

**RESOLUTION NO. R-2016-126**

**A RESOLUTION** setting Yakima Transit's Disadvantaged Business Enterprise Program goal

**WHEREAS**, in 1983, Congress enacted the Department of Transportation's (DOT) requirement for a Disadvantaged Business Enterprise (DBE) Program. The objectives of the program are to ensure nondiscrimination in the award and the administration of DOT-assisted contracts in the Department's financial assistance programs, create a level playing field on which DBEs can compete fairly for DOT-assisted contracts; ensure that the Department's DBE program is narrowly tailored in accordance with applicable law; ensure that only firms that fully meet this part's eligibility standards are permitted to participate as DBEs; help remove barriers to the participation of DBEs in DOT-assisted contracts; assist the development of firms that can compete successfully in the marketplace outside the DBE program, and, provide appropriate flexibility to recipients of Federal financial assistance in establishing and providing opportunities for DBEs,

**WHEREAS**, the City of Yakima operates a public transit system for use by the general public regulated by the Federal Transit Administration (FTA), an agency of the DOT, and is subject to FTA requirements including requirements to maintain an up-to-date DBE Program with goals that are adjusted every three years,


**WHEREAS**, on January 28, 2011, the Federal Transit Administration amended their Disadvantaged Business Enterprise regulations, which specifically requires goal updates every three years; and,

**WHEREAS**, Yakima Transit has reviewed available DBE vendors and has updated their goal as required under 49 CFR Part 26. Following a public notice, Yakima Transit's DBE goal is still zero. Of the anticipated Yakima Transit projects or services that would be funded with Federal Transit Administration funds, there are no registered DBE's in the Office of Minority & Women's Business Enterprises state directory for those classifications.

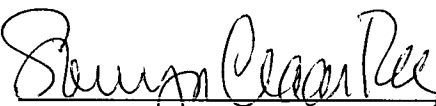
**NOW, THEREFORE, BE IT RESOLVE BY THE CITY COUNCIL OF THE CITY OF YAKIMA:**

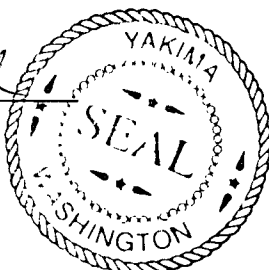
The City of Yakima DBE Program Goal for Yakima Transit, attached and incorporated hereto, is hereby approved and adopted for implementation by the City of Yakima Transit Division, as of the date of this resolution's enactment by the City of Yakima City Council

**ADOPTED BY THE CITY COUNCIL** at a regular meeting this 18th day of October, 2016.

  
Kathy Coffey, Mayor

ATTEST:

  
Sonya Claar Tee, City Clerk





**BUSINESS OF THE CITY COUNCIL  
YAKIMA, WASHINGTON  
AGENDA STATEMENT**

Item No. 9.  
For Meeting of: October 18, 2016

**ITEM TITLE:** Resolution setting Yakima Transit's Disadvantaged Business Enterprise program goals

**SUBMITTED BY:** Scott Schafer, Public Works Director - 576-6411  
Alvie Maxey, Transit Manager - 576-6415

**SUMMARY EXPLANATION:**

The United States Department of Transportation's objectives for the Disadvantaged Business Enterprise Program (49 CFR Part 26) is to ensure there is no discrimination in the award and administration of DOT-assisted contracts, create a level playing field, remove barriers to participation in DOT contracts, and promote the use of DBEs in federally-assisted contracts & procurement activities.

The Federal Transit Administration (FTA) requires Yakima Transit to have a Disadvantaged Business Enterprise (DBE) program, because Yakima Transit spends more than \$250,000 on planning, capital, or operating activities. Because Yakima Transit crosses the federal spending threshold, Yakima Transit is required to set a DBE goal every three years and provide outreach to women and minority owned businesses meeting the minimum qualifications (must be a small business owned by a woman or minority, owner must have a personal net worth of less than \$1.32M). The program requires an in depth accounting of the individual's assets and income, to ensure that the individual is in fact economically disadvantaged.

The DBE goal is based on Yakima Transit's anticipated federal contracting opportunities with available DBEs. Following public outreach efforts, Yakima Transit still does not have any anticipated contracting opportunities during the three-year period with registered DBEs; as a result, Yakima Transit's DBE goal is still zero. Furthermore, Yakima Transit cannot contract with DBE contractors, unless they are the most qualified bidder.

Enclosed is a City memo from the City Purchasing Manager to the FTA Regional Civil Rights Officer for Region 10 outlining Yakima Transit's DBE Program Outreach and Goal Setting. There are six registered disadvantaged business enterprise (DBE) organizations in the Yakima Region. Yakima Transit's planning projects will not be able to utilize any of the DBEs over the next three years, because we do not have any projects specific to the services they offer. As a result, Yakima Transit's DBE goal remains at zero.

**ITEM BUDGETED:**

NA

**STRATEGIC PRIORITY:**

Public Trust and Accountability

**STAFF RECOMMENDATION:**

Adopt the resolution

**BOARD/COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

Description	Upload Date	Type
📎 DBE Resolution 2016	10/3/2016	Resolution
📎 Memo DBE Program Outreach & Goal Setting	10/3/2016	Cover Memo

**City of Yakima, Transit Division**

Yakima Transit ..... 575-6175

Dial-A-Ride ..... 575-6054

Transit Administration.. 575-6005

**Yakima Transit****Date:** October 3, 2016**From:** Sue Ownby, CPPO, DBELO & City Purchasing Manager**To:** Chris MacNeith, EEO Program Coordinator, FTA Region 10

A handwritten signature in dark ink, appearing to read "Sue Ownby", written over the "To:" line.

**Subject:** DBE Program Outreach & Goal Setting**DBE Goal Setting**

The City of Yakima uses OMWBE.WA.GOV to search for certified DBEs. As of July 12, 2016, there were six vendors listed in Yakima County that are federally certified DBEs, none of which fall into a category in which we contract for services. Of the six, there are no viable contractors containing an NAICS code that Yakima Transit has used since 2015 or will use during the 2015-2018 DBE Goal timeframe.

