

# City of Spokane New Vendor Prep List



## Let's Work Together!

So, you are interested in becoming a vendor with the City of Spokane.

To help you get ready to work with City, we want you to be aware of some of the requirements of you as a potential vendor for the City. This checklist will give you a starting point in gathering the required documents that will be requested should you be selected as a vendor.

### Minimum Requirements to engage in business with the City:

- ⇒ A City of Spokane endorsement on your Washington State Business License  
<https://dor.wa.gov/>
- ⇒ Business Name, Business Address, Primary Contact Person, Phone Number and Email

Will you be providing a service? If yes, there are few additional minimum requirement to prepare for:

- ⇒ Insurance minimums
  - Workers Compensation
  - General Liability/Umbrella for a minimum coverage aggregate of \$2,000,000
  - Automobile Liability for a minimum coverage of \$1,000,000

**Additional insurances may apply depending on services being provided.**

If your service will be a Public Works, requires Prevailing Wage, is a Professional or Architect/Engineering Service, then MRSC registration is a must.

- ⇒ Register your business with ProcureWare at  
<https://my.spokanecity.org/administrative/purchasing/vendor-registration/>
- ⇒ Register your business with MRSC at <https://mrscrosters.org/>

### **Do you have questions? We have the resources!**

- ⇒ Business License Questions - Taxes & Licenses can help you.  
**Website:** <https://my.spokanecity.org/business/doing-business/licenses/>  
**Phone:** 509.625.6070      **Email:** [taxesandlicenses@spokanecity.org](mailto:taxesandlicenses@spokanecity.org)
- ⇒ Public Works/Prevailing Wage Questions – Purchasing can help you.  
**Website:** <https://my.spokanecity.org/administrative/purchasing/>  
**Email:** [purchasing@spokanecity.org](mailto:purchasing@spokanecity.org)

Getting these items in order before submitting a quote, can save you time should you be selected as the City's next vendor. **The City of Spokane looks forward to working with your business!**