

# PORTGEN 101

## GOODS AND SERVICES PROCUREMENT







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PORT OF SEATTLE

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VENDORCONNECT

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GOODS AND  
SERVICES  
CONTRACTING

4

SUBMITTING YOUR  
PROPOSAL

# 1

## PORT OF SEATTLE

- WHAT DOES THE PORT FOCUS ON?
- WHAT DOES THAT MEAN FOR MY BUSINESS?



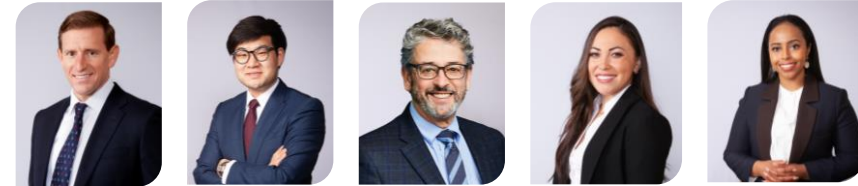


# Port of Seattle: Who We Are

*Founded in 1911 by a vote of the people as a special purpose government, the Port of Seattle's mission is to **promote economic opportunities and quality of life** in the region by advancing trade, travel, commerce and job creation in an **equitable, accountable and environmentally responsible** manner.*



King  
County  
Voters



Port  
Commission



Executive  
Director



Operational  
Divisions



# Port of Seattle Regional Footprint



Capital Project Plan  
**\$5.6 Billion**  
2025-2029



All Port Activities  
**121,200**  
Area Jobs





# Port of Seattle Lines of Business



## SEATTLE-TACOMA INTERNATIONAL AIRPORT (SEA)

- Landside Operations
- Airport Dining and Retail
- Capital Projects
- Air Cargo
- **12th Busiest Airport in America in 2023**



## MARITIME CARGO, CONTAINER AND BULK

- Northwest Seaport Alliance
- Terminal 91
- Maritime Industrial
- Grain Terminal
- **One of the Largest Cargo Gateways in the U.S.**



## MARITIME, FISHING AND CRUISE

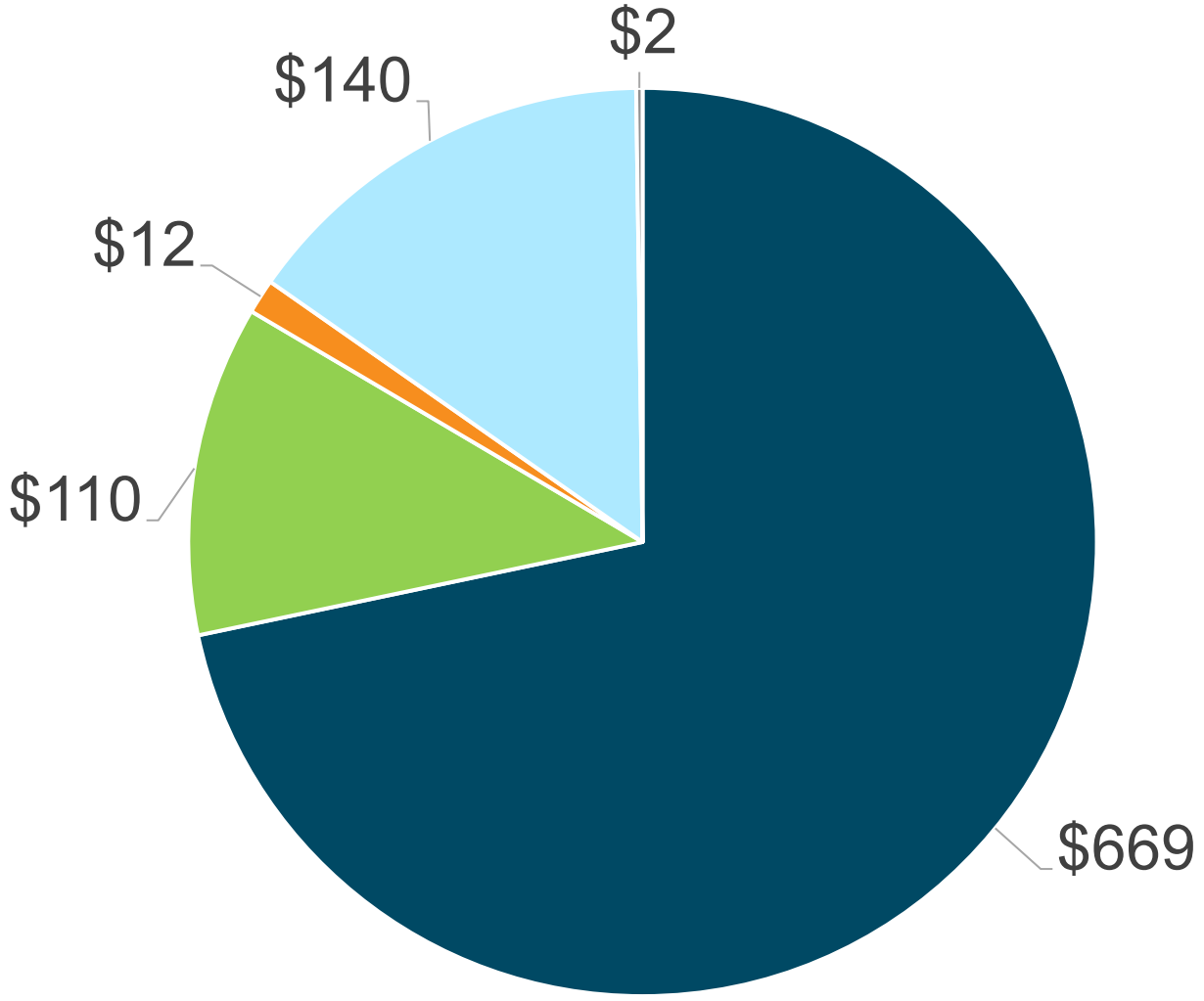
- Premiere Cruise Terminals on the West Coast
- **Largest Cruise Port on the West Coast**



