



City of Seattle Technical Assistance Services (TAS) How to register to do business with the City of Seattle

Topics of Discussion

How to Register with the City's Online Business Directory
 Building an Impressive Capabilities Statement

"How to Register with the City's Online Business Directory"

Why register in the online business directory?

- For contracts valued below \$54,000, departments are not required to advertise. Departments have the option to direct select. The roster is considered first before looking elsewhere.
- For all contracts over \$54,000 but under \$322,000 departments are required to advertise the contract however they still retain the ability to select directly from the roster.

*There is an exception for architects and engineers which is mandated by RCW 39.80.



Contracts

- Blanket Contracts
 Competitive solicitation for repetitive purchases of products and services that exceed \$54,000 in a calendar year
 Sealed Bid
 Competitive solicitation for large or repetitive purchases above \$54,000. Awarded to lowest bid with ability to preform scope.
- Request for Proposal Competitive solicitation for large or repetitive purchases above

Sole Source

Direct Voucher

\$54,000. Awarded to highest scoring. Competitive bid from candidate pool, Purchase of narrowly

specified goods or services from one company. Long term contract.

Non-competitive, direct to supplier/vendor for purchase of goods and and services not covered in blanket contract, under \$7,000.



Contracts

- Informal Quote For purchases not covered by blanket contract under \$54,000 annual spend. Chosen from lowest of at least 3 quotes.
- Emergency Purchase Immediate acquisition to directly resolve threat to public safety health and welfare. Selected from three quotes if time allows.
- Request for One-time Purchase Purchase of product /service at best value above \$54,000
- Design-Bid-Build Competitive solicitation of city designed project, posted for public bid. Lowest responsive bidder selected.
- Job Order Contract Competitive solicitation of city designed project, posted for public bid for JOC prime. Projects under\$350,000JOC.



"Online business directory walk through"

Where is it and what information is needed

Locate Directory Required information

Leveraging Terms

http://www.seattle.gov/

Business name, legal name address, business structure EIN, business description, contact information

List as many terms possible describing or related to profession, NAICS codes





Help prevent the spread of COVID-19 in King County

Help prevent the spread of COVID-19 in King County. Find out more at King County Public Health.

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Seattle: Traffic

Seattle Traffic: your online resource for the #SeattleSqueeze

Contact the Mayor

Meet the mayor and her Key Staff Members, and learn how to work within her administration

seattledot 🤣

@seattledot

Replying to @seattledot

(5/6) At this time, the Low Bridge remains closed to the general driving public to prioritize emergency access for first responders, freight



Move, Open or Close a City Light Account

Seattle City Light offers four methods to open, close or transfer an account: phone, online, fax or mail.

Today

3

Additional Parking Created to Enable Hospital Workers to Stay Healthy While Reaching Patients

Source: Council Connection



Local & state leaders discuss field hospital deployment at CenturyLink

Governor Inslee, Mayor Jenny A. Durkan, and King County Executive Dow Constantine join FEMA Region



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Elected Officials



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Services

Affordabil	ity	Animals
Business a	and Economic Developme	nt City Adm
Court Serv	vices	Educatio
Housing, I	Health and Human Service	s Neighbo
Transport	ation	Technolo

Animals and Pets
City Administration
Education, Schools and Learning
Neighborhood Services
Technology

Arts and Culture	Buildi
City Employment	City Pl
Environment and Sustainability	Grants
Parks, Recreation and Attractions	Police
Utilities	Volun

Building and Construction City Planning and Development Grants and Funding Police, Fire and Public Safety Volunteering and Participating



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Mindows Ink Markenses



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Help prevent the spread of COVID-19 in King County. Find out more at King County Public Health.

