid limits, sales taxes, prevailing wages and retainage statutes give you the heebie jeebies? Do you wish you had all the purchasing and bidding and contract administration information you need in one place? Are the Mayor, Commissioners or Board Members on your case? Wondering if you should have taken that job with your black-sheep brother selling aluminum siding? Some of the people who will benefit from this class include:

Public Works Directors

City/County Engineers

Project Managers

Inspectors

Contract Managers

Purchasing Agents

Office Managers

City Clerks

Administrative Assistants

Consulting Engineers

Project Engineers

Finance Directors

Course Description

Local agencies must purchase supplies, materials and equipment, solicit services and contract for public works in accordance with confusing and ever changing state statutes and regulations. These statutes are intended to insure that quality products, goods and services are purchased at the least cost through competitive bidding, which requires open advertisement to all qualified bidders and public opening of bids.

Following competitive bid laws is often counterproductive for small projects and material, supplies or equipment purchases and can be more expensive and time consuming. Recognizing this problem, the state legislature has, over the years, established and modified dollar amounts (commonly referred to as bid limits) below which competitive bids are not required for public works projects and equipment or supply purchases and has provided exemptions and alternatives to the competitive bidding process.

The Washington State LTAP Center and MRSC offer this fast-paced workshop to all local agencies and municipal governments to help them spend scarce dollars in accordance with state statutes and to improve their project and contract management skills. Attendees will take home a thick workbook full of model and sample documents along with a narrative covering a wide range of purchasing, bidding and contract management issues.



**Washington State
Department of Transportation**

Agenda

Purchasing and Bidding Overview

A quick, but thorough, review of purchasing and bidding statutes that affect local agencies as they purchase goods, materials and services and contract for public works.

Public Works Contracting

Procedures, Checklists and Files; Contract Documents; Bidding and Contract Award Issues; Contract Administration and Closeout; Retainage and Bonding; Sales and Use Tax Issues; Exemptions; Small Works Projects; Emergency Contracts; Prevailing Wages Issues; Contractor Licensing, Bond and Insurance Requirements.

(As schedules permit, representatives from state agencies (SAO, L&I and DOR) may attend to discuss issues in their areas of expertise.)

Consultant Selection

Types of Consultants; Quality Based Selection vs. Bids; Selection Process; Contract Negotiations; Care and Feeding of Your Consultant.

Instructors

John Carpita, PE, Public Works Consultant, Municipal Research and Services Center (MRSC), Seattle. John Carpita joined MRSC in January 1996. He has a B.S. and M.S. degree in Civil Engineering from Montana State University. A registered professional engineer since 1972, he is currently registered in Washington. John has had a widely varied 37 year career as a consultant, county engineer, city engineer, and project manager. With MRSC, John is a resource for engineering design, purchasing and bidding issues, construction contract issues, local improvement districts, sewer, water, storm drainage, and solid waste issues.

Michael E. Purdy, Contracts Manager, U.W. Capital Projects Office.

Mike Purdy has over 27 years of experience as a manager in public contracting and procurement. He is currently the Contracts Manager for the University of Washington's Capital Projects Office and is responsible for managing design and construction contracts for more than \$1 billion worth of projects at the University. Before joining the U.W. in 2005, he spent five years at the Seattle Housing Authority where he served as Contracting and Procurement Manager, overseeing all of the contracting and purchasing (construction, design consultants, other consultants, goods, supplies, and services) for the largest residential landlord in the state. Prior to that, he worked for the City of Seattle for more than 21 years, where he administered the city's construction and consultant contracts as the city's Contracting Manager. He has a bachelor's degree in business and public administration and an MBA, both from the University of Puget Sound, and a master of divinity degree from Fuller Theological Seminary. Mike is also the principal of Michael E. Purdy Associates (www.mpurdy.com), a consulting firm providing contracting and procurement advice to government agencies in the area.

Certification Program: These workshops are eligible for certification credits in the APWA – MRSC Public Works Contracting Training and Certification Program. For more information on the program, jointly sponsored by MRSC and the American Public Works Association Contract Administration Subcommittee, contact John Carpita, Public Works Consultant, MRSC at (206) 625-1300.

For further information contact Judy McDonald, Training Program Coordinator, at (360) 705-7355 or McdonJT@wsdot.wa.gov.

