

City Procurement

After the first visit to the City Purchasing Division, vendors may be referred to the individual Departments / Divisions.

New vendors are required to complete and return a W-9 and provide a certificate of insurance listing the City of Yakima as additional insured with an additional insured endorsement attached.

The City of Yakima is required to pay prevailing wages for all Public Work and Improvement projects.

- Goods
- Materials
- Services
- Equipment
- Supplies
- Commodities

Web Page Information

City Procurement has a comprehensive web page at:

www.yakimawa.gov/services/purchasing

CONTACT A REPRESENTATIVE TODAY:

**MARIA MAYHUE, CPPO
PURCHASING DIVISION MANAGER
Maria.Mayhue@yakimawa.gov
509-575-6094**

MAIN LINE 509-575-6093

**INSURANCE RELATED INQUIRIES:
LINDA KUNTZ, PURCHASING ASSISTANT
509-249-6863**

Selling to the City of Yakima



129 North Second Street
Yakima, WA 98901

(509) 575-6093

City of Yakima Purchasing Division

The City Procurement Division is directed by Purchasing Manager Maria Mayhue, CPPO, who is authorized by the City Council to buy or make commitments on the City's behalf.



The City is mandated by City Charter, as well as City Code and State Statutes.

Although individual departments have their specific needs and criteria for purchases, all purchasing activities, including issuance of Purchase Orders, the written quote and sealed bid process are done by the City Purchasing Division.

WMBE/DBE GOALS

It is the City's policy to ensure that WMBE's and DBE's have an equal opportunity to receive and participate in City Contracts.

Yakima Transit has an established DBE (Disadvantaged Business Enterprise) goal of less than 1%.

GENERAL INFORMATION

Procurement is centralized at \$10,000. Purchases over this amount must be routed through the City Purchasing Division. The formal sealed bid limit is \$50,000 at which notices are placed in the Yakima-Herald-Republic Legal Notice Section and on the City Purchasing web page. Specifications may be picked up, e-mailed, or downloaded off www.publicpurchase.com (preferred). Sealed bids are opened and read publicly in the City Council Chambers, or another designated location. Bid tabs are available online.

If the purchase is for a Public Work Project, the City is subject to the current Revised Code of Washington Statutes (RCW's), Title 39. Purchasing handles only Limited Public Work under \$35,000. Larger projects go through the City's Engineering Division at 509-575-6111.

SALES REP. VISITS

While every effort is made to accommodate visits, it is strongly urged that you call to make an appointment to meet with either the Purchasing Manager. **Vendor Registration is available online at:** www.PublicPurchase.com.

DELIVERIES

All deliveries shall be submitted FOB destination, ready for regular and safe operation, unless otherwise requested. Delivery location will be specified at time of order.

All City Invoices shall be mailed to:
City of Yakima
Accounts Payable
129 North Second Street
Yakima, WA 98901

PAYMENT

After a purchase order is issued to the contracted vendor, the using department will process the purchase order for payment within 30 days after:

- a) Receipt and acceptance of goods, and
- b) Receipt of properly completed invoice.

The City reserves the right to accept or reject any or all bids or quotes and is not necessarily bound to accept the low bid or quote.