## REAL ESTATE AND BOATING

- Warehouse, event, and office space
- Operate 4 Recreational Boating Marinas
- **Home of the U.S. North Pacific Fishing Fleet**

- Aviation
- Maritime
- Economic Development
- Corporate
- NWSA



# 2024 Port Spend by Procurement Type

## Construction \$570 M

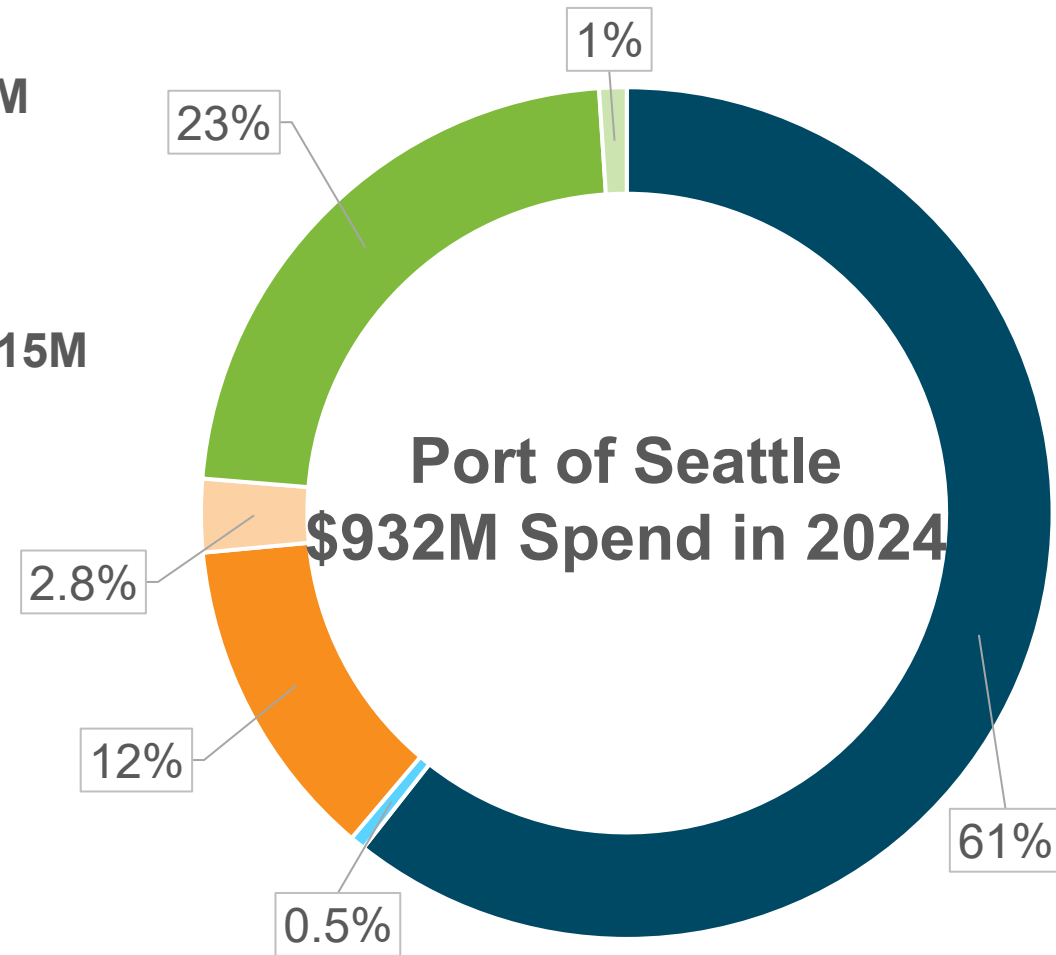
- Major Construction - \$565M
- Small Works - \$5M