There are eleven vendors that have a State OWMBE certification, but have not registered as a federal DBE vendor. Two of those eleven vendors provide security, communications, or camera related services; Yakima Transit doesn't usually do a contract for that service. The purchases are under the bidding threshold. One vendor provides janitorial services; Yakima Transit no longer contract for that service.

Yakima Transit has never been found to have discriminated against a protected class in the past, as a result, quotas are not set to redress an egregious instance of discrimination.

Yakima Transit's DBE goal is race neutral. Without DBE- certified contractors, there isn't a way for Yakima Transit to meet a goal above zero.

**Outreach Efforts**

The bulleted list below shows some of Yakima Transit's outreach efforts. I'm sure there are a few other pro-active things we've done, but this is what immediately comes to mind.

- Every bid advertised for Transit contains the following language:

The City of Yakima has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the Department of Transportation (DOT) 49 CFR Part 26. It is the policy of the City to ensure that DBE's, as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. The City's current goal proposes that 0% of all DOT funds expended in DOT-assisted contracts will be let to certified DBE firms that are available, willing, and able. The City of Yakima hereby notifies all proposers that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex, sexual orientation, or national origin in consideration for an award.



- ALL “notice for bid” advertisements are sent to the Yakima Hispanic Chamber of Commerce at the same time they are sent to the Yakima Herald Republic.
- Yakima Transit advertised their DBE goals in El Sol, as well as the local paper. (per the attachment, legal Ad – Transit DBE)
- The DBELO maintains a relationship with the Yakima Hispanic Chamber of Commerce, specifically Luz Bazan-Guiterriez, offering to put on a workshop on how to do business with the city. I have bumped into her a couple of times since then and mentioned it, but nothing ever materializes.
- Purchasing keeps a supply of OMWBE literature available in the kiosk at our front desk for vendors to pick up. This has information on how to register to become a DBE/WMBE.
- We direct anyone who inquires to [www.omwbe.wa.gov](http://www.omwbe.wa.gov) to get certified.
- We had our “Selling to the City” pamphlet Transcribed into Spanish. (attached)
- On February 19, 2014, Karen Allen (Transit Program Coordinator) and myself presented a session on “Meet the Buyer – Doing Business with Local Transit Systems” at the Tri-Cities Business & Visitor Center (see attached flyer).

The City of Yakima has provided outreach to minority and women owned businesses and will continue to do so. Following those outreach efforts there has been little to no interest in vendors registering as a DBE. Some of the concerns that we believe vendors face is the federal net worth threshold and that the federal government will be asking for financial documentation to prove that they are under the threshold.

According to the American Community Survey in Yakima County, the Hispanic population accounts for 45.8% of the total population, 13.24% of the total population are not US citizens. The survey doesn't breakdown if those individuals are legally here or whether or not they are of Hispanic descent. Part of the concern that individuals might have, in reaching this large demographic, is their citizenship status.

#### Public Participation Process

Yakima Transit's public participation process in setting the DBE goals includes a preliminary search of the DBEs that are certified to provide service. We compare the types of services with the services that we've contracted for in the past, currently contract for, and anticipate contracting for. Once we are able to determine what the goal is, we provide a 45-day notice to the public to solicit comments. If comments are received, we take the comments into careful consideration and if valid, revise our initial determination before finalizing our goal. If it is determined that the goal needs to change as a result of the comments, changes are made and a notice will be posted on the City of Yakima Purchasing website identifying those changes. If the changes are substantial, we will restart the goal setting process. A substantial change in the goal is when the goal is modified by more than 5%. For example, if the goal was 8% and following comments the goal was changed to 2% or 16%, a new notice and comment period would commence.

#### Summary of Comments Received and Associated Changes

None

## Legal Ads – Transit DBE



-Ad Proof-

This is the proof of your ad scheduled to run on the  
dates indicated below.

Please confirm placement prior to deadline,  
by contacting your  
account rep at (509) 577-7740.

Date:	07/19/16	Run Dates:	
Account #:	110352	Yakima Herald-Republic	07/22/16
Company Name:	CITY OF YAKIMA TRANSIT	YakimaHerald.com	07/22/16
DIVISION			
Contact:	KEVIN FUTRELL		
Address:	2301 FRUITVALE BLVD		
	YAKIMA, WA 98902		
Telephone:	(509) 575-6005		
Fax:	(509) 576-6414		
Ad ID:	663157		
Start:	07/22/16		
Stop:	07/22/16		
Total Cost:	\$51.10		
# of Inserts:	2		
Lines:	28.0		
Ad Class:	6021		
Ad Class Name:	Public Legal Notices		
Account Rep:	Simon Sizer		
Phone #:	(509) 577-7740		
Email:	ssizer@yakimaherald.com		

## Ad Proof

Yakima Transit is required to submit to the Federal Transit Administration their Disadvantaged Business Enterprise goal every three years. The goal for 2016-2018 is 0% DBE participation. Information used to establish this goal is available for public review at the City of Yakima, Purchasing Department, 129 N. 2nd St., Yakima, WA, and some limited information is available on the City's website at <http://www.yakimawa.gov/services/purchasing/> until September 7, 2016. You are welcome to comment on the proposed DBE goal. Comments must be received by September 7, 2016. Questions or comments can be sent to City of Yakima, Purchasing Dept., Sue Ownby, DBELO, 129 N. 2nd St., Yakima, WA 98901 or emailed to [sue.ownby@yakimawa.gov](mailto:sue.ownby@yakimawa.gov).

(663157) July 22, 2016

# YAKIMA HERALD REPUBLIC

A daily part of your life

yakima-herald.com

## -Ad Proof-

This is the proof of your ad scheduled to run on the  
dates indicated below.

