



Local Technical Assistance Program

Presented by WSDOT's Highways & Local Programs LTAP Center and the Municipal Research and Services Center of Washington

Purchasing and Contracting for Local Agencies

November 14, 2013 (02232CN)
Camas

Camas Public Library
Meeting Rooms A & B
625 NE 4th Avenue
Camas, WA 98607
360-834-6864

(*The phone numbers above may be used in case of emergency to contact a student in the class. These are reception numbers.)

Cost: \$75.00
A one-day course (7 hours)

Class Size: 45
Time: 8:30 am to 4:30 pm

Instructors

John Carpita PE, Public Works Consultant, Municipal Research and Services Center (MRSC)
Tracy Dunlap PE, Finance Director, City of Kirkland

Target Audience

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. 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 handouts covering a wide range of purchasing, bidding and contract management issues and will gain access to a whole bunch of useful online resources that include sample and model documents. The Sourcebook is on-line at [Purchasing, Bidding, and Contract Management Sourcebook](#).

Certification Program: The workshop is eligible for 6 hours of credit towards a CASC certificate in the APWA/MRSC Public Works Contracting Training and Certification Program. <http://www.apwa-wa.org/Uploads/CommitteeFiles/CASC/CASC%20Brochure%20Revised%2010%20-%202012.pdf> For more information on the program, jointly sponsored by MRSC and the American Public Works Association Contract Administration Subcommittee, contact Sherry Arciniega, CASC Chair at (206) 787-5853.

Registration

Please register online using this link: [LTAP Online Registration Form](#). Fill in the requested information, select a class from the list, and "Submit." An email notice from LTAPTraining@wsdot.wa.gov will be e-



mailed to you when we process your request. If you do not receive this notice within a few days, you may not be registered and should contact us.

Please do not prepay; an invoice will be sent to you after the class. Confirmation letters are emailed prior to the class from LTAPTraining@wsdot.wa.gov . If you are unable to attend, someone else from your agency may attend in your place.

Questions

Course Content questions: John Carpita, Public Works Consultant, MRSC at 206-625-1300

Registration questions: Judy McDonald at 360-705-7355 or LTAPTraining@wsdot.wa.gov for questions on this training, for registration assistance or cancellations.

(Disability accommodations provided upon request.)

Visit the
Washington State LTAP Center Web Page
<http://www.wsdot.wa.gov/LocalPrograms/Training/default.htm>

AGENDA
PURCHASING AND CONTRACTING
FOR
LOCAL WASHINGTON AGENCIES

Municipal Research and Services Center
CASC

8:30 a.m. to 4:30 p.m.

Instructors;

John Carpita PE, MRSC Public Works Consultant
Tracy Dunlap PE, City of Kirkland Finance Director

8:30 a.m. to 8:45 a.m. - Introductions

8:45 a.m. to 4:30 p.m. –

Purchasing Materials, Supplies, and Equipment Overview

- Purchasing Limits
- Vendor List Procedures
- Uniform Exemptions
 - Sole Source Purchases
 - Special Market/Facility Conditions
 - Emergency Purchases
- Telecommunications Purchases and Contracting
- Intergovernmental Purchasing (Piggybacking)
- Purchasing Scenarios and Sample Documents

Public Works Contracting Overview

- Public Works Definitions
- Resources
- Starting a Public Works Project
- To Bid or Not to Bid
- Donations
- Bidding Parameters
- Small Public Works Contracts
- Prevailing Wages
- Sales Tax Issues

Contracting for Services Overview

- Purchased Services
- Personal Services
- A/E Professional Services

12:00 p.m. to 1:00 p.m. Lunch on your own