## Service Agreements \$141 M

- Professional Services - \$115M
- Personal Services - \$26M

## Purchasing \$221 M

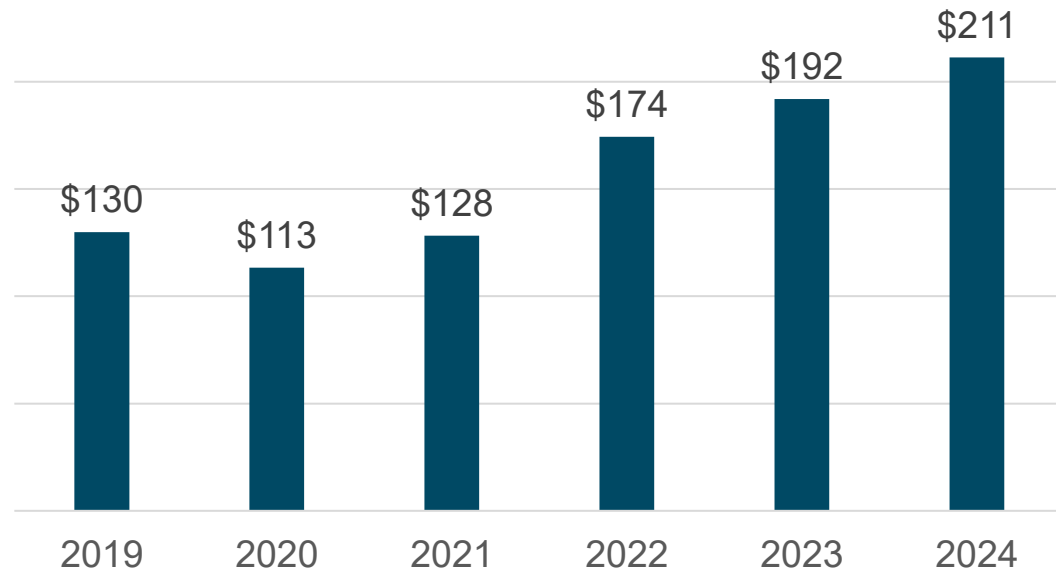
- Goods & Services - \$211M
- P-Card - \$10M



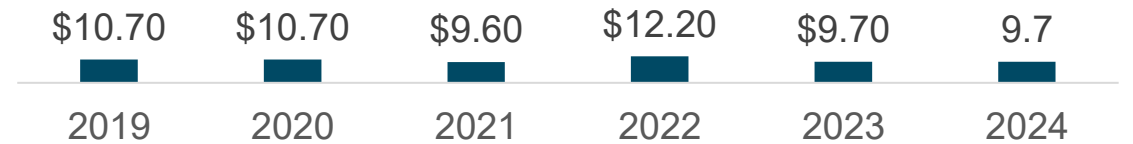


# Purchasing at the Port 2019-2024

Goods and Services Procurement Dollars Spent  
(\$Millions)



Purchase Card (P-Card) Dollars Spent  
(\$Millions)



# Port Most-Commonly Purchased Goods

Type of Good	Port Dollars Spent (Millions) over 2023 and 2024
Software Purchase & Maint	\$ 85.46
Equipment	\$ 67.19
Vehicle Purchase	\$ 30.45
Computer Equipment	\$ 16.84
Janitorial Supplies & Chemical	\$ 6.39
Rental or Leased Equipment	\$ 2.76
Electrical Supplies	\$ 1.99
Baggage Handling Equipment	\$ 1.97
Furniture	\$ 1.85
Automotive Parts & Supplies	\$ 1.27



# Port Most-Commonly Purchased Goods (continued)

Type of Good	Port Dollars Spent (Millions) over 2023 and 2024
Uniforms & Protective Equipmen	\$ 1.24
Plumbing Supplies	\$ 0.85
Tools and Hardware Supplies	\$ 0.71
Chemicals (non-janitorial)	\$ 0.65
Lighting Supplies & Fixtures	\$ 0.61
HVAC Equipment & Supplies	\$ 0.60
Communication Equipment	\$ 0.56
Safety Equipment	\$ 0.34
Paint and Supplies	\$ 0.32
Weapons & Ammo	\$ 0.24

# Port Most-Commonly Purchased Services

Purchased Services
Catering
Janitorial
Mechanical
Drug Testing
Window Cleaning
Custom Training
Photography
Graphic Design



**Vision:** We power the Port's global impact by unlocking equitable procurement opportunities for the communities we serve and ensuring a healthy infrastructure for the future.

**Mission:** We deliver innovative, responsible procurement solutions through transparent engagement and a predictable process.

# Central Procurement Office Customers

## Contractors/Consultants/Suppliers

We engage with and support firms on Port contracting

## Port Departments

We help agencies get what they need in an ethical and legal manner to deliver critical services to the public

## Diversity in Contracting

We support equity in contracting and assist in ensuring a level playing field for competition

## Taxpayers

We obtain the best value for the public's tax dollars



# Diversity in Contracting Policy Directive

## Resolution 3737:

Diversity in Contracting (DC) policy established on January 9, 2018 by Port Commissioners. This directive was created to increase women and minority business opportunities because they have faced historical barriers to economic opportunity.