Please confirm placement prior to deadline,  
by contacting your  
account rep at (509) 577-7740.

Date:	07/19/16
Account #:	110352
Company Name:	CITY OF YAKIMA TRANSIT DIVISION
Contact:	KEVIN FUTRELL
Address:	2301 FRUITVALE BLVD YAKIMA, WA 98902
Telephone:	(509) 575-6005
Fax:	(509) 576-6414

Ad ID:	663240
Start:	07/28/16
Stop:	07/28/16
Total Cost:	\$36.98
# of Inserts:	1
Lines:	35.0
Ad Class:	7202
Ad Class Name:	Noticias Legales
Account Rep:	Simon Sizer
Phone #:	(509) 577-7740
Email:	ssizer@yakimaherald.com

Run Dates:  
El Sol de Yakima 07/28/16

## Ad Proof

A Yakima Transit se le pide que envíe cada tres años a la Administración de Tránsito Federal sus metas de Empresas de Negocios para los Desfavorecidos. La meta para el periodo 2016-2018 es de 0% DBE (siglas en inglés para Disadvantaged Business Enterprise) de participación. La información usada para establecer estas metas estará disponible para la revisión pública en la Ciudad de Yakima, Purchasing Department, 129 N. 2nd St., Yakima, WA, y alguna información limitada está disponible en el sitio web de la Ciudad en: <http://www.yakimawa.gov/services/purchasing/> hasta el 7 de septiembre, 2016. Usted es bienvenido con sus comentarios sobre la meta DBE propuesta. Los comentarios deben ser recibidos antes del 7 de septiembre, 2016. Preguntas o comentarios pueden ser enviados a la Ciudad de Yakima, Purchasing Dept., Sue Ownby, DBELO, 129 N. 2nd St., Yakima, WA 98901 o por e mail a sue.ownby@yakimawa.gov.

(663240) July 28, 2016

# Certified DBEs

July 12, 2016

Search Results						
Business Name	DBA Name	State Cert	Fed Cert	Contact	Phone	E-Mail
C I Lovell Inc	C I Lovell Inc	WBE	DBE/SBE	Cathleen I. Lovell	5098482850	CICRUSHING@GMAIL.COM
Scout Lake Construction Inc.	Scout Lake Construction Inc.	MBE	DBE/SBE	Rodney Chumley	5096974425	KristineC@scout-lake.com
KOLLMAR INCORPORATED	KOLLMAR INCORPORATED	WBE	DBE/SBE	SHARON KOLLMAR	5098823148	AKOLLMAR@BENTONREA.COM
Gilbert Patterson Concrete Inc.	Gilbert Patterson Concrete	MBE	DBE/SBE	Gilbert Patterson	5098776677	GILBERTPATTERSONINC@HOTMAIL.COM
MBI Construction Services Inc	MBI Construction Services Inc	MBE	DBE/SBE	Joseph Menard	5094533326	joe@mbiyakima.com
NORTHWEST TRIBAL TRADING CORP	Northwest Tribal Trading Corp		DBE/SBE	TERRY WOLFSBERGER	5098742524	NTTCORP@HOTMAIL.COM

## Meet the Buyer – Doing Business with Local Transit Systems

### MEET THE BUYER

#### *Doing Business with Local Transit Systems*



**Yakima Transit**



**Tri-Cities Business & Visitor Center  
Bechtel Board Room  
7130 W. Grandridge Blvd.  
Kennewick, WA 99336**

**Date: February 19, 2014  
Time: 10-11:30 am**

Ben Franklin Transit, Yakima Transit and Walla Walla Valley Transit purchase thousands of dollars worth of products and services from area businesses each year. Attendees will learn more about how to sell to the local transit systems and be better prepared to take part in this government marketplace. Representatives from all three transit systems will be presenting.

**This session will cover the following key topics:**

- What products/services do the local transit systems purchase?
- Where and how do you start selling to them?
- What is the buying process?
- How do I locate opportunities?
- What certifications are important to them?

**Cost: FREE**

**RSVP Required: online at [washingtonptac.org/events](http://washingtonptac.org/events)**

For questions please contact: Ashley Coronado at (509) 491-3231 or [ashley.coronado@tricityregionalchamber.com](mailto:ashley.coronado@tricityregionalchamber.com)

*Sponsored by Washington River Protection Solutions, Washington PTAC and the Tri-City Regional Chamber of Commerce.*





## Selling to the City of Yakima and Yakima County - English

### City/County Procurement

*After the first visit to the City/County 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 and Yakima County as additional insured with an additional insured endorsement attached.*

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

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

### Web Page Information

City/County Procurement has a comprehensive web page at:

[www.ci.yakima.wa.us](http://www.ci.yakima.wa.us)

CONTACT A REPRESENTATIVE TODAY:

SUE OWNBY, CPFO  
CITY/COUNTY PROCUREMENT  
MANAGER  
[sownby@ci.yakima.wa.us](mailto:sownby@ci.yakima.wa.us)  
509-576-6695

MARIA MAYHUE, CFPB  
SENIOR BUYER  
[mmayhue@ci.yakima.wa.us](mailto:mmayhue@ci.yakima.wa.us)  
509-575-6094

MAIN LINE 509-575-6093

### Selling to the City of Yakima and Yakima County



129 North Second Street  
Yakima, WA 98901

(509) 575-6093



## City/County Purchasing Divisions Merged 11/01/09

As of November, 2009, the City and County Purchasing Divisions became one. Vendors can now make one visit to inquire for both agencies!



The City/County Procurement Division is directed by Purchasing Manager Sue Ownby, CPPO, who is authorized by the City Council and Board of County Commissioners to buy or make commitments on both entities behalf. While the City is mandated by City Charter, as well as City Code and State Statutes, the County is mandated mostly by 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/County Purchasing Division.



