



Local Technical Assistance Program

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

Purchasing and Contracting for Local Agencies

February 11, 2015 (#02344CN)

Lacey Community Center
6729 Pacific Ave SE, Banquet Rm. A
Lacey, WA 98503
Ph. 360-491-0857*
[Map Link](#)

March 5, 2015 (#02345CN)

City of Spokane Valley, CenterPlace
2426 N Discovery Place
Spokane Valley, WA 99216
Ph. 509- 688-0300*
[Map Link](#)

May 20, 2015 (#02347CN)

City of Sammamish
Council Chambers
801 228th Ave SE
Sammamish, WA 98075
Ph. 425- 295-0500*
[Map Link](#)

June 11, 2015 (#02348CN)

City of Port Townsend
Cotton Building
607 Water St.
Port Townsend, WA 98368
Ph. 360-379-3804*
[Map Link](#)

*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)
Toni Nelson, Finance Consultant, Municipal Research and Services Center (MRSC)

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](#). 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 425-444-3639 or icarpita@mrsc.org

Registration questions: 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
Toni Nelson, Finance Consultant, MRSC

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; Breaks about every hour or so.

Bios

Toni Nelson

Toni began working for MRSC in May 2014. Her background in governmental accounting is extensive with over twenty-four years in the public sector. She was with the Washington State Auditor's Office for 11 years and 9 years as the Clerk/Treasurer for the Town of Twisp. She established a focus for "Cash Basis" accounting and reporting while with the State Auditor's Office that carried into educational classes and on-site training. She authored the Small Cities Manual, monthly articles for the Finance Advisor column for MRSC and is a speaker for state organizations such as AWC, WFOA, WMCA, and WMTA on topics pertaining to budgeting, cash basis accounting and reporting and the application of Washington State B.A.R.S. requirements.

John Carpita, PE

John Carpita joined MRSC in January, 1996. He has a B.S. and M.S. degree in Civil Engineering from Montana State University. A registered professional engineer since 1972, he is currently registered in Washington. John has had a widely varied 44-year career as a consultant, county engineer, city engineer and project manager. Prior to MRSC, he was project manager for two large roadway and bridge improvement projects with the City of Issaquah combining TIB funds, FHWA funds and local improvement districts. With MRSC, John is a resource for engineering design, purchasing and bidding issues, contract document preparation, construction contract issues, local improvement districts, sewer, water, storm drainage and solid waste issues, as well as resource conservation.