### **Five-year Policy Benchmarks:**

- ☐ Increase to 16% the amount of spend on WMBE contracts (Baseline was 5.3%)
- ☐ Partner with 500 WMBE firms annually (Baseline was 118)

## WMBE Program Local

- Sets aspirational WMBE goals annually
- Manages inclusion plan requirement and process
- Conducts affirmative efforts
- Monitors goal attainment
- Accepts certified and self-certified firms

## DBE Program Federal

- Sets triennial goal
- Increases DBE participation on FAA-funded Port projects
- Conducts informational sessions & technical assistance
- Performs Commercial Useful Function Monitoring
- Only accepts firms certified through OMWBE

## Engagement & Training

- Organizes PortGen training events and series
- Executes PortGen networking events
- Communicate contracting opportunities to the diverse and small business community
- Establish and maintain relationships with the community

Questions about the Port of Seattle?



# 2

## VENDOR CONNECT

- HOW CAN I  
KNOW ABOUT  
CONTRACTS?
- HOW CAN I  
MAKE MYSELF  
KNOWN?



1. View all current solicitations on VendorConnect
2. Register on VendorConnect
3. Sign up to Diversity in Contracting mailing list and receive weekly opportunities digest
4. Keep an eye out on notifications in newspapers: Daily Journal of Commerce
5. View Future Opportunities at **[portseattle.org/page/future-procurements-list](http://portseattle.org/page/future-procurements-list)**

## Top Benefits of VendorConnect



View current and past advertised solicitations



Receive e-mail notifications of bid opportunities matching your NAICS code for larger, advertised projects



Be accessible to and reachable for Primes who are looking for diverse partners



View and contact Primes (viewable as a “plan holder”) that you would like to work with on specific projects





# Solicitation Detail on VendorConnect

DASHBOARD > SOLICITATION INDEX

## Current Solicitations

A list of Future and Open solicitations with the Port of Seattle. Use the filter to search all solicitations.

Search Solicitations

Select Status...

**Goods and Servi...**

Select Work Type Tags

Select NAICS Code

HIDE FILTER

export to excel

Number	Title	Bid Due	Category	Status
<a href="#">00322359</a>	<a href="#">2025 Economic Development City Partnership</a>	Aug 15, 2025, 3:00:00 PM	Goods and Services	Open
<a href="#">25-97</a>	<a href="#">Two (2) Fully Electric Forklifts for Terminal 91 (T91)</a>	Aug 8, 2025, 2:00:00 PM	Goods and Services	Open
<a href="#">25-51</a>	<a href="#">SEA Airport Employee Commute Program (SEA MOVES)</a>	Aug 6, 2025, 2:00:00 PM	Goods and Services	Open
<a href="#">00322412</a>	<a href="#">Creative Marketing Services</a>	Aug 1, 2025, 12:00:00 PM	Goods and Services	Open
<a href="#">25-109</a>	<a href="#">Barstools for D ANNEX and CTE</a>	Jul 30, 2025, 2:00:00 PM	Goods and Services	Open
<a href="#">25-94</a>	<a href="#">Auxiliary Utility Facility Generator Services</a>	Jul 23, 2025, 2:00:00 PM	Goods and Services	Open
<a href="#">25-107</a>	<a href="#">25-107 Upper Drive Stainless Steel Railing Project</a>	Jul 22, 2025, 2:00:00 PM	Goods and Services	Open
<a href="#">25-98</a>	<a href="#">25-98 Digital Community Engagement Tool</a>	Jul 21, 2025, 2:00:00 PM	Goods and Services	Open

# Solicitation Advertisement

DASHBOARD > SOLICITATIONS INDEX > SOLICITATION DETAIL

25-97

## Two (2) Fully Electric Forklifts for Terminal 91 (T91)

Status: **Open**  
Bid Due Date: **Aug 8, 2025, 2:00:00 PM**  
Question Cut-off Date: **Aug 4, 2025, 5:00:00 PM**

 BECOME A PLAN HOLDER

Overview

Documents

Events

Event Documents

Advertise Date 7/25/2025	Question Cut-off Date 8/4/2025	Order of Magnitude	Estimate Quarter 3	Estimate Year 2025
Department Marine Maintenance	Port Contact Mayhue, Maria	Email Mayhue.M@portseattle.org	Phone 206.787.3909	

Solicitation posted Jul 24, 2025. Last updated Jul 28, 2025.

### EQUITY GOALS

This is an Invitation to Bid (ITB) for two (2) Fully Electric Forklifts. The purpose and intent of this solicitation is to award a Contract to the vendor who offers the lowest technically responsive bid.

# Proposal Solicitation Documents

25-97

## Two (2) Fully Electric Forklifts for Terminal 91 (T91)

Status: **Open**  
Bid Due Date: **Aug 8, 2025, 2:00:00 PM**  
Question Cut-off Date: **Aug 4, 2025, 5:00:00 PM**

☒ BECOME A PLAN HOLDER

Overview Documents Events Event Documents

File name	Type <span>↑</span>	Size	Uploaded
25-97 Two (1) Fully Electric Forklifts.pdf		1.3 MB	7/24/25, 7:13 PM
Attachment B. Pricing Schedule-Technical Spec Checklist.xlsx		30.6 kB	7/24/25, 7:13 PM

1



# VendorConnect Solicitation Email Notification

The following Port of Seattle solicitation(s) match your company and was recently posted:

Procurement Number: **00322271**

Solicitation Title: **ISO 55001 Certification**

Solicitation Description: The Port of Seattle Marine Maintenance Division requires ISO 55001 certification for its Asset Management System (AMS) covered assets. These assets include, but are not limited to, elevator systems, HVAC, sewer lift stations, and substations.