## GENERAL INFORMATION

Procurement is centralized at \$7,500 for the City and \$5,000 for the County. Purchases over these amounts must be routed through the City/County Purchasing Division. The formal sealed bid limit for both entities is \$25,000 at which notices are placed in the Yakima-Herald-Republic Legal Notice Section and on the City/County Purchasing web page. Specifications may be picked up, mailed, or downloaded off the web page (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 and Improvement Project, both entities are subject to the current Revised Code of Washington Statutes (RCW's), Title 39. At the City, Purchasing handles only Limited Public Work under \$35,000. Larger projects go through the City's Engineering Division at 509-575-6111. At Yakima County, all Public Works are handled by the Public Services Department at 509-574-2300.

## 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 or the Senior Buyer. Vendor Registration is available online at: [www.ci.yakima.wa.us/Purchasing](http://www.ci.yakima.wa.us/Purchasing).

## 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

All County Invoices shall be mailed to address given at time of order.

## 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.

## WMBE/DBE GOALS

The City has an established WMBE (Women and Minority Business Enterprise) goal of 10% and a DBE (Disadvantaged Business Enterprise) goal of less than 1%. 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.

*The City and the County reserve the right to accept or reject any or all bids or quotes and are not necessarily bound to accept the low bid or quote.*



## Selling to the City of Yakima and Yakima County - Spanish

### Ciudad / Condado de Adquisiciones

*Después de la primera visita a la Ciudad / Condado de División de Compras, los vendedores pueden ser referidos a los distintos departamentos y divisiones. Nuevos proveedores están obligados a completar y enviar un formulario W-9 y proporcionar un certificado de seguro de revistas de la Ciudad de Yakima y del Condado de Yakima como asegurado adicional con un respaldo asegurado adicional adjunta.*

*La ciudad de Yakima/Condado de Yakima tienen que pagar los sueldos prevalentes para las obras. Públicas y mejoría del proyecto.*

- Bienes
- Materiales
- Servicios
- Equipo
- Suministros
- Productos Básicos

### Página de Web

Página de Web Provincia de Adquisiciones tiene una página web completa en:

[www.ci.yakima.wa.us](http://www.ci.yakima.wa.us)

PARA CONTACTAR A UN REPRESENTANTE HOY:

SUE OWNBY, CPPO  
CIUDAD / CONDADO GERENTE DE ADQUISICIONES  
[sownby@ci.yakima.wa.us](mailto:sownby@ci.yakima.wa.us)  
509-576-6695

MARIA MAYHUE, CPPB  
COMPRADOR SENIOR  
[mmayhue@ci.yakima.wa.us](mailto:mmayhue@ci.yakima.wa.us)  
509-575-6094

Número telefónico principal  
509-575-6093

### Ventas a la Ciudad de Yakima y del Condado de Yakima



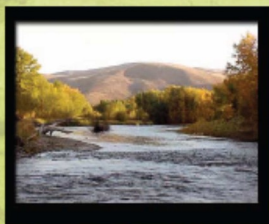
129 North Second Street  
Yakima, WA 98901

(509) 575-6093



## Ciudad / Condado Divisiones de Compras Fusionada 11/01/09

A partir de noviembre de 2009, la Ciudad y el Condado de divisiones de compras se convirtió en uno. Los vendedores pueden ahora hacer una visita a preguntar por ambas agencias!



El / la ciudad de condado de la División de Adquisiciones está dirigido por el Director de Compras Sue Ownby, CPPO, que está autorizado por el Ayuntamiento y la Junta de Comisionados del Condado para comprar o contraer compromisos en nombre de ambas entidades. Mientras que la ciudad tiene el mandato de la Carta de la ciudad, así como Código de la Ciudad y de los Estatutos del Estado, el Condado tiene el mandato de la mayoría por las leyes estatales. Aunque cada departamento tiene sus necesidades y criterios específicos para las compras, todas las actividades de compra, incluida la emisión de órdenes de compra, la cotización por escrito y el proceso de licitación sellada son realizados por la Ciudad / Condado de División de Compras.



## Información General

Adquisiciones está centralizado en \$7,500 mil dólares para la ciudad y \$5,000 mil dólares para el Condado. Compras superiores a estos importes deben ser encaminados a través de la ciudad / condado de la División de Compras. El límite formal de oferta sellada para ambas entidades es de \$25,000 mil dólares en la que los anuncios se colocan en el Yakima Herald-Republic-Aviso Legal Sección y en la Ciudad / Condado de la página web de Compras. Las especificaciones pueden ser recogidos, por correo o descargado de la página web (preferido). Ofertas cerradas serán abiertas y leídas públicamente en la Cámara del Concejo Municipal, o en otro lugar designado. Oferta partituras están disponibles en línea (pagina de web).

Si la compra es para una obra pública y la mejoría del proyecto, ambas entidades están sujetas al Código revisado de Washington actuales Estatutos (RCW's), Título 39. En la ciudad, La division de compras solo puede aceptar trabajos publicos menos de \$35,000 mil dólares. Los proyectos más grandes pasan por Ingeniería de la Ciudad al 509-575-6111 División. En el Condado de Yakima, todas las obras públicas son manejadas por el Departamento de Servicios al Público en 509-574-

## Representante de Ventas de Visitas

Mientras no se escatiman esfuerzos para dar cabida a las visitas, se instó enérgicamente a que llame para hacer una cita para reunirse tanto con el jefe de compras o el comprador senior ". Distribuidor de registro está disponible en línea en: [www.ci.yakima.wa.us/Compras](http://www.ci.yakima.wa.us/Compras).

## Entregas

Todas las entregas se presentará destino FOB, listo para su funcionamiento regular y seguro, a menos que se solicite lo contrario. Lugar de entrega se especificarán en el momento de solicitud.

**Todas las facturas de la Ciudad deben ser enviadas por correo a:**  
City of Yakima  
Accounts Payable  
129 North Second Street  
Yakima, WA 98901

**Todas las facturas del condado deben enviarse a la dirección dada en el momento de la solicitud.**

## Pago

Después de una orden de compra se emite al proveedor contratado, el departamento va a utilizar el proceso de orden de compra para el pago dentro de 30 días después:

- a) La recepción y aceptación de mercancías, y
- b) La recepción de la factura debidamente cumplimentada.

