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Where a sustainable world is headed.™

General [\(top\)](#)

Q: Is this the Port's official method for disseminating Bid information?

A: This web site is intended to supplement, not replace, official methods of disseminating Bid information. As required by the Revised Code of Washington (RCW), the Port's Invitations for Bids (IFB), Requests for Information (RFI), Requests for Proposals (RFP), and Requests for Qualifications (RFQ) are published in the Daily Journal of Commerce (DJC) as the official method of disseminating bid information. In addition, this Consultant's Roster internet publishing is intended to meet the notification requirements of RCW 39.80.030 and Port of Seattle policy and procedures CPO-1.

Q: How often is the information on PRMS updated?

A: Though we update the information as frequently as possible, we make no guarantee that the information is always current.

Q: What is SCS Certification?

A: Administered by King County's Office of Business Relations and Economic Development, the Small Contractors and Suppliers (SCS) program applies to goods & services, construction, and consulting contracts. The SCS program seeks to encourage competition within the supply chain and to increase the pool of SCS firms available for Port procurements by expanding outreach efforts and supporting initiatives and programs that enhance the growth and strengthen the capacity of SCS firms. Further information is available at <http://www.kingcounty.gov/exec/BusinessDev/contractingopps.aspx>, or contact the Port's Office of Social Responsibility Team at osr@portseattle.org.

Public Works Advertisement [\(top\)](#)

Q: When will projects listed on the solicitation page as FUTURE be officially advertised and downloadable or ready for ordering?

A: Normally projects will advertise for 21 to 30 days prior to the bid opening date. As soon as the project is advertised officially (Daily Journal of Commerce) project manuals, drawings and bid packages may be downloaded from PRMS. For Major Construction projects only Bid documents are also available on CD-Rom at no charge by ordering on PRMS or calling the Bid Desk at 206.787.3110. Projects with any Federal funding must be advertised a minimum of 30 days. Projects without any Federal funding (State funded) cannot be opened any sooner than the 14th day after advertisement.

Public Works Bidding Process [\(top\)](#)

Q: Do I need to have a Washington Business License and Contractors License to bid on a project?

A: Yes, in accordance with RCW 18.27 it is a misdemeanor crime to bid on a Public Works Project without a Contractor's License. In order to get a Contractor's License you must have a Washington Business License (UBI). Bidders without Washington UBI and/or Contractors License will be considered non-responsive.

Q: How do I submit my bid documents? (Bid Package)

A: Ensure you have followed the instructions in the Project Manual and in particular document 00200. Enclose the required bid submittals in a 9-1/2inch by 12-1/2inch envelope and seal it. On the outside in the center of the envelope place the NAME of the PROJECT, DATE and TIME of the BID (Bid Opening). In the upper left hand corner (were you would normally see a return address) place the words: - Bid By: - and then below on the next line the Contractors (Bidders) name and address. Then enclose the sealed bid envelope in another properly addressed envelope for mailing or transport to the Bid Desk.

Q: How do I get added to the Plan Holders List of a solicitation?

A: PRMS permits vendors, consultants and contractors to register their business with the Port by creating a unique User ID, or to visit the website as a guest. The Port's solicitations with any attachments including addenda are available for viewing by all users. You must register and add yourself to the "Plan Holders List" to be included on the official plan holders list for any specific solicitation and to receive email notifications of addenda or other important information concerning the solicitation.

Q: What is the Bid Date?

A: The bid date is the date the sealed bids will be opened and the specified time and location; and publicly read aloud. It is called out in the advertisement and the Project Manual, and can be modified by addendum.

Port Rosters [\(top\)](#)

Q: What types of Rosters are available at the Port?

A: The Port of Seattle invites you to join any of our Roster programs for Consultant's, Small Works (\$300,000 or less), or Goods & Services. The Port of Seattle is an Equal Opportunity Employer and encourages Minority Business Enterprises and Women Business Enterprises to participate in the competitive bidding process and on the Consultant's Roster.

Q: How do I get on the any of the Rosters?

A: You will need to update the Optional Attributes in the Location Details of your account in PRMS. You must be on the Consultant Roster to be considered for Category I and II professional and personal service procurements. You must be on the Small Works Roster to be considered for small public works procurements. The Goods and Services Roster is a resource for the Port to use when purchasing goods and services under \$25,000.

Q: How do I know I am registered on any of the Port's Rosters?

A: It will be listed under Roster Type on the Optional Attributes page in the Location Details of your account in PRMS.

Contacts [\(top\)](#)

Q: Who is the Project Manager? And may I call him?

A: Please ask all questions through the solicitation site as this is the preferred method of contact. Responses to questions will be provided through addenda.