Included because solicitation has:

- NAICS codes
  - 541611 - Administrative Management and General Management Consulting Services
- Rosters
  - Consultants
- Work Types
  - Consultant Services

[DASHBOARD](#) > [VENDOR INDEX](#)

## Vendor Index

List of publicly viewable vendors. Use the filter for more detailed searches.

Work Types

Facilities and Equipme... ✕

Business Certifications

MBE ✕

NAICS Codes

Postal Code

✕ HIDE FILTER

Name ↑	Work Types	Business Certifications (*self-identified)	NAICS
<a href="#">ACP Facility Services, Inc.</a>	Finishes (flooring, painting), Facilities and Equipment Maintenance Parts and Services	MBE (Minority Business Enterprise)*	561720 - Janitorial Services
<a href="#">Addis Transportation LLC.</a>	Facilities and Equipment Maintenance Parts and Services	MBE (Minority Business Enterprise)	423860 - Transportation Equipment and Supplies (except Motor Vehicle) Merchant Wholesalers, 485991 - Special Needs Transportation, 488510 - Freight Transportation Arrangement, 488999 - All Other Support Activities for Transportation
<a href="#">Altitude Enterprise</a>	Facilities and Equipment Maintenance Parts and Services	MBE (Minority Business Enterprise)	561720 - Janitorial Services, 561740 - Carpet and Upholstery Cleaning Services, 561790 - Other Services to Buildings and Dwellings
<a href="#">America Glass LLC</a>	Facilities and Equipment Maintenance Parts and Services	WBE (Women Business Enterprise), MBE (Minority Business Enterprise), DBE (Disadvantaged Business Enterprise)	238150 - Glass and Glazing Contractors
<a href="#">Bailey's Premier Services, LLC</a>	Landscape, Program Management, Facilities and Equipment Maintenance Parts and Services	SDVOSB (Service-Disabled Veteran Owned Business), 8A (Business Development Program), MBE (Minority Business Enterprise)*, SBE (Small Business Enterprise)*, SDB (Small Disadvantaged Business)*, WBE (Women Business Enterprise)*	488111 - Air Traffic Control, 488119 - Other Airport Operations, 488190 - Other Support Activities for Air Transportation, 541611 - Administrative Management and General Management Consulting Services, 561210 - Facilities Support Services, 561730 - Landscaping Services
<a href="#">Bear Wood Windows dba Bear Construction Group</a>	Consultant Services, Demolition, Remediation, Finishes (flooring, painting), Finishes - Painting, Construction Management, Facilities and Equipment Maintenance Parts and Services	MBE (Minority Business Enterprise), DBE (Disadvantaged Business Enterprise), WBE (Women Business Enterprise), VET (Veteran-Owned), SCS (Small Contractors and Suppliers)	238150 - Glass and Glazing Contractors, 238320 - Painting and Wall Covering Contractors, 321911 - Wood Window and Door Manufacturing, 321992 - Prefabricated Wood Building Manufacturing, 321999 - All Other Miscellaneous Wood Product Manufacturing

## Welcome to the Port of Seattle VendorConnect


Port of Seattle VendorConnect provides procurement and contract information for construction, consulting, and goods and services. This is also the one stop location for registering to be on the following rosters: small works (construction less than \$300,000), consulting services, and goods and services.


To begin, you must register yourself and then find or add your business. If you were in our old system, and this is your first time logging in you must recreate your login account. To do this, click the Register/Login button below, then the "Sign up now" link on the login screen.


Register/Login

You can also view our solicitations, vendors, and view the event calendar as a guest.

 Search Current/Past Solicitations

 Future Solicitations

 Search Publicly Viewable Vendors

 Event Calendar



## Create New Vendor

Basic vendor information, including Work Types, Roster Types, and NAICS Codes.

NEXT

Name\*

UBI

Contractor License #

Phone

Website

Ethnicity\*

☒ Display My Vendor in Online Business Directory

Work Types

Roster Types

NAICS Codes

What you should include:

- Contact information
- NAICS codes
- Business firm certification
- Upload a business firm resume

Questions about VendorConnect?

# 3

## GOODS AND SERVICES CONTRACTING PROCESS

-WHAT DO I NEED TO  
KNOW BEFORE  
CONTRACTING WITH  
THE PORT?