## WMBE / DBE Goles

La ciudad tiene una WMBE establecidos (mujeres y Minority Business Enterprise), meta de 10% y un DBE (empresas de negocios en desventaja) objetivo de menos del 1%. Es política de la Ciudad para asegurar que WMBE y DBE tienen la misma oportunidad de recibir y participar en contratos de la ciudad.

*La Ciudad y el Condado reservan el derecho de aceptar o rechazar cualquier o todas las propuestas o cotizaciones y no necesariamente están obligados a aceptar la oferta mas baja o cotización.*



## Yakima Transit

Item 9 - Corrected Version

Distributed at the  
Meeting 10-18-16 #9

City of Yakima, Transit Division  
Yakima Transit 575-6175  
Dial-A-Ride 575-6054  
Transit Administration 575-6005

**Date:** October 3, 2016

**To** Chris MacNeith, EEO Program Coordinator, FTA Region 10

**From.** Sue Ownby, CPPO, DBELO & City Purchasing Manager

**Subject:** DBE Program Outreach & Goal Setting

### DBE Goal Setting

The City of Yakima uses OMWBE.WA.GOV to search for certified DBEs. As of July 12, 2016, there were six vendors listed in Yakima County (list attached) that are federally certified DBEs, none of which fall into a category in which Yakima Transit contracts for services. Of the six, there are no viable contractors containing an NAICS code that Yakima Transit has used since 2015 or will use during the 2015-2018 DBE Goal timeframe.

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Yakima Transit's DBE goal is race neutral. Without DBE-certified contractors, there isn't a way for Yakima Transit to meet a goal above zero.

### Outreach Efforts

The bulleted list below shows some of Yakima Transit's outreach efforts. I'm sure there are a few other pro-active things we've done, but this is what immediately comes to mind.

- Every bid advertised for Transit contains the following language:

The City of Yakima has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the Department of Transportation (DOT) 49 CFR Part 26. It is the policy of the City to ensure that DBE's, as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. The City's current goal proposes that 0% of all DOT funds expended in DOT-assisted contracts will be let to certified DBE firms that are available, willing, and able. The City of Yakima hereby notifies all proposers that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex, sexual orientation, or national origin in consideration for an award.



- Yakima Transit advertised their DBE goals in El Sol, as well as the local paper (per the attachment, legal Ad – Transit DBE)
- ALL “notice for bid” advertisements will be sent to the Yakima Hispanic Chamber of Commerce at the same time they are sent to the Yakima Herald Republic
- Washington PTAC Scheduled a Government Contracting Workshop on May 6, 2015, of which I was asked to present on a panel and represent the City. The Workshop was cancelled, because there was only 1 registrant (scan of similar event attached)
- The State of Washington Department of Enterprise Services (DES) scheduled a Central Washington Business Partnership Forum (first time ever in central WA) on May 13, 2015 I was scheduled to be a speaker on the Governmental Purchasing Panel The Forum was cancelled on May 7, 2015 due to lack of registrants. (scan attached)
- Purchasing keeps a supply of OMWBE literature available in the kiosk at our front desk for vendors to pick up This has information on how to register to become a DBE/WMBE
- We direct anyone who inquires to [www.omwbe.wa.gov](http://www.omwbe.wa.gov) to get certified
- We had our “Selling to the City” pamphlet Transcribed into Spanish (attached).

In November 2015, OMWBE increased Yakima’s Subdivision fee from \$300 to \$6,013 – more than a 2,000% increase. I contacted Tammi Hazlitt at OMWBE about the increase and she explained WAC 326-02-034 allows for this increase I requested OMWBE do some outreach efforts to the vendors in Central Washington, as there were only a handful of certified vendors in all of Yakima County.

The City of Yakima has provided outreach to minority and women owned businesses and will continue to do so Following those outreach efforts there has been little to no interest in vendors registering as a DBE. Some of the concerns that we believe vendors face is the federal net worth threshold and that the federal government will be asking for financial documentation to prove that they are under the threshold

#### Public Participation Process

Yakima Transit’s public participation process in setting the DBE goals includes a preliminary search of the DBEs that are certified to provide service We compare the types of services with the services that we’ve contracted for in the past, currently contract for, and anticipate contracting for. Once we are able to determine what the goal is, we provided a 45-day notice to the public to solicit comments (ad was placed in Yakima Herald Republic, El Sol and on Purchasing’s webpage)

#### Summary of Comments Received and Associated Changes

The 45 day period ended September 7, 2016 and no comments were received

# Certified DBEs

July 12, 2016

Search Results						
Business Name	DBA Name	State Cert	Fed Cert	Contact	Phone	E-Mail
<a href="#">C I Lovell Inc</a>	C I Lovell Inc	WBE	DBE/SBE	Cathleen I Lovell	5098482850	CICRUSHING@GMAIL.COM
<a href="#">Scout Lake Construction Inc.</a>	Scout Lake Construction Inc.	MBE	DBE/SBE	Rodney Chumley	5096974425	KrstineC@scout-lake.com
<a href="#">KOLLMAR INCORPORATED</a>	KOLLMAR INCORPORATED	WBE	DBE/SBE	SHARON KOLLMAR	5098823148	AKOLLMAR@BENTONREA.COM
<a href="#">Gilbert Patterson Concrete Inc.</a>	Gilbert Patterson Concrete	MBE	DBE/SBE	Gilbert Patterson	5098776677	GILBERTPATTERSONINC@HOTMAIL.COM
<a href="#">MBI Construction Services Inc</a>	MBI Construction Services Inc	MBE	DBE/SBE	Joseph Menard	5094533326	joe@mbyakima.com
<a href="#">NORTHWEST TRIBAL TRADING CORP</a>	Northwest Tribal Trading Corp		DBE/SBE	TERRY WOLFSBERGER	5098742524	NTTCORP@HOTMAIL.COM

## Legal Ads – Transit DBE



### -Ad Proof-

This is the proof of your ad scheduled to run on the  
dates indicated below.

