

**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**Subject:** DBE Program Outreach & Goal SettingDBE 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 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.

(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:	El Sol de Yakima 07/28/16
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		

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

For questions please contact: Ashley Coronado at (509) 491-3231 or 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

CONTACT A REPRESENTATIVE TODAY:

SUE OWNBY, CPFO
CITY/COUNTY PROCUREMENT
MANAGER
sownby@ci.yakima.wa.us
509-576-6695

MARIA MAYHUE, CPPB
SENIOR BUYER
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.

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

PARA CONTACTAR A UN REPRESENTANTE HOY:

SUE OWNBY, CPPO
CIUDAD / CONDADO GERENTE DE ADQUISICIONES
sownby@ci.yakima.wa.us
509-576-6695

MARIA MAYHUE, CFPB
COMPRADOR SENIOR
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

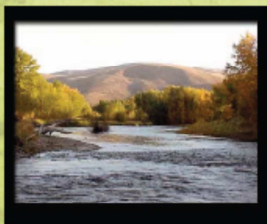


129 North Second Street
Yakima, WA 98901

(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.

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.