Business and Economic Development

(Scroll down to middle of page)

Services & Information V



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Seattle.gov Mayor Jenny A. Durkan			anguage 🗸 🔍 Search 📃 Menu ate Disclaimer
	Purchase Surplus City Real Estate Purchase real estate the City no longer has need for.	Renew your Trade License Renew steam, boiler, refrigeration and gas piping licenses online.	Report All-Gender Ordinance Violations File complaints or ask questions about Seattle's all-gender restroom requirements.
	Report Paid Sick and Safe Time Violations Employees in the City of Seattle accrue paid sick and paid safe time.	Report Wage Theft The City's Office of Labor Standards can investigate workers' complaints of nonpayment of wages and tips.	Resolve a Permit Disagreement Resolve a dispute about our permit process and about policy or technical code issues.
	Search for a Licensed Business Search the database for licensed Seattle businesses.	Search Permit & Property Records Construction and Land Use permits and projects.	Search the Online Business Directory Search for businesses that express interest in doing business with the City.
	Start Your Business 🔶		



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Windows Ink Worksnace



Search Online Business Directory (OBD)

The OBD search tool will display companies, including women and minority-owned businesses, who have expressed interest in doing business with the City. It includes, but is not limited to, blanket contract holders, firms approved to the City's consultant roster, state OMWBE certified firms as well as companies without current City contracts.

Visit the <u>Business in Seattle</u> page and click on the appropriate topic to learn more about the available tools and resources for your business needs and doing business with the City of Seattle.

+ Search By Business Name (to search all WMBE firms with that business name, use the advanced search feature)

Advanced Search



Sign in/Register for OBD Account

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Privacy and Security Policy





City of Seattle Online Business Directory

The information within the Online Business Directory is provided as a public service to our community. All information on this site is a public record and subject to the Washington's Open Government and Public Records laws.

Business Name: Tax ID: (last 4 digits only) Keep me signed in Sign In	Click this to register
(last 4 digits only)	
Sign in	
Search the Online Business Directory	

Your Connections: GUI-not avail.; Database-PROD







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Northwest Mountain Minority Supplier Development Council



Northwest Mountain Minority Supplier Development Council

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"Building an Impressive Capabilities Statement" Dennis Brooks Founder and CEO of Trio Group

Creating a Design Brief

The importance of creating an effective, detailed brief for any project, cannot be understated. A well-written brief serves to guide the entire project from start to finish. It serves as a foundation of background knowledge for the project and lists the goals and vision for the final outcome.



Corporate profile

Write a summary of the business including a brief history. What makes the business unique? What special considerations or activities have impacted the business?

Market insights

What are the strengths, weaknesses, opportunities, and threats of the business in relation to what competitors (or other operators in the industry) are doing?

Current situation

What is the current situation of the business, and what are the reasons or needs for this project? This could include a new product launch, a need for more clients or brand awareness, or expansion into a new market.



Communication background

Outline the previous and current communication activity, such as research, advertising, direct mail, graphic design, social media, public relations, etc. Include both outbound or public-facing as well as internal communications (training materials, memos, policies).

What has been successful? What has not been successful? How was success measured?

Target market

Create a representative persona for each major target audience, including standard demographics such as age, gender, income, employment, and geography in addition to lifestyle and media consumption behavior. What are the problems facing each audience within your industry? What are these audience members trying to accomplish?

What is the business' unique selling proposition to each target audience? This is not what your business does well, or what you think your audience needs. The unique selling proposition answers this question: "What problem do we solve for our audience?" The best way to discover this is to ask your customers directly.



Objectives

What are the goals of the project? What strategic and business outcomes will be the result of this project? How will success be defined? What are the key performance indicators for evaluating the progress and success of this project? The more specifically these outcomes and metrics are defined, the better.

Communication task

What are the primary messages of the project in relation to the business plan? What do you want the audience to think (and feel) about the project (or your business)?

List the primary messages for each audience, and include other key attributes that should be communicated to all audience.



Schedule and deadline

Construct a schedule with concrete deadlines that both the designer and the client can agree upon. Leave ample room for tasks to take more than the time allotted. This section should have a detailed and realistic schedule of how the client wants the project to advance across these phases:

- Strategy: research, consultation, resource gathering
- Design: concept and message development
- Execution: production and delivery of the message and collateral
- Evaluation: review of metrics and project performance, next steps



Farm-fresh roses and cut flowers direct to your store



Skype: rosanti.flowers Email: sales@rosantiflowers.com



"The flowers from Rosanti were so fresh, and I loved being able to order directly from the farm!"