Please confirm placement prior to deadline,  
by contacting your  
account rep at (509) 577-7740

Date:	07/19/16	Run Dates:	
Account #:	110352	Yakima Herald-Republic	07/22/16
Company Name:	CITY OF YAKIMA TRANSIT DIVISION	YakimaHerald.com	07/22/16
Contact:	KEVIN FUTRELL		
Address:	2301 FRUITVALE BLVD YAKIMA, WA 98902		
Telephone:	(509) 575-6005		
Fax:	(509) 576-6414		
Ad ID:	663157		
Start:	07/22/16		
Stop:	07/22/16		
Total Cost:	\$51.10		
# of Inserts:	2		
Lines:	28.0		
Ad Class:	6021		
Ad Class Name:	Public Legal Notices		
Account Rep:	Simon Sizer		
Phone #:	(509) 577-7740		
Email:	ssizer@yakimaherald.com		

## Ad Proof

Yakima Transit is required to submit to the Federal Transit Administration their Disadvantaged Business Enterprise goal every three years. The goal for 2016-2018 is 0% DBE participation. Information used to establish this goal is available for public review at the City of Yakima, Purchasing Department, 129 N. 2nd St. Yakima, WA, and some limited information is available on the City's website at <http://www.yakimahwa.gov/services/purchasing/> until September 7, 2016. You are welcome to comment on the proposed DBE goal. Comments must be received by September 7, 2016. Questions or comments can be sent to City of Yakima, Purchasing Dept., Sue Ownby DBELO, 129 N. 2nd St. Yakima, WA 98901 or emailed to [sue.ownby@yakimahwa.gov](mailto:sue.ownby@yakimahwa.gov)

(663157) July 22, 2016



# YAKIMA HERALD REPUBLIC

A daily part of your life

yakima-herald.com

## -Ad Proof-

This is the proof of your ad scheduled to run on the  
dates indicated below

Please confirm placement prior to deadline,  
by contacting your  
account rep at (509) 577-7740.

Date	07/19/16	Run Dates.	
Account #	110352	El Sol de Yakima	07/28/16
Company Name	CITY OF YAKIMA TRANSIT DIVISION		
Contact:	KEVIN FUTRELL		
Address	2301 FRUITVALE BLVD YAKIMA, WA 98902		
Telephone:	(509) 575-6005		
Fax.	(509) 576-6414		
Ad ID:	663240		
Start:	07/28/16		
Stop:	07/28/16		
Total Cost:	\$36.98		
# of Inserts	1		
Lines	35.0		
Ad Class	7202		
Ad Class Name	Noticias Legales		
Account Rep	Simon Sizer		
Phone #	(509) 577-7740		
Email.	ssizer@yakimaherald.com		

## Ad Proof

A Yakima Transit se le pide que envíe cada tres años a la Administración de Tránsito Federal sus metas de Empresas de Negocios para los Desfavorecidos. La meta para el periodo 2016-2018 es de 0% DBE (siglas en inglés para Disadvantaged Business Enterprise) de participación. La información usada para establecer estas metas estará disponible para la revisión pública en la Ciudad de Yakima, Purchasing Department, 129 N. 2nd St., Yakima, WA, y alguna información limitada está disponible en el sitio web de la Ciudad en <http://www.yakimawa.gov/services/purchasing/> hasta el 7 de septiembre, 2016. Usted es bienvenido con sus comentarios sobre la meta DBE propuesta. Los comentarios deben ser recibidos antes del 7 de septiembre, 2016. Preguntas o comentarios pueden ser enviados a la Ciudad de Yakima, Purchasing Dept., Sue Ownby, DBELO, 129 N. 2nd St., Yakima, WA 98901 o por e mail a [sue.ownby@yakimawa.gov](mailto:sue.ownby@yakimawa.gov)

(663240) July 28, 2016

# How to do Business with the Government Workshop

Learn How to do Business with the Government



Register Now for an  
Upcoming Class

**May 6, 2015**  
9:30-11:30 am

**Greater Yakima Chamber  
of Commerce**

Mercy Leadership Center  
10 North 9th Street  
Yakima, WA 98901

**Classes are FREE**

**Registration Required**

<http://washingtonptac.org/events>

For **assistance** please contact:  
Ashley Coronado, 509.491.3231  
[tricity@washingtonptac.org](mailto:tricity@washingtonptac.org)

## Government Contracting Workshop

**What does it take to become a successful  
government contractor?**

Washington PTAC can help you get prepared for government business. We will teach you the basics of **marketing and selling your products and services** to federal, state and local government agencies

In this class you will learn

- ♦ How to classify your product or service
- ♦ How to register in correct databases
- ♦ Small business programs and certifications
- ♦ Types of solicitations and how to respond
- ♦ Marketing strategies for finding opportunities
- ♦ How to develop a capability statement
- ♦ Laws and regulations

*\* Canceled due  
to lack of  
registrants*

This is a great opportunity for established businesses to learn how to get ready for the government procurement market.

Class sponsored by





# DES Business Partnership Forum



## Business Partnership Forum



June 1, 2016 at the  
Greater Tacoma Convention & Trade Center  
1500 Broadway, Tacoma WA 98402

Formerly known as the Vendor Education Seminar, the Department of Enterprise Services is holding its second Business Partnership Forum at Tacoma Convention and Trade Center in Tacoma WA.

Attend this event if you are a company that wants to learn how to do business and network with:

- State agencies
- Cities, counties and local government
- Higher education institutions and school districts

This event will present classes and panels that will help your business take steps in working with the public sector. It will also include access and networking time with government from different levels in the state as well as other public sector entities.

### Co-sponsors

Please join us in thanking the 2016 co-sponsors of the Business Partnership Forum:



### Registration

Company registration for the 2016 Business Partnership Forum is now open!  
Registration Fee is \$50 plus transaction fees.

