

# ACTION ITEM MEMO

Port of Tacoma Commission



Item No: 5C  
Meeting Date: 4/26/24

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**DATE:** April 16, 2024  
**TO:** Port of Tacoma Commission  
**FROM:** Eric Johnson, Executive Director  
Sponsor: Sharon Rothwell, Director Contracts & Purchasing  
**SUBJECT:** Enabling the Port to continue to use WA State Department of Enterprise Services (DES) contracts as needed.

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**A. ACTION REQUESTED**

Request approval to continue to use State DES contracts by submitting the attached contract usage agreement.

**Strategic Plan Initiative:** OS-2.

**B. BACKGROUND**

The Port of Tacoma has a long history of leveraging the use of various State contracts. DES is asking the Port to sign a new agreement to maintain our access to statewide contracts for goods and services.

Statewide contracts leverage the state's collective buying power to help the Port save money and time, reduce risk, and streamline purchasing. This is a one-time refresh for all statewide contracts users.

- The Port will have access to even more contracts, including cooperative contracts with partners such as Sourcewell and others.
- The Port will have direct access to all noncompetitive enterprise procurement solutions, including the contract with Correctional Industries and others.

To facilitate the fastest and most efficient processing of our submission the State requests that we process it online, consequently the form included for your reference is the template of the on-line form.

Goods we typically purchase using such contracts are:

- Fuel
- Propane
- Tires
- Ice melt
- IT equipment

C. **TIMEFRAME:** The Port needs to submit the Contract Usage agreement no later than June 30, 2024.

D. **FINANCIAL SUMMARY:**  
There is no cost to sign a usage agreement.

Each statewide contract includes a price list that shows the maximum prices, based on low-volume purchases. Discounts may be available based on order quantity, manufacturer or dealer incentives, or other competitive factors. Vendors can charge less than the stated contract price.

Vendors pay a management fee for establishing and administrating contracts, product, and price auditing, purchasing assistance, online access, and all services and administration DES performs under RCW 39.26. Vendors submit activity reports and management fees to DES every quarter.

E. **NEXT STEPS:**  
Director of Contracts & Purchasing to complete and submit the Contract Usage Agreement by June 30, 2024.