

Doing Business

with the
PORT OF PORTLAND



Finance and Administrative Services /Contracts And Procurement

“Providing opportunity for large and small businesses to work with the Port in a professional, transparent and accountable way is the driving force behind our contracting and procurement practices.”

Bill Wyatt, Executive Director, Port of Portland

■ WELCOME

This information is intended to help you, the supplier, take advantage of the many contracting opportunities available with the Port of Portland. You are welcome to visit the Port of Portland offices during regular business hours, from 8 a.m. to 5 p.m., Monday through Friday or visit us online at www.portofportland.com.

■ HOW CONTRACTING AND PURCHASING AT THE PORT WORKS

Purchases made by the Port are divided into four categories; construction, goods and trade services, personal services, and purchases of \$10,000 and under. Purchases are primarily sourced from our registered vendors in our website Vendor Portal. The Vendor Portal identifies bid and proposal opportunities and houses your vendor profile.

■ TIPS TO STAY INFORMED

- **Register:** If you're interested in doing business with the Port of Portland, please register on the Port's Vendor Portal at www.portofportland.com and select the "Business Opportunities" link to register.
- **Research:** Routinely check solicitations advertised with the Daily Journal of Commerce (DJC) and Port of Portland website for upcoming projects and services available. Research and review contract award information to help prepare you during the bidding and proposal processes.
- **Know your competition:** Log into the Vendor Portal and download a copy of the solicitation plan holders list. Plan holders are identified as *Prime, Subcontractor, Supplier* or *Other*.

■ CONSTRUCTION

- **Formal purchases: Contracts that exceed \$100,000.**
 - Awarded to bidders who can provide best possible service to meet the specific requirements at the lowest price.
 - Advertised through the DJC and/or the Port Vendor Portal, based on competitive bidding practices, and have public bid openings.
- **Informal purchases: Contracts that exceed \$10,000 up to \$100,000.**
 - Awarded through an informal solicitation process. Quotes are solicited from at least three contractors for each purchase whenever possible. These types of purchases may be, but are not always posted on the Vendor Portal. However, Buyers solicit primarily through the Vendor Portal, so your chance of receiving a request for quote is greater if you are registered with the Port.
 - A contract is awarded to the bidder who can provide best possible service to meet the specific requirements at the lowest price.

■ GOODS AND SERVICES

- **Goods purchases:** These include hard goods such as heavy equipment, uniforms, office furniture, tools, and computer related items.
- **Service purchases:** These services include vehicle or equipment repairs, laundry services, and ground maintenance.
 - **Formal purchases: Contracts that exceed \$100,000 or more.**
 - Awarded through an 'Invitation to Bid' (ITB) process. Generally, contract is awarded to respondent who can provide the specified goods, equipment, or quality service at the lowest price.*
 - Advertised through the DJC and/or the Port Vendor Portal, based on competitive bidding practices, and have public bid openings.*
 - **Informal purchases: Contracts that exceed \$10,000 up to \$100,000.**
 - Awarded through informal solicitations with purchasing staff required to obtain responses from at least three suppliers for each purchase.*
 - Buyers source potential suppliers primarily through the Vendor Portal registered suppliers list. Chances of receiving a request for quotation are greater if you are registered with the Port.

*Note that the RFP solicitation process may also be used in Goods and Services purchases instead of standard ITB or invitation to quote.

■ PERSONAL SERVICES

These include the services of architects, engineers, and professional consultants of any type.

■ Formal purchases: Contracts that exceed \$100,000 or more.

- Awarded through a formal, competitive Request for Proposal (RFP) or Qualifications Based Selection (QBS) process.
- The RFP or Request for Qualifications is advertised in the DJC and/or on the Port Vendor Portal.
- Award will be based on several factors; price may or may not be an award criteria, depending on the circumstances.

■ Informal purchases: Contracts that exceed \$10,000 up to \$100,000.

- Awarded through informal solicitations with purchasing staff required to obtain responses from at least three suppliers for each purchase.
- Buyers source potential suppliers primarily through the Vendor Portal registered suppliers list. Chances of receiving an informal RFP or Request for Qualifications are greater if you are registered with the Port.

■ PURCHASES OF \$10,000 OR LESS

Purchases of goods or services of \$10,000 or less do not require a competitive process. Generally these are sourced directly from vendors registered with the Port.

■ INSURANCE

Services performed for the Port may require proof of insurance. Suppliers are responsible to review the terms and conditions of each contract to determine if insurance is needed. In some cases, the vendor will need to provide proof of insurance before work may begin.

■ SMALL BUSINESSES

The Port is committed to ensuring that all firms have an equal opportunity to obtain contracts. The Port will provide as much assistance as possible prior to a firm's submission of a bid or response.

■ MENTOR-PROTÉGÉ PROGRAM

The Port of Portland's Mentor-Protégé Program exists to build effective working relationships between leaders of mature, established companies and emerging minority- and women-owned companies in order for the latter to benefit from the knowledge and experience of the established firms. Once accepted into the program, each protégé is paired with a mentor. Working together in monthly meetings, mentors focus on assisting protégés in developing business plans and marketing strategies, understanding financial statements, and identifying and implementing other action items needed to meet the protégé company goals. Mentors also assist their protégés in establishing and building working relationships with prime contractors; improving access to job notifications; and securing adequate financing and bonding. More information is available by contacting the Small Business Program Manager at 503.415.6587 .

Affirmative Action: The Port of Portland Contracts and Procurement Department must operate according to federal and state laws. As a public employer, the Port is committed to affirmative action and the implementation of equal opportunity regulations.

■ PERSONNEL

ADMINISTRATIVE SERVICES

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SMALL BUSINESS DEVELOPMENT PROGRAM

Kimberly Mitchell-Phillips

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Contracts and Procurement Department/Small Business Development Program

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*CPPB: Certified Professional Public Buyer; CPPO: Certified Public Procurement Officer