If you are a government organization and would like the opportunity to network with private industry companies, please see the registration detail below.

### Agenda

Time	Activity
3:00 to 3:45 p.m.	Forum registration/check in
3:45 to 5:00 p.m.	Government Buyers Panel
5:00 to 5:45 p.m.	Dinner
5:45 to 6:00 p.m.	Open Networking with Government
6:00 to 6:50 p.m.	Break out session 1
	<b>Novice level - New Opportunities for Washington State Contracts</b> This presentation will include information on green initiatives and forecasting of upcoming contracting opportunities with the state as well as mini-breakout sessions on: <ul style="list-style-type: none"><li>• Refresh information on the Janitorial Services contract</li><li>• Contracting changes and opportunities on the 2 tier Information Technologies Professional Services (ITPS) contract</li><li>• Opportunities in the Professional Services/Consultation Services Contracts</li></ul>
	<b>Seasoned Level - Contract Management Fee Training</b> Learn more about this essential element of having a contract with the state.

# Business Partnership Forum

6:50 to 7:00 p.m.	<b>Enrichment – High Performance Building Discussion</b> Join us for a panel discussion on high performance methods, operating / maintenance issues, costs, lessons learned and what new challenges may be ahead.
	<b>Construction- How To Get Involved With Public Works</b> This session is with Enterprise Services' Engineering and Architectural Services division and will include <ul style="list-style-type: none"><li>• Upcoming projects</li><li>• Small Works Roster</li><li>• Job Order Contracting (JOC)</li></ul>
7:00 to 7:50 p.m.	<b>Sponsored class – (WSDOT) On Ramps to Business with WSDOT</b> Come learn about business opportunities with Washington State Department of Transportation.  <b>Round tables – Open Networking Time with Government</b> Government organizations will be on hand and available to answer your questions about current opportunities with their organizations.  <b>JOC connection – An open networking time to connect to Job Order Contracting (JOC)</b> If you have an interest in subcontracting, come network with JOC contractors to explore what opportunities are available.
	<b>Break</b>  <b>Break out session 2</b>  <b>Novice level – WEBS – Finding Opportunities</b> Are you getting the state's bidding notification? Learn how to get registered in Washington's Electronic Business Solution, its online solicitation / notification system and find contract opportunities with the state of Washington. Curious how to optimize your profile or not sure how to have an effective search? Come ask!  <b>Seasoned level – How to Market a Contract to Customers</b> Your company has a contract with Washington State, now what? Tips and ideas on how to make the most out of contracts with Washington State.  <b>Enrichment- Leveraging your Diverse Business Certifications</b> Governments and the Private Sector at all levels are searching for certified diverse businesses to participate in their procurements. If you are certified but are not getting any business, attend this class to hear about: <ul style="list-style-type: none"><li>• The Hunt for Certified Diverse Businesses</li><li>• How the certifying authorities at the state of Washington are trying to promote certified diverse businesses</li><li>• How certified diverse businesses can take advantage of co-marketing opportunities</li></ul>
	<b>Sponsored class – (UW) Strategic Innovation: A Pathway for Growth</b> Attend our session to learn how companies can access resources at the UW Foster School of Business and strategically leverage resources to grow your company.  <b>Round tables – Open Networking Time with Government</b> Government organizations will be on hand and available to answer your questions about current opportunities with their organizations.  <b>JOC connection – An open networking time to connect to Job Order Contracting (JOC)</b> If you have an interest in subcontracting, come network with JOC contractors to explore what opportunities are available.

## Parking & Directions



## Selling to the City of Yakima and Yakima County - English

### City/County Procurement

*After the first visit to the City/County 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 and Yakima County as additional insured with an additional insured endorsement attached.*

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

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

### Web Page Information

City/County Procurement has a comprehensive web page at:

[www.ci.yakima.wa.us](http://www.ci.yakima.wa.us)

CONTACT A REPRESENTATIVE TODAY:

SUE OWNEY, CPPO  
CITY/COUNTY PROCUREMENT  
MANAGER  
[sownby@ci.yakima.wa.us](mailto:sownby@ci.yakima.wa.us)  
509-576-6695

MARIA MAYHUE, CPPB  
SENIOR BUYER  
[mmayhue@ci.yakima.wa.us](mailto:mmayhue@ci.yakima.wa.us)  
509-575-6094

MAIN LINE 509-575-6093

### Selling to the City of Yakima and Yakima County



129 North Second Street  
Yakima, WA 98901

(509) 575-6093



## City/County Purchasing Divisions Merged 11/01/09

As of November, 2009, the City and County Purchasing Divisions became one. Vendors can now make one visit to inquire for both agencies!



The City/County Procurement Division is directed by Purchasing Manager Sue Ownby CPPO who is authorized by the City Council and Board of County Commissioners to buy or make commitments on both entities behalf. While the City is mandated by City Charter as well as City Code and State Statutes, the County is mandated mostly by 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/County Purchasing Division.



## GENERAL INFORMATION

Procurement is centralized at \$7,500 for the City and \$5,000 for the County. Purchases over these amounts must be routed through the City/County Purchasing Division. The formal sealed bid limit for both entities is \$25,000 at which notices are placed in the Yakima-Herald-Republic Legal Notice Section and on the City/County Purchasing web page. Specifications may be picked up, mailed, or downloaded off the web page (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 and Improvement Project, both entities are subject to the current Revised Code of Washington Statutes (RCW's) Title 39. At the City, Purchasing handles only Limited Public Work under \$35,000. Larger projects go through the City's Engineering Division at 509-575-6111. At Yakima County, all Public Works are handled by the Public Services Department at 509-574-2300.

## 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 or the Senior Buyer. Vendor Registration is available online at: [www.ci.yakima.wa.us/Purchasing](http://www.ci.yakima.wa.us/Purchasing).