# Public vs. Private Sector Procurement

## PUBLIC

- Taxpayer funds used
- Multiple goals:
  - Competitive price
  - Quality outcome
  - Level playing field
  - Social & environmental goals
  - Transparency & Accountability

## PRIVATE

- Company revenues used
- No required competition
- Singular goal:
  - How does it contribute to company's profit



# Goods and Services Procurement Types

Method	For the purpose of purchasing	Examples
P-Card	Transactions valued at <\$5K (incl. taxes, shipping & fees)	Department lunch catering; maintenance supplies; promotional items; office supplies
Blanket Order Contracts or "Convenience Contracts"	Efficient method of acquiring small dollar items (single transaction <\$5K) for multiple transactions	Dry cleaning; printing
Direct Buy	One-time order for specific good or services <\$50K	Furniture; maintenance items; software; large promotional items
Competitive Contract	Specific good or service >\$50K	Large event catering; janitorial; software; live music

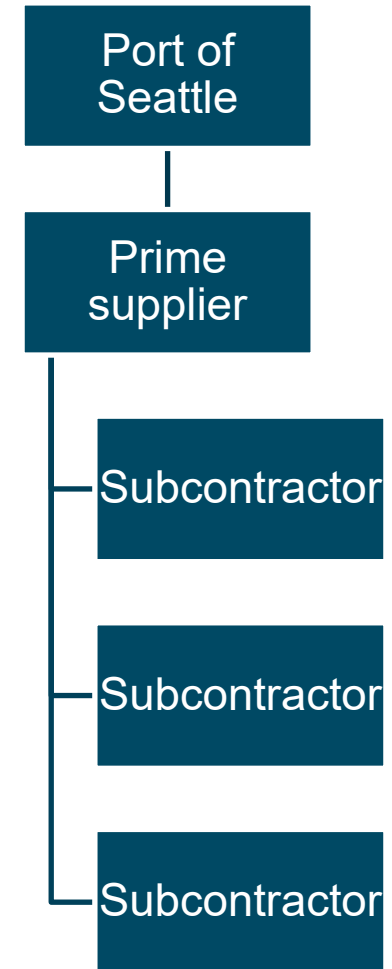
# Goods and Services

## Contract Types by Dollar Amount

Direct Purchase	Competitive Contracts	
	RFQ Procurements	Formal Solicitations (Invitation to Bid/Request for Proposal)
\$49,999 and under	\$50,000 to \$149,999	\$150,000 and over
Considers diverse firms	Considers diverse firms	Diversity in Contracting goal
Competition not required	Competitive selection - Purchaser typically identifies a minimum of 3 firms to submit quotes  Selection typically based on lowest price	Competitive selection <ul style="list-style-type: none"> <li>• ITB – selection based on lowest price</li> <li>• RFP – selection based on best value</li> </ul>
Advertisement not required	Advertisement not required	Public advertisement required

# Subcontracting Opportunities

- Firms can participate as prime supplier or subcontractor
- Some formal solicitation procurements (e.g. janitorial contracts, security contracts) will have teaming opportunities and WMBE goals



# Pathways to partner with the Port

## Create and build relationships with the Port/prime consultants by:

- Attend PortGen events
  - Aviation/Maritime Maintenance Day – October 16<sup>th</sup>
- Attend local trade shows
  - Regional Contracting Forum - September 17<sup>th</sup>
- Attend pre-proposals conferences
- Reach out to primes on solicitation planholders list on VendorConnect
- Register as a subconsultant on solicitation planholder list on VendorConnect

# Pre-Proposal Conference

- For all formal solicitations, a Pre-Proposal Conference is held.
- Find date and location information in Solicitation.
- Whether you're interested in an opportunity as a prime or sub-consultant, Pre-Proposal Conferences provide a setting to network and learn more of the Port's processes and the project scope of work.
- Meet other local small/diverse businesses and build connections to bid on future work together.



