



# Port of Grays Harbor

*On Washington's Pacific Coast*

111 South Wooding Street  
PO Box 660  
Aberdeen, Washington 98520

Tel – 360.533.9528  
Fax – 360.533.9505

[www.PortofGraysHarbor.com](http://www.PortofGraysHarbor.com)

## INSTRUCTIONS FOR SOQ SUBMITTAL

### PORT OF GRAYS HARBOR

### PERSONAL SERVICES ROSTER

- 1. COMPLETE THE ATTACHED APPLICATION INDICATING AREAS OF EXPERTISE FOR YOUR FIRM.**
- 2. SUBMIT A BASIC STATEMENT OF QUALIFICATIONS**  
Submission should indicate background and description of your firm, basic areas of expertise, applicable types of jobs completed recently, and applicable types of clients. Long submissions and detailed information on personnel isn't necessary since it changes regularly and the Port will contact you for additional information as necessary before engaging your firm.
- 3. ELECTRONIC SUBMITTALS ARE PREFERRED**  
Submit to  
Randy Lewis  
Director of Health, Safety & Environment  
[rlewis@portgrays.org](mailto:rlewis@portgrays.org)
- 4. RESUBMIT IF YOU HAVE NOT SUBMITTED WITH THE LAST THREE YEARS, OR ANYTIME YOU HAVE NEW INFORMATION TO PROVIDE.**
- 5. APPLICATIONS EXPIRE AFTER THREE YEARS. FIRMS THAT HAVE NOT SUBMITTED UPDATED INFORMATION WITHIN THREE YEARS WILL BE REMOVED FROM THE ACTIVE ROSTER.**

#### Commissioners

Stan Pinnick

Phil Papac

Tom Quigg

#### Executive Director

Gary G. Nelson



# Port Of Grays Harbor

PO Box 660 / 111 South Wooding Street

Aberdeen, WA 98520  
(360) 533-9528

## Personal Services Roster Application

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Type:  Corporation  Limited Liability Company  Partnership  Sole Proprietorship

Established: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Federal Tax ID: \_\_\_\_\_ WA UBI No.: \_\