## 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

**All County Invoices shall be mailed to address given at time of order.**

## 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.

## WMBE/DBE GOALS

The City has an established WMBE (Women and Minority Business Enterprise) goal of 10% and a DBE (Disadvantaged Business Enterprise) goal of less than 1%. 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.

*The City and the County reserve the right to accept or reject any or all bids or quotes and are not necessarily bound to accept the low bid or quote.*



## Selling to the City of Yakima and Yakima County - Spanish

### Ciudad / Condado de Adquisiciones

*Después de la primera visita a la Ciudad / Condado de División de Compras, los vendedores pueden ser referidos a los distintos departamentos y divisiones. Nuevos proveedores están obligados a completar y enviar un formulario W-9 y proporcionar un certificado de seguro de revistas de la Ciudad de Yakima y del Condado de Yakima como asegurado adicional con un respaldo asegurado adicional adjunta.*

*La ciudad de Yakima/Condado de Yakima tienen que pagar los sueldos prevalentes para las obras. Públicas y mejoría del proyecto.*

- |              |                     |
|--------------|---------------------|
| • Bienes     | • Equipo            |
| • Materiales | • Suministros       |
| • Servicios  | • Productos Básicos |

### Página de Web

**Página de Web Provincia de Adquisiciones tiene una página web completa en:**

[www.ci.yakima.wa.us](http://www.ci.yakima.wa.us)

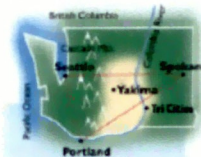
**PARA CONTACTAR A UN REPRESENTANTE HOY:**

**SUE OWNBY, CPPO**  
CIUDAD / CONDADO GERENTE DE ADQUISICIONES  
[sownby@ci.yakima.wa.us](mailto:sownby@ci.yakima.wa.us)  
509-576-6695

**MARIA MAYHUE, CFPB**  
COMPRADOR SENIOR  
[mmayhue@ci.yakima.wa.us](mailto:mmayhue@ci.yakima.wa.us)  
509-575-6094

**Número telefónico principal**  
509-575-6093

### Ventas a la Ciudad de Yakima y del Condado de Yakima



129 North Second Street  
Yakima, WA 98901

(509) 575-6093



## Ciudad / Condado Divisiones de Compras Fusionada 11/01/09

A partir de noviembre de 2009 la Ciudad y el Condado de divisiones de compras se convirtió en uno. Los vendedores pueden ahora hacer una visita a preguntar por ambas agencias!



El / la ciudad de condado de la División de Adquisiciones esta dirigido por el Director de Compras Sue Ownby, CPPO, que esta autorizado por el Ayuntamiento y la Junta de Comisionados del Condado para comprar o contraer compromisos en nombre de ambas entidades. Mientras que la ciudad tiene el mandato de la Carta de la ciudad, así como Código de la Ciudad y de los Estatutos del Estado el Condado tiene el mandato de la mayoría por las leyes estatales. Aunque cada departamento tiene sus necesidades y criterios específicos para las compras, todas las actividades de compra, incluida la emisión de órdenes de compra, la cotización por escrito y el proceso de licitación sellada son realizados por la Ciudad / Condado de División de Compras.



## Información General

Adquisiciones está centralizado en \$7,500 mil dólares para la ciudad y \$5 000 mil dólares para el Condado. Compras superiores a estos importes deben ser encaminados a través de la ciudad / condado de la División de Compras. El límite formal de oferta sellada para ambas entidades es de \$25,000 mil dólares en la que los anuncios se colocan en el Yakima Herald-Republic-Aviso Legal Sección y en la Ciudad / Condado de la página web de Compras. Las especificaciones pueden ser recogidos, por correo o descargado de la página web (preferido). Ofertas cerradas serán abiertas y leídas públicamente en la Cámara del Concejo Municipal, o en otro lugar designado. Oferta partituras están disponibles en línea (página de web).

Si la compra es para una obra pública y la mejora del proyecto ambas entidades están sujetas al Código revisado de Washington actuales Estatutos (RCW's) Título 39. En la ciudad, La división de compras solo puede aceptar trabajos públicos menos de \$35 000 mil dólares. Los proyectos más grandes pasan por Ingeniería de la Ciudad al 509-575-6111 División. En el Condado de Yakima, todas las obras públicas son manejadas por el Departamento de Servicios al Público en 509-574-

## Representante de Ventas de Vistas

Mientras no se escatiman esfuerzos para dar cabida a las visitas, se insta enérgicamente a que llame para hacer una cita para reunirse tanto con el jefe de compras o el comprador senior. Distribuidor de registro está disponible en línea en [www.ci.yakima.wa.us/Compras](http://www.ci.yakima.wa.us/Compras).

## Entregas

Todas las entregas se presentará destino FOB, listo para su funcionamiento regular y seguro, a menos que se solicite lo contrario. Lugar de entrega se especificarán en el momento de solicitud.

**Todas las facturas de la Ciudad deben ser enviadas por correo a:**  
City of Yakima  
Accounts Payable  
129 North Second Street  
Yakima, WA 98901

**Todas las facturas del condado deben enviarse a la dirección dada en el momento de la solicitud.**

## Pago

Después de una orden de compra se emite al proveedor contratado el departamento va a utilizar el proceso de orden de compra para el pago dentro de 30 días después.

- a) La recepción y aceptación de mercancías, y
- b) La recepción de la factura debidamente cumplimentada.

## WMBE / DBE Góles

La ciudad tiene una WMBE establecidos (mujeres y Minority Business Enterprise), meta de 10% y un DBE (empresas de negocios en desventaja) objetivo de menos del 1%. Es política de la Ciudad para asegurar que WMBE y DBE tienen la misma oportunidad de recibir y participar en contratos de la ciudad.

*La Ciudad y el Condado reservan el derecho de aceptar o rechazar cualquier o todas las propuestas o cotizaciones y no necesariamente están obligados a aceptar la oferta mas baja o cotización.*