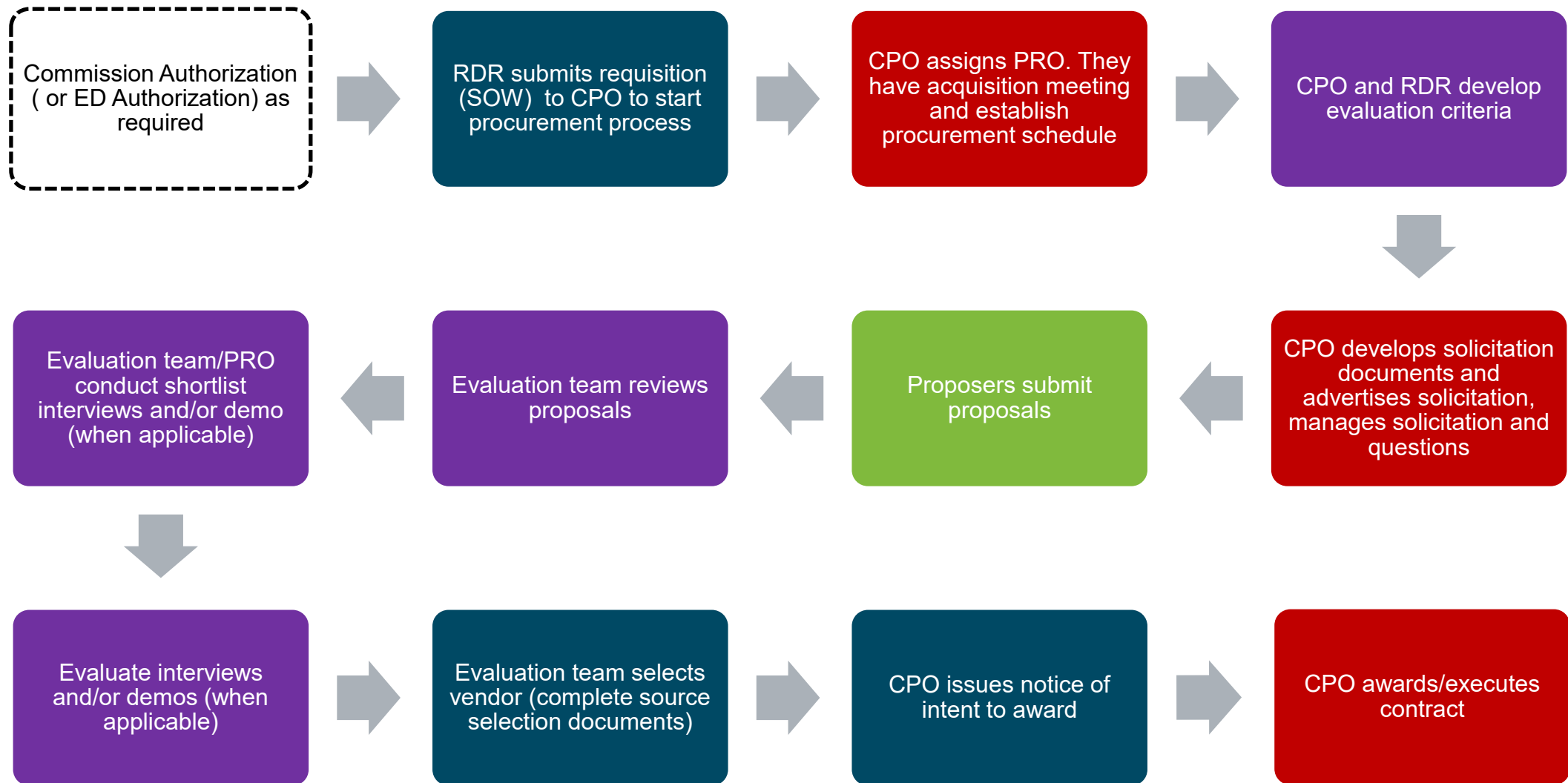
# Typical P-Card Process

- Department identifies need
- Cardholder identifies vendor
- Credit card purchase is made

# Typical Direct Buy Process/ Typical Blanket Order Contract (<50K) Process

- Requesting Department submits purchase requisition (including all details required to purchase the product) to CPO to begin procurement process
  - RDR typically suggests the vendor
- CPO assigns requisition to PRO
- PRO creates purchase order and sends to vendor

# Typical Request for Proposal Solicitation Process



# Questions about the Purchasing Process?

# 4

## SUBMITTING YOUR PROPOSAL

-WHAT DO I NEED TO  
KNOW TO SUBMIT A  
PROPOSAL?





