

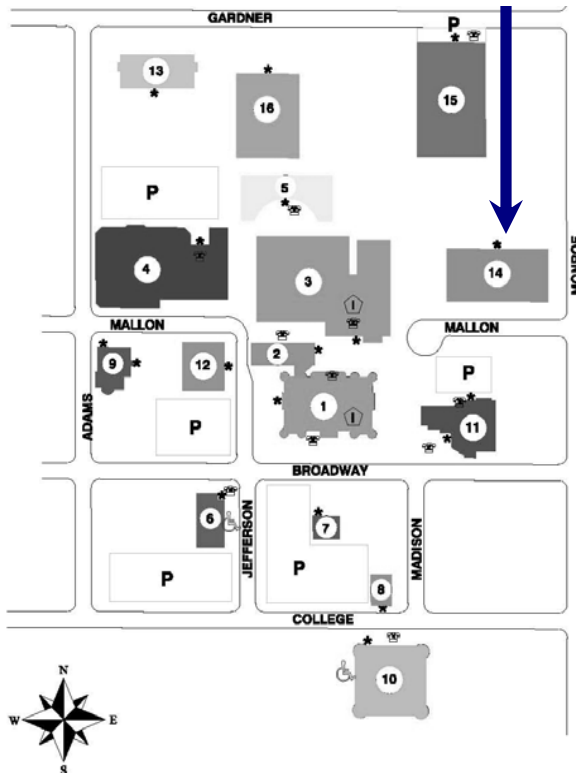
ADDRESS & PHONE

Monroe Court Building, 3rd Floor
901 N. Monroe Street, Suite 350B
Spokane, Washington 99201-2103

Website: www.spokanecounty.org/purchasing
Phone: 509-477-2301
Fax: 509-477-6627
Email: purchasing@spokanecounty.org

LOCATION

The location of the Spokane County Purchasing Department is in the building represented by the rectangle marked as building number 14 in the map below. Visitor parking is on the north side of the building and our offices are located on the third floor in suite 350B.



CONTACTS

Mr. Béla G. Kovács, C.P.M., CPPO
Purchasing Director:
(509) 477-2300 / bkovacs@spokanecounty.org

Brett Ryberg, C.P.M., A.P.P. — Buyer 3
(509) 477-2302 / bryberg@spokanecounty.org
Commodities: Computer hardware/peripherals/
software, vehicles, heavy equipment, traffic supplies,
road materials and various services

Terrie Roberts, C.P.M., CPPB — Buyer 3
(509) 477-2303 / troberts@spokanecounty.org
Commodities: All other materials, supplies and equip-
ment from “A” to “Z.”

Bret Lancaster — Buyer 3
(509) 477-3693 / blancaster@spokanecounty.org
Commodities: Public Works projects (other than
roads and bridge construction) and projects involving
architectural and engineering Services.

Bob Boyce — Buyer 3
(509) 477-3694 / rboyce@spokanecounty.org
Commodities: Public Works (other than roads and
bridges), services, and architectural and engineering
services, all other goods from “A” to “Z.”

Jeremy (Jeri) Jordan — Buyer 1
(509) 477-2308 / jjordan@spokanecounty.org
Commodities: Food, surplus personal property dis-
posal, Contract support for Public Works, services
and projects involving architectural and engineering
services.

Betty Oliver, CAP, MPA — Office Manager
Purchasing & County Mail Center
(509) 477-3695 / boliver@spokanecounty.org

Kim Bayley — Secretary 2
Purchasing administrative support, Buyer assistance
(509) 477-2305 / kbayley@spokanecounty.org

Rae Wright — Office Assistant 4
Purchasing front desk, administrative support & Mail
Center back-up
(509) 477-2307 / rwright@spokanecounty.org

VENDOR'S GUIDE

How To Do BUSINESS WITH SPOKANE COUNTY



DEPARTMENT OF

PURCHASING AGENT
MONROE COURT BUILDING, 3RD FLOOR
901 N. MONROE STREET, SUITE 350B
SPOKANE, WASHINGTON 99201-2103

THE MISSION

Our Mission...

The Mission of the Spokane County Purchasing Department is to support the public service mission of Spokane County Government through effective procurement of goods and services in a courteous and lawful manner which maintains the reputation of integrity, public trust and confidence.

Welcome to Spokane County...

Vendors play a very important and vital part which allows the various Spokane County departments to fulfill their mission! It is, therefore, important that your experience in doing business with Spokane County is a smooth process and positive experience. For this reason, this brochure has been developed to give you information and to direct you to points of contact who can provide additional information or answers to your questions.

With 52 departments, and 2000 employees, Spokane County purchases a wide variety of materials, supplies, equipment, services, and undertakes a variety of public works projects.

Spokane County values competition and fairness for all Vendors, which is why quotes are obtained and informal and formal bids are issued. The County Purchasing Department maintains vendor lists and advertises twice each year to solicit additional vendors to these lists. If you are interested in adding your name and contact information on a particular vendor list, then you may do so at any time. Please submit your request in writing and be sure to describe the product or service that your firm provides. To have your name added to our vendor list, you will also need to complete a Vendor List Registration Form. Along with your completed application form, you

THE PROCESS

may enclose a brochure or other pertinent information about you, your products, or your services. To request a Vendor List Registration Form call (509) 477-2301. You can mail, email, or fax, your completed application to:

Spokane County Purchasing Department
Monroe Court Building, 3rd Floor
901 N. Monroe Street, Suite 350B
Spokane, Washington 99201-2103

Phone: (509) 477-2301 Fax: (509) 477-6627

Email: purchasing@spokanecounty.org

Vendors that do not respond to three (3) consecutive solicitations are placed on inactive status. A written “no bid” response, for each project you decline to bid on, is sufficient for you to retain your name on the County’s vendor list(s).

The Competitive Process...

The Spokane County Purchasing Department issues and solicits invitations to Bid (ITB’s), Requests For Qualifications (RFQ’s), Request For Proposals (RFP’s), and calls for Sealed Bids on all formal projects — i.e., projects valued at \$10,000, or more, for public works; \$25,000, or more, for goods. In addition to using our vendor lists, formal projects are advertised in the County’s Official Newspaper, as required by statute.

With few exceptions, as published by the Clerk of the Board, Formal Bid Openings are held at 11:00 A.M. each Wednesday and the location is as specified in each bid document. Be sure to check the specific bid document for dates, times and locations.

The Spokane County Purchasing Department encourages you to call and make an appointment to come in and visit with the Buyer who handles

THE OBJECTIVE

your product or service — or, you may call the Buyer to discuss the product or service you offer. For your convenience, a list of Buyer contacts in the Spokane County Purchasing Department, including phone numbers and email addresses, are listed on the opposite side of this brochure.

Spokane County welcomes all vendors and contractors and we encourage you to join our list of vendors.

SUBMITTALS FROM MINORITY, WOMEN AND DISADVANTAGED BUSINESS ENTERPRISES ARE ENCOURAGED.

The Small Works Roster...

Spokane County has implemented a Small Works Roster (SWR) for different categories of anticipated work. The SWR is a list of contractors who have applied for placement on the SWR for small public works projects. Small public works projects are those with an estimated cost of less than \$200,000. Each work category contains a roster (or list) of contractors, that have applied and which have been deemed as qualified by the County for placement on certain roster categories for small public works projects. For more information on the SWR, please contact the Buyer handling Public Works projects.

Our Objective is your participation...

We value competition and encourage you to participate. It is only through the participation of firms interested in bidding and doing business with the County that we can contract with high quality vendors while being reasonably assured of obtaining competitive pricing.