



Doing Business with the City of Kirkland

Doing Business with the City

- The City of Kirkland routinely makes purchases for public works, equipment, supplies, routine services and professional services.
- Kirkland utilizes the following process when procuring these needs:
 - Invitation for Bids (IFB)
 - Request for Proposals (RFP)
 - Request for Qualifications (RFQ)
 - Cooperative Purchasing
 - Emergency Purchase/Sole Source
 - Direct Purchase

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- Formal solicitations are published on the City of Kirkland's website under the Business – Doing Business with the City – Request for Proposals.
- https://www.kirklandwa.gov/depart/Finance_and_Administration/doingbusiness/BusinessOpportunities.htm
- You can sign up on our list service to receive notifications each time a new opportunity is posted.
- Public Works projects are posted through Builders Exchange.
- <http://www.bxwa.com/>
- Follow the links for Posted Projects – Public Works – City of Kirkland – Projects Bidding
- Public Work job notifications are also posted on the City of Kirkland's website.

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- Professional services including Architect, Engineering and Construction Inspection needs are procured through the shared vendor portal hosted by Municipal Research Services Center.
- <https://mrscrosters.org/>
- This portal is shared by over 500 public agencies in Washington for Small Works, Consultant and Vendor rosters.
- Sign up to be added to the list of vendors that could be considered for the variety of needs from the City of Kirkland.
 - This is also a good way to be added to the vendor list for other cities.

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- Procurement process depends on the dollar value and need
- Public Works:

\$40K single trade/\$65K multi trade	\$350K limit	Over \$350K
Competitive process or direct contract	Small works (\$300K limit) or Job Order Contracting	Invitation for Bid

- Goods/Routine Services:

Under \$7,500	\$7,500 - \$50,000	Over \$50,000
Competition encouraged	At least three written quotes	Formal competitive process/cooperative purchase

- Professional Services:

Under \$7,500	\$7,500 - \$50,000	Over \$50,000
Most qualified from roster	Most qualified from roster	Most qualified from roster or formal competitive process

- Non-A/E Professional Services would follow process for Goods/Routine Services

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■ Changes coming to City of Kirkland Business Licensing:

Business located inside City of Kirkland limits	Business located outside City of Kirkland limits
<u>January-December gross receipts less than \$12,000</u>	<u>January-December gross receipts less than \$12,000*</u>
\$50 per year	\$0 (Starting 11/29/18)
<u>January-December gross receipts greater than or equal to \$12,000</u>	<u>January-December gross receipts greater than or equal to \$12,000*</u>
\$100 license fee plus \$105 per full time employee working in Kirkland	\$100 license fee plus \$105 per full time employee working in Kirkland
*For business conducted in the City of Kirkland	

Starting November 29, 2018 the City of Kirkland will enroll in the State of Washington business license portal. New business licenses will be obtained through the State portal. Renewals will be processed by the City until 1/1/19. Kirkland City license will show as an endorsement on your State of Washington business license.

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Questions?

Please reach out to Purchasing or Business Licensing Staff

Buyer	Purchasing Agent	Business licensing
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