Documents [\(top\)](#)

Q: Can you send the plans to me?

Electronic copies of the plans and specifications for each solicitation can be accessed and printed through the Port's PRMS website. Copies of documents are not available for purchase from the Port of Seattle, but may be examined at the Port's Bid Desk at 2711 Alaskan Way, Seattle, WA 98121, Monday through Friday between 8:00 a.m. and 4:30 p.m. For Major Construction projects only bid documents are also available on CD-Rom at no charge by ordering on PRMS or calling the Bid Desk at 206.787.3110. Bid documents will not be mailed to Bidders within the greater Seattle metropolitan area. For information if you are unable to access the internet site, please contact the person listed in the solicitation.

Q: Do you foresee any Addenda?

A: Generally, addenda are issued when the information provided will either impact the bidders bid price or WORK schedule. Also, if it is issued with less than 7 calendar days from bid opening, it would change the bid date. Airport projects under the Project Labor Agreement will always have at least 1 addendum to provide the latest federal wage rates.

Downloading Documents [\(top\)](#)

Q: Since some of the documents are large, what is the best method to download and print/view them?

A: The preferred method is to place the cursor over the hyperlink for the desired document, right click and select SAVE TARGET AS, selected your local PC's drive:file/folder as you want and download the .PDF document to your PC. Then you can open Acrobat Reader and view/print the file.

Procurement and Roster Management System (PRMS) [\(top\)](#)

Q: How do I use the PRMS?

The PRMS is to provide a 24/7 availability for bidders, suppliers, subcontractors and other interested parties to find out what major construction projects are coming, what is out for bid, and the status of opened bids, and ability to choose to be part of the Small Works, Consultants, and/or Small Works Rosters. It also provides a central point for outside activities to obtain the Port of Seattle's Master Guide Specifications. You may log in, download drawings, project manuals, addenda, and bid clarifications; order the same documents in CDROM as indicated. If you are having problems with the PRMS please contact PRMS-Help@portseattle.org.

Environmental [\(top\)](#)

Q: Is there any Asbestos involved in the project?

A: Please ask all questions through the solicitation site as this is the preferred method of contact. Responses to the question will be provided through addenda.

Labor/Workforce Agreements [\(top\)](#)

Q: What is a PLA or CWA? Does it apply to this project?

A: The PLA is a Project Labor Agreement. The CWA is a Community Workforce Agreement and is similar

to a PLA but more projects specific. The Port may have more than one in effect at any given time. Bidders should not assume that all Port Seatac International Airport projects are subject to a PLA or CWA unless otherwise indicated. If the Project is subject to a PLA or CWA a copy of it will be appended to the project manual. The Contractor, as an employer doing work on this project, shall agree to enter into such a PLA or CWA with signatory Unions. A Letter of Assent is provided in the Bid Package and must be signed and submitted with the Bid or the bidder will be considered non-responsive. The Contractor shall abide by the terms of the agreement for the duration of this contract and shall be bound by any changes, amendments or revisions to the PLA or CWA during the course of their contract. All costs including labor, increases due to the adjustment to wages and benefits, equipment, materials that are incurred during the Contract Time period associated with the terms and conditions of the agreements will be at the Contractors expense. The Contractor shall maintain on site a signed Letter of Assent current for this contract for each subcontractor of any tier prior to the commencement of any work by that subcontractor. In addition to the terms and conditions of the PLA or CWA; Appendix A, Substance Abuse Prevention Program will apply to any and all other permanent on site contractor staff, including clerical and supervisory personnel. This program will be administered in accordance with the applicable parts of Appendix A, Substance Abuse Prevention Program.

Other Requirements [\(top\)](#)

Q: Is a Washington contractor's license required and how do I get one?

A: Contractors are required to be licensed at the time of bid submittal. The Department of Labor and Industries Construction Compliance section is responsible for the administration of Washington States Contractor Registration Law. Contractors must show that they are insured and bonded as part of the registration requirements. Our inspectors also check construction job sites to verify contractor registration. The section administers a toll-free hotline, 1-800-647-0982, by which consumers can call during business hours to verify that their prospective contractor is registered. Your nearest L&I Service Location can assist you with your contractor registration questions or visit their site at <http://www.lni.wa.gov/TradesLicensing/LicensingReq/LicensesRegistration/default.asp>.

Q: What is a UBI and how do I get one?

A: A Unified Business Identifier (UBI) number is a 9-digit number that registers you with several state agencies and allows you to do business in Washington State. A UBI number is sometimes called a tax registration number, a business registration number, or a business license number. Use the Business License Application to apply for a UBI number with the Business Licensing Service at <http://bls.dor.wa.gov/>.