— Mary M, Ballard Flowers

Instead of worrying whether the wholesaler will have the variety you need, or wondering how long their product has been sitting in cold storage, **what if you could order the varieties of roses and fresh cut flowers you wanted directly from farms in Ecuador?**

Rosanti Flowers connects **local florists like you to the best roses and fresh flowers** grown in Ecuador and Colombia. You'll love the convenience and price of ordering wholesale blooms directly from the farm!





No warehousing means your **flowers are fresher** and will last longer

Select the **variety and quantity you want**



Save time and energy with **FREE 3-day shipping** directly to your store Less expensive than the wholesaler, and bulk pricing saves you more

Discover the ease and convenience of farm-fresh flowers in three easy steps:

- 1. Order online from rosantiflowers.com
- 2. Blooms are harvested and shipped on the same day
- **3.** Delivered Tuesday through Friday via UPS or Fedex 3-day

Place your order at rosantiflowers.com



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1 Industrial Source

We provide electrical contractors with labor-saving products so they can avoid cost-overruns on their projects, saving time and money.

We understand that a big variable in every project is the cost of labor. Coupled with the shortage of available skilled workers, it's no wonder adept electrical contractors are looking for timesaving and cost-effective products.

The 1 Industrial Source Advantage





20+ years of industry experience Labor saving recommendations based on industry results

Complete project On-site, in-person product training management We'll take care of all the Save time with hands-on details of your order

instruction



We keep your project on-time and on-budget:

- 1. Call us to discuss your project needs
- 2. We'll provide competitive quotes
- 3. Place your order via credit card or net-30 account
- 4. We provide products made in America
- 5. Enjoy the labor and cost savings

Contact us for a quote: (206) 354-4295

Tammie Cook tammiecook@1industrialsource.com

1industrialsource.com

1 Industrial Source is a certified DBE/WBE and SCS to help you meet your diversity goals.

DUNS #832449115

NAICS 423320 Concrete building products merchant wholesalers NAICS 423610 Distribution equipment, electrical, merchant wholesalers NAICS 444190 Electrical supply stores



1 Industrial Source

1 Industrial Source performs the commercially useful functions of a wholesale electrical distributor including:

- Competitive bids- We shop for the best value across multiple suppliers.
- · We provide expedited answers to contractor questions.
- All necessary submittal information is provided to contractors.
- Order management- We process the incoming P.O. from the contractor and send a P.O. to the manufacturer. We double-check contractor P.O.s for missing details.
- We negotiate production schedules with the Project Manager and factory.
- We negotiate shipment schedules with job-site personnel and the shipper.
- We manage billing pre-order deposits, invoices, returns, credits and payments.

Contact us if you need a more specific list of commercially useful functions for your project.

Industry trends for success

Prefabrication is here to stay. Many electrical contractors are utilizing pre-fabricated structures for faster installation. These time-savers are invaluable on projects with short deadlines.

Plastic parts are better. Many jobs in the Northwest have trouble with corrosion and rust, making plastic an ideal material for cable racks and conduit clamps. Plus, no grounding is required.

Diversity is for today's customers. Many large government funded jobs have WBE/DBE spend goals. Even smaller companies promote diversity in their vendors and workforce. 1 Industrial Source is fully certified to meet your diversity goals.

Know your product specs. Some federally funded projects require

products made in the U.S.A. Our extensive product knowledge saves you time researching to find the best product or look up whether a product is plenum rated, UL listed, or made in America.

Contact us for a quote: (206) 354-4295

Tammie Cook tammiecook@1industrialsource.com

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1 Industrial Source is a certified DBE/WBE and SCS to help you meet your diversity goals.



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BODEX develops and implements Adobe Experience Manager solutions that help Fortune 100 companies maximize their web content management investment.