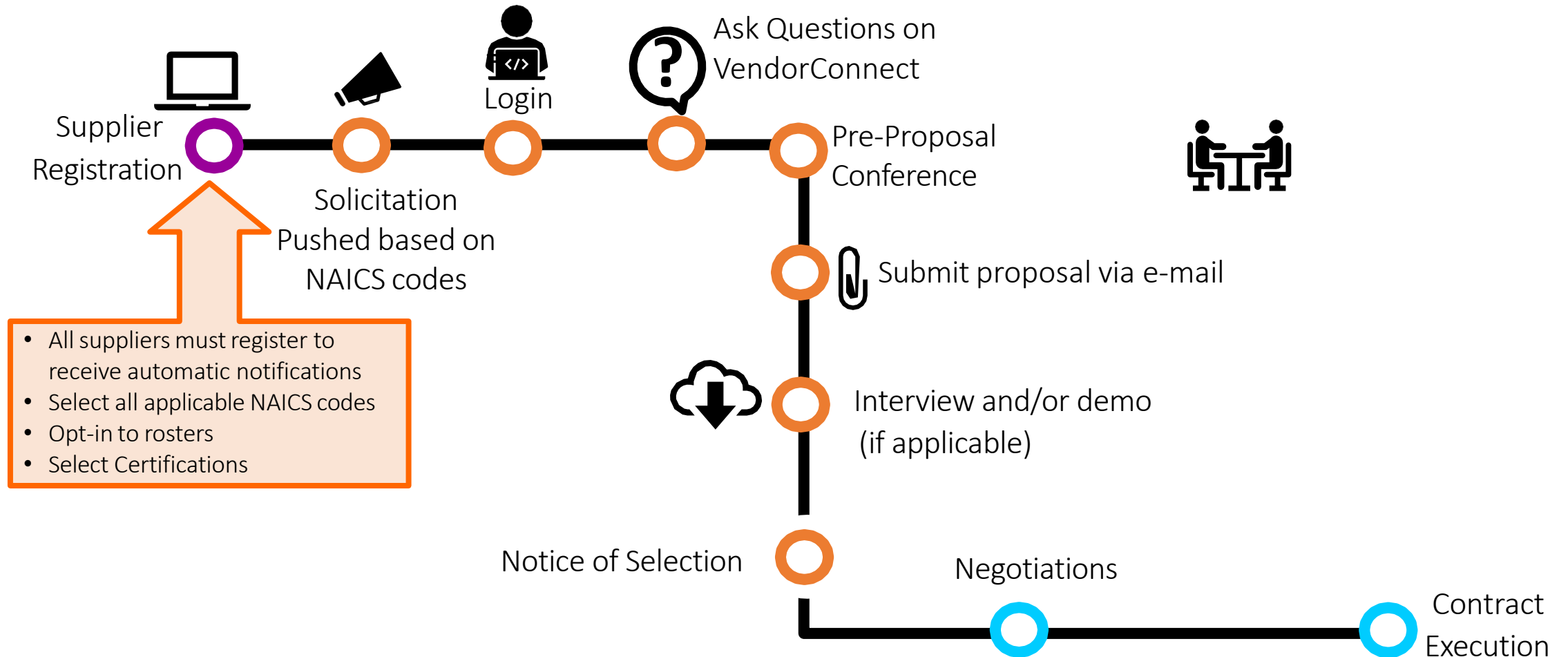
# Terms and Conditions Requirements

- Insurance
- Safety Plan
- Badging requirements

## **If awarded the following are required:**

- Bank Information for ACH direct payment
- W9
- Business Classification Information

# Port Sourcing & Contracting Process



# Tips for Successful Proposals

1. **Read the Solicitation Materials Thoroughly**
2. **Submit On Time** – Late proposals will not be accepted.
3. **Follow the Evaluation Criteria** – Structure your proposal in the same order and use it as your outline.
4. **Include Only Relevant Experience** - Choose examples that cover all or most elements of the scope.
5. **Be Clear and Concise** – Avoid unnecessary detail; less is often more.
6. **Proofread Thoroughly** – Eliminate typos, grammar issues, and ensure strong overall flow.
7. **Stay Within Page Limits** – Over-limit content may be removed. If unclear, contact the Procurement Officer.
8. **Seek Feedback** – Request a debrief or selection summary to improve future proposals.

# Interview/Demo Process

As applicable to firms shortlisted in the formal solicitation process

1. Structured: Same interview questions for all proposers
2. Interviews/demos are usually conducted virtually but may take place at SEA or Pier 69.
3. Panel consists of 3 to 5 subject matter experts and the Procurement Officer.
4. Length of interview dependent on complexity of solicitation
5. Questions are sent out ahead of interview

# Interview Preparation

1. **Answer with Examples** – Respond to each question using relevant experience.
2. **Prepare as a Team** – Develop mock interview questions based on the Solicitation and Scope of Work.
3. **Include Key Personnel** – Interview team should include staff who will directly work on the project, blending technical and management roles.
4. **Have the Right People Answer** – The person doing the work should respond to the corresponding question.
5. **Ask Questions** – While not scored, thoughtful questions show engagement and preparation.



# Selection – Consensus Process

## What happens after submission?

1. **Proposals and/or Interviews Are Evaluated** – Evaluation team evaluates responses.
2. **In-Depth Deliberations** – The team discusses strengths and weaknesses
3. **Strict Confidentiality** – All evaluation discussions and materials are confidential and accessible only to the procurement team.
4. **Final Selection Made** – Selection is made during meetings, followed by issuance of the Notice of Award.

# Negotiation

- Negotiations take place during the solicitation phase.
  - Q & A's during advertisement period
  - Discussions in the interviews
- Possible changes to scope after negotiations have been completed.

# Post-Award

1. Report Monthly Amounts Paid (MAPs) to each subconsultant for the prior invoicing period. MAPs are submitted electronically utilizing the Port's Contractor Database System (CDS).
2. Prevailing Wage payments/reporting may be required depending on contract.
3. If Port PM/RDR is unresponsive, reach out to PRO for help.

# Questions about Submitting your Proposal?

# General Tips of Success

- Register on VendorConnect & select applicable NAICS codes
- Select applicable firm certifications (self-identified accepted)
- Conduct research on previously-awarded contracts
- Read entire solicitation and instructions
- Ask questions during solicitation
- Contact the listed Procurement Officer only
- Attend pre-proposal conferences
- Request debriefs for proposal feedback



# Next steps

Our website: [Portseattle.org/diversity](https://portseattle.org/diversity)

- [Current bid opportunities](#)
- [Register your business](#)
- [Future Procurements List](#)
- [Awarded Contracts](#)
- [Additional resources](#)
  - [Advanced PortGen webinars](#)
  - [Accelerator Mentorship Program](#)
- [Sign up for our mailing list](#)

Let's chat

(206) 661-8080

[diversityincontracting@portseattle.org](mailto:diversityincontracting@portseattle.org)

# Thank you!



## Post-Event Survey