**2018 First Friday Drop-In Day Schedule**  
9 - 9:45 a.m. - Purchasing 101

9:45 - 10:30 a.m. - Meet one-on-one with the buyers

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| Dates | Meeting Location Seattle Municipal Tower  700 5th Avenue  Seattle WA 98104 |
| January 5 | Conference Room 4080 |
| February 2 | Conference Room 4080 |
| March 2 | Conference Room 4080 |
| April 6 | Conference Room 4080 |
| May 4 | Conference Room 4080 |
| June 1 | Conference Room 4080 |
| **July 6** | **CANCELLED** |
| August 3 | Conference Room 4080 |
| September 7 | Conference Room 4080 |
| October 5 | Conference Room 4080 |
| November 2 | Conference Room 4080 |
| December 7 | Conference Room 4080 |



City Purchasing and Contracting Services

Invites you to the

**First Friday of Each Month**

**How To Do Business with the City of Seattle**

**Class starts at 9 a.m.**  
**Seattle Municipal Tower, 700 Fifth Avenue, 40th Floor  
Conference Room 4080**

Goods and Services \* Construction Public Works \* Consultant Services

* Find out if the City buys the type of product/service you offer
* Learn about City bid processes for your product/service
* See if there is a contract in place for those items, and if so, when will it be re-bid
* Find out who you should market to
* Get information about the Consultant Roster program and application process
* Learn about the City’s Public Works contracting process
* See how to access online plans and specifications for public works construction projects
* Learn about opportunities through City Job Order Contracting
* Hear about the City’s WMBE resources

FIRST FRIDAY provides comprehensive information in a two-hour session. City Buyers and Contract Program Administrators will be available to answer questions and meet individually with Vendors and Contractors.

*Sorry, no SMT garage parking validation or reimbursement for on-street parking*Questions? Call (206) 684-0444