

PROCUREMENT DEEP DIVE – UW Facilities Procurement

AGENDA

- > **Who we are**
- > **Areas of expertise and support services**
- > **Campus Support**
- > **How Facilities Procurement helps campus**
- > **Helpful Hints**



UW Facilities (UWF) Procurement



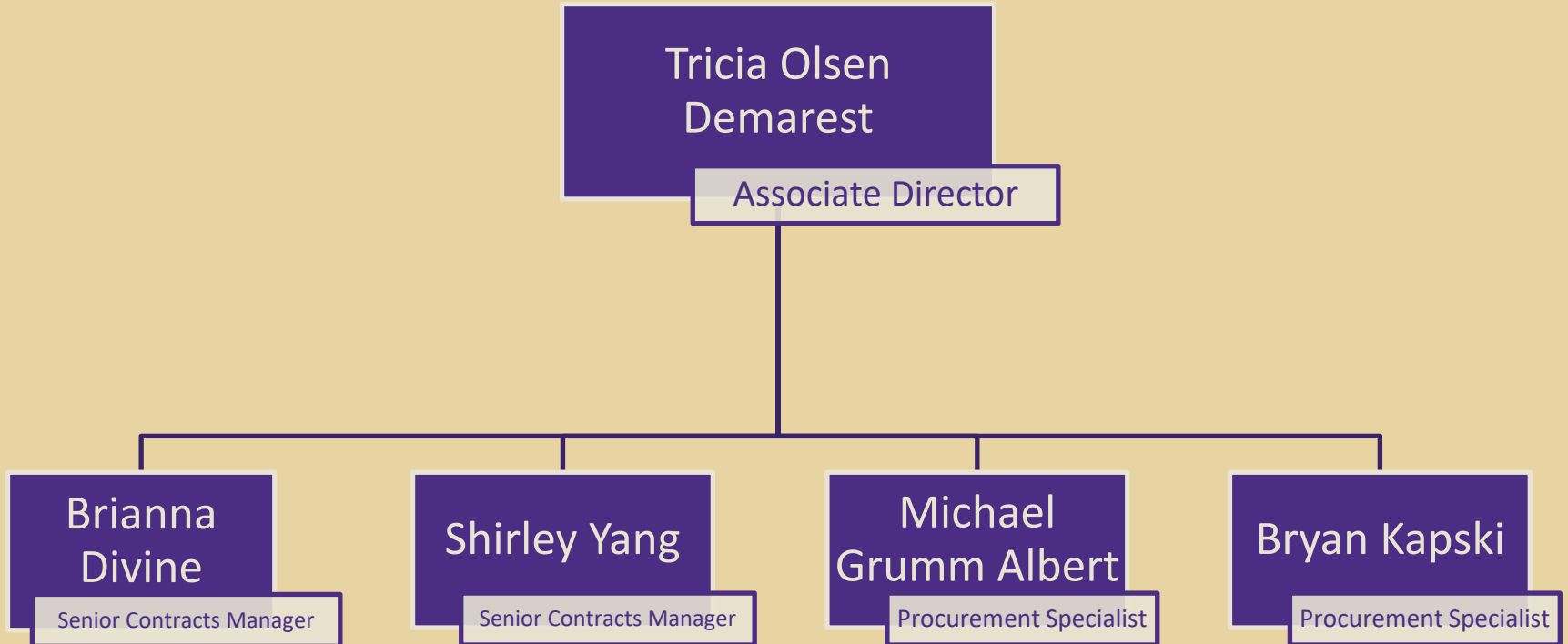
We are now part of the Procurement Services team within Financial Planning & Budgeting (FPB)



We provide specialized support to Facilities units, which in turn, support projects and operations across campus.



Team Members



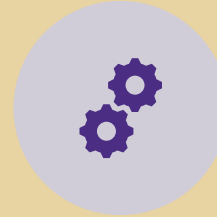
Areas of Expertise & Who We Support in Facilities



REAL ESTATE



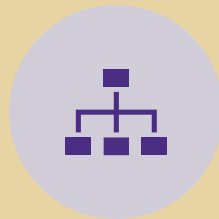
**ASSET
MANAGEMENT**



OPERATIONS



**CAMPUS
ENERGY**



BUSINESS IT



FINANCE



How Facilities Assists Campus



Day-to-Day Operations



Maintenance



Public Works: Renovations, Upgrades, New Buildings

Can my department ...?

- Hire an architect to redesign a space?
 - > No.
- Hire a contractor to remodel an office?
 - > No.

Why?

