

Doing Business with the City of Redmond

The Purchasing and Contracts Division of the City's Finance & Information Services Department procures products and services necessary for the City's operation. This Division oversees this effort through managing the competitive process for purchasing goods and services, city contracting oversight and supplier maintenance. If you are interested in selling products or providing services to the City, the following information will help you learn how:

Shared Procurement Portal

The City is a partner in the [Shared Procurement Portal](#) (SPP) which consists of several public agencies in the greater Seattle area who've partnered together to create a regional website that consolidates procurement bidding opportunities, making it easy for government and businesses to work together. This website provides businesses a one-stop shop for seeking access to procurement opportunities via an online roster system [Public Purchase](#). Businesses may join this portal, hosted by Public Purchase, by going to the SPP's Vendor Registration page.

Operating Supplies & Equipment

The City's Purchasing & Contracts Division oversees the buying of materials, supplies and equipment over \$5,000 for all departments. Suppliers interested in doing business with the City are encouraged to first contact the Purchasing & Contracts Division before making contact with any City Department. Procurement Services can be reached at purchasing@redmond.gov.

While the purchases of material, supplies and equipment priced over \$5,000 do not require a formal competitive bid or public notice, the City may choose to solicit competitive price quotations, issue an Invitation for Bid (IFB) or issue a Request for Proposal (RFP). These purchases are typically solicited either through the City's online roster program [Public Purchase](#) or via targeted requests to suppliers. Purchases of material, supplies, and equipment priced \$5,000 or less does not require a competitive process.

Services

The City contracts for various types of services including maintenance, engineering, legal and recreation services. Depending on the estimated cost of the work and other considerations, the City may issue either a Request for Proposals (RFPs) or Request for Qualifications (RFQs). Per State and City policy, for certain types of professional services such as those classified as Architectural, Engineering & Surveying services the City may review, evaluate and select consultants based off their Statements of Qualifications (SOQ). Consultants who've registered for these kinds of services must upload an SOQ on the City's roster for viewing to be considered for work with the City.

Public Works

Public works include all work, construction, alteration, repair or improvement other than ordinary maintenance, executed at the cost of the agency. For public work projects under \$300,000, the City may utilize their Small Public Works Roster (RCW 39.04.155) to solicit bids. To register on the small public works roster, go to [Public Purchase](#) and select Go To Register. For projects over \$300,000, the City advertises in their local newspapers and posts on it City website at :

<http://redmond.gov/business/biddingContracting/PublicWorksProjects/>

To view the City's current IFBs, RFP's and RFQ's, click on [Bid Information](#) and click "Solicitation Board". In addition to posting solicitation information on this website, the City advertises larger projects in the Legal Notice section of the [Seattle Times](#) and the [Daily Journal of Commerce](#).

Notifications about most solicitations are sent electronically to businesses registered on our City's online roster program [Public Purchase](#). To register, go to the [Vendor Registration](#) page on this SPP website. This will take you to our online roster program Public Purchase where you can select the types of goods or services your business provides. The City uses [NIGP](#) codes to classify what types of goods or services to solicit.