CORE EXPERTISE

Our team specializes in three types of Adobe Experience Manager (AEM) installations:





MULTI-LINGUAL PROJECTS

Here's a quick description of a project in this category.

INTEGRATIONS Here's a quick description of a

E-COMMERCE AND

SEAMLESS TRANSLATIONS, EVERY TIME

BODEX Experience Translation Connector (BETC) removes the tedious copy-and-paste from translation services, saving your team time and money.

BETC works seamlessly with your AEM installation:

- 1. Download the package
- 2. Install on your AEM instance
- 3. Configure/connect with your translation management service
- 4. Create AEM translation projects and translation tasks
- 5. Initiate the translation tasks
- 6. Translated content is ready for review by the AEM author

"Our BETC installation has decreased the time we spend inserting translations into AEM so we can focus more on sales and growth."

- Janelle Jones, Chief Content Officer

CORPORATE HISTORY & CERTIFICATIONS

As an Adobe employee, Sumit Parashar implemented over 17 Adobe Experience Manager (AEM) instances for corporate clients. He founded BODEX in 2015 to create efficient tools and processes to extend AEM's core functionality.

BODEX serves corporations from its headquarters in Utah with additional development support from two locations in India. Despite their physical distance, BODEX's teams work seamlessly together. Our close integration with our offshore teams and a blended agile/waterfall methodology ensures each project is on time and on-budget.

Capabilities

- Core AEM implementations
- eCommerce with AEM
- Assets
- AEM Deployment sizing and Design
- Cloud-based Deployments
- Migration Strategies and execution
- Multi-Lingual AEM Sites and MSM

CLIENTS



BODEX is a certified minority business enterprise through the National Minority Supplier Development Council (NMSDC). Certification number: NW02155

NAICS Codes:

511210: Software Publishers 541511: Custom Computer Programming Services

541512: Computer Systems Design Services



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project in this category.

Here's a quick description of a

ASSET MANAGEMENT

project in this category.



3 Reasons to use Plant-based Epoxy Resin in your Manufacturing

ZILA Works is creating a new type of thermoset epoxy resin using industrial hemp that promises to revolutionize the ski and snowboard industry.



Resource

Industrial hemp

sequesters CO

BPA-free Safer for workers and better for the environment No changes in process or equipment

We are seeking a manufacturing partner to help us test formulations of our product. You can help us create the next generation of skis and snowboards made with plant-based resins.

Why hemp?

Hemp provides a higher percentage of chemical double bonds than other biological ingredients used in plastics. We anticipate the resulting epoxy resin to be stronger, more malleable, and more durable than other bio-based plastics products.

About ZILA Works

ZILA Works started 3 years ago as an academic project within Pinchot University's MBA in Sustainable Business program. Our vision is to capitalize on the emerging hemp industry and create products that are good for the environment and the people who use them.

jason@zilaworks.com

We developed our patent-pending epoxy resin in collaboration with scientists at Washington State University. Other major supporters include:

CleanTech Alliance

ZILA Works, LLC

- Northwest Green Chemistry
- University of Washington
 Business Growth Collaborative
- Washington State Department of Agriculture
- Washington State
 Department of Commerce



Frequently Asked Questions

What is the difference between industrial hemp and marijuana?

Industrial hemp is not marijuana. Industrial hemp comes from a different variety of the same plant species. Hemp has historically been used for industrial and commercial purposes because of its strong, durable fibers. Hemp is especially attractive as a crop because it can thrive in many climates and conditions around the world without pesticides and herbicides, making it a low-input sustainable crop with reduced toxicity and cost of production. In the US alone, over the past three years, the number of acres has grown by approximately 150% each year and continues to rapidly increase.

How does a hemp-based product compare to other bioplastics?

Most bioplastics on the market are great for compostable plates and silverware, however they do not have the strength necessary for industrial use. Thermoset plastics, like those that ZILA Works is creating, offer a superior alternative that forms more complex threedimensional bonding structures during the curing process, improving the material's mechanical properties such as enhanced chemical resistance, heat resistance, and structural integrity.