Only UWF has the authority to contract for Public Works (construction) under Revised Code of Washington (RCW) 39.04 and Architect/Engineer (A/E) services under RCW 39.80.

Departments should never procure these services on their own.



Can my department ...?

- Hang a shelf by drilling into the wall?
 - > No.
- Paint a door?
 - > No.
- Reprogram the building AC?
 - > No



Why?

- > Safety, Fire, Regulated Materials, Permits
- > Facilities Trade Shops must be given the first opportunity to perform the work.
- > Administrative Policy Statement (APS) 56.6 – Alterations to UW Seattle Campus Buildings and Grounds



Did you know?

Many older UW buildings are made of hazardous materials!



Departments that violate APS 56.6 and proceed to do their own work will be responsible for all costs associated with having work brought into compliance with UW standards.



How can my department ...?



Request Maintenance



Report a Problem



Start a Project





Life Threatening
Emergencies Dial
9-1-1







Always contact Customer Care First

Facilities.uw.edu

Frequently Requested

 Building Access Keys, keycards, locks, CAAMS, door latches	 Graffiti Removal Vandalism, trash, indoor, outdoor	 Heating & Cooling Temperature, ventilation, refrigeration	 Restrooms Toilets, sinks, showers, stalls, lights
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General Services

 Carpentry Custom installs, doors, cabinetry, benches	 Custodial Cleaning, trash removal, product refills	 Electrical Lighting, outages, events & research needs	 Grounds Maintenance Paths, roads, trees, hazards, landscapes
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<https://washington.assetworks.cloud/ready/>



How we support Facilities



Supplier Relationships

Managing Contracts

Negotiating Terms and Conditions

Resolve Billing Issues



Support Services for Customer Care Tickets

Sourcing Suppliers & Contracts

Compliance

Minimizing Risk

Campus Support



Workday

Facilities Specialist Approval
Facilities Requisition Approval



Connect Tickets

Change & Close POs

A Note about Workday RQ Approvals

Service Lines	Attachments	Tax	Process History
Requisition Event	Review Requisition	Awaiting Action	11/08/2025 Acevedo-Soto, Monica (Buyer) Amaral, Charles (Buyer) Andersen, Silvia (Buyer)

The approver list is in alphabetical order; however not all approvers can approve all orders. Go to the Subject Matter Experts page on the [Procurement Services](https://finance.uw.edu/ps/contact-us/subject-matter-experts) webpage to find the correct approver for your commodity.

<https://finance.uw.edu/ps/contact-us/subject-matter-experts>

Audio-Visual	Silvia Andersen
Catering, Hotels, and Events	Ping Huang August Armstrong
Charters , Events and Research	Ping Huang for Event Charters Kassy Ellefson , for Research Charters
Consulting, Professional Service Agreements, Clinical Trials	Dawn Lake Silvia Andersen

Find Contracts in UW's Public Portal

> <https://finance.uw.edu/ps/>



– Contract Abbreviations

- > UWF = Facilities use only
- > ENT = Enterprise (everyone can use)
- > UWA = Academy use only
- > UWM (UW Medicine), UWMC (UW Medical Center), HMC (Harborview Medical Center), or starting with a number = Medical Center(s) use only



Find Contracts in UW's Public Portal

The screenshot displays the UW Public Portal interface. At the top, there are two tabs: 'BID OPPORTUNITIES' with a count of 180, and 'CONTRACTS' with a count of 178. The 'CONTRACTS' tab is selected. Below the tabs is a search bar containing the text 'ENT' and a 'FILTERS' button. A table of contract results is shown below the search bar. The table has columns for TITLE, CONTRACT ID, SUPPLIER NAME, TYPE, and START DATE. Two results are visible: 'ENT RE DO AV Equipment and Services' with contract ID 7715, and 'ENT Security Services NW state contract #00624' with contract ID 7704. A 'CHOOSE FILTERS' sidebar is open on the right, showing options for CONTRACT TYPE, START DATE, and FILTER OPTION.

TITLE	CONTRACT ID	SUPPLIER NAME	TYPE	START DATE
ENT RE DO AV Equipment and Services	7715	PNTG LLC	Purchased Goods & Services	11/11/2017
ENT Security Services NW state contract #00624	7704	SECURITY SERVICES NORTHWEST INC	Purchased Goods & Services	8/1/2025

- Click **Contracts**
- Search by “ENT” for contracts campus can use or other search terms
 - Search for the **full word** (e.g., catering vs. cater)
- Use the **Filter** to narrow results by Contract Type, Dates, or Supplier Name



Q & A



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Thank you!



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