Why would my customers care about the use of a bio-based epoxy resin?

Outdoor sports enthusiasts are looking for a way to preserve nature and reduce negative impacts on the environment. For example, outdoor clothing and gear manufacturer Patagonia built its entire brand on this premise. Another example is the not-for-profit organization Protect Our Winters, which was created to advocate for climate change awareness within winter sports communities and has grown into a wildly popular brand and movement.

What is the advantage of using a bio-based epoxy resin in manufacturing?

Traditional epoxy resins are formulated with a mixture of chemicals, of which some are known carcinogens such as bisphenol A (BPA). In addition, the mixture of chemicals used to create traditional epoxy resins are predominantly petroleum based. A bio-based epoxy resin made from industrial hemp eliminates the dangerous BPAs, improving the health conditions of manufacturing workers.

How can the use of a bio-based epoxy resin impact my company's carbon footprint?

Net carbon sequestration by industrial hemp growth is estimated at 0.67 tons per hectare per year. This calculates to approximately 1.70 pounds of CO_2 sequestered in every gallon of hemp based bio-epoxy resin. Compared to approximately 17.47 pounds of CO_2 produced for every gallon of traditional epoxy resin, switching to this alternative means your company is part of the solution, not the problem

jason@zilaworks.com

ZILA Works, LLC



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zilaworks.com

nwmmsdc.org

zilaworks.com



Who we are

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 314999, 424310, 313310

NORTHWEST MOUNTAIN MSDC CERTIFICATION NUMBER: NW01422 Kim's Embroidery started in a two-bedroom apartment in 1979 with one sewing machine and an order of ten embroidery samples for Nike, Inc. Seven months prior to starting the business, founders William and Nina Matsumoto came to the United States with their two young children. They left two war-torn countries to come to the United States in hopes of starting a new life. It was Nina's dream for her children to go to school and live a normal life.

For those first ten samples, the Matsumotos carved the Nike logo into a daikon radish to use as a stencil, stamping each garment before stitching down the logo by hand. By the next day, the radish had shrunk, so they carved another. Nina and William's meticulous work paid off, their ten samples were approved, and Kim's Embroidery was in business with an order of 19,000 warmups.

Today, Kim's Embroidery operates out of a 10,000 square foot factory in Tigard, Oregon with over 200 automatic embroidery machines. The company is proud to celebrate 38 years of serving Nike and other businesses with embroidery and screen printing, all with the same quality and attention to detail as those first hand-stitched samples.

VALUE PROPOSITION

In addition to the company's exceptional attention to detail, superior quality, and location in the Pacific Northwest, Kim's Embroidery is proud to offer our legendary concierge-quality service in order to exceed our clients' standards.



What we do

CORE COMPETENCIES

Direct embroidery Indirect embroidery Direct screen printing Indirect screen printing For the past 27 years, Nike has hired Kim's Embroidery to produce 10,000 NCAA embroidered polos for over 40 different colleges each year. Today this order has grown to 20,000 pieces of both NCAA football and basketball teams.

In the past 10 years, the company has also produced 80,000 pieces of apparel for NCAA football and basketball teams and 50,000 pieces for NFL teams. These orders are a combination of men's and women's polos, mock long sleeved shirts, Therma-Fit crew shirts, warm up jackets/pants, and shorts.

EXCEPTIONAL QUALITY

Where digitizing is involved, stitchoff samples are submitted as needed until the embroidery is accepted.

Once the digitizing is approved, the next step is to embroider the logo onto the various apparel in the order. Placements and measurements are given in art format. If the artwork does not show the placement clearly, the apparel is either sent off to Nike, their reps will stop by the factory, or a staff member will travel to meet with Nike to determine the exact placement for execution.

LEGENDARY SERVICE

Nike and all of Kim's Embroidery's clients enjoy a close relationship with the company's leadership and are welcome to visit the factory. Nike provided two mannequins so they can visit the factory during rush orders to place apparel on the mannequins and mark the logo placement. Kim's Embroidery then runs samples while they wait and watch the machine produce the samples.

The entire team enjoys having Nike on-site to provide feedback and brainstorm where to locate the embroidery on each garment for best results.







CANADA HOCKEY

Kim's Embroidery produces multiple orders throughout the year ranging from 250 to 2,000 pieces, a mixture of tops and bottoms. Depending on the garment, this order is embellished either by direct embroidery or sublimated patches with heat transfer application.

The sample at left is a sublimated patch with satin stitch-down around the patch edges.

Sublimation is unique in that it bonds ink to the fabric fibers at a sub-surface level, rather than to the surface as most other apparel decoration inks do. Sublimation relies on molecular bonding to attach and recolor the fabric's fibers, resulting in an image that will not crack, peel or fade when washed.

Due to its application process, sublimation is very well suited to high definition graphics with very small letters and details. Sublimation is ideal for products such as team apparel, which undergoes a lot of physical stress and numerous washings in its lifetime.

U.S. OLYMPIC COMMITTEE

We embroider the United States Olympic Committee (USOC) Logo at the beginning of each summer and winter athletics season. The typical order is 4,500 tops. The USOC logo is embroidered on the left chest and the Nike logo is embroidered on the right chest.

Last year for the Rio Olympics was the first year where the USOC and Nike logos were embellished with Aquatrans heat transfer.

Aquatrans are water based heat transfers Nike ordered from their

offshore vendor. Aquatrans are eco-friendly because they contain no PVC, phthalates, and are compliant with many consumer safety regulations for children's apparel. Aquatrans is extremely flexible and requires a very low heat for application, which we were able to accommodate with ease.

AUSTRALIAN PARALYMPIC TEAM

2000 SYDNEY OLYMPICS

For this order, we direct embroidered the athletes' medal/podium jackets. We embroidered the fronts, sleeve, and back jacket panels in pieces, which we delivered to a local cut-and-sew company where the jackets were assembled. In total, there were approximately 1,000 pieces for the Paralympic teams, and 2,000 pieces for the Olympic teams.

The Australian team logo had very small details which were important to preserve, so slowed down our machines to ensure every detail was presented in perfect clarity. Each run took about 90 minutes to complete, after which our quality control team reviewed the run to verify the details.





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toronioraptors

2012 LONDON OLYMPICS

We embroidered 1,500 polo shirts, v-neck sweaters, and jackets for the NBC crew as well as another 5,000 pieces for various countries competing at the games.



2016 RIO OLYMPICS

The order for the 2016 Rio Olympics is an example of our rush order capabilities. The order for 1,5000 polos for the NBC crew came in six different batches and each were rushed.

We had three days to receive the product, submit samples for approval, embroider the product and ship to NBC. We color matched the thread to the Rio Olympics' PMS colors as well as the iconic NBC peacock logo's colors.

NBA POLOS

This project is typically 5,200 embroidered mock tees, polos, windbreakers, warmups, and pullovers. We embroider the team wordmark and Nike logo on the left chest, the team logo emblem on the left sleeve, and stitch down the official NBA patch on the right sleeve.

We work closely with Nike to ensure every piece meets their stringent quality standards.

Nike provides digitized logos for each team order along with thread colors and specific thread brands for accurate color matching. We produce sewouts of each team logo on provided fabrics for color approvals. Once color is approved, we submit one set of polos for logo placement and measurement approval. Additional post-run samples are submitted for approval prior to shipping each order directly to the respective NBA team. The entire production time is one week.





NORTHWEST MOUNTAIN MINORITY SUPPLIER DEVELOPMENT COUNCIL



TRIO GROUP

239 SW 41st Street Renton, WA 98057 MAIN (206) 728-8181 FAX (206) 728-1334

www.triogroupnw.com

Trio group is a nationally certified minority business enterprise

"Questions and Answers"





City of Seattle Technical Assistance Services (TAS)

The Various Types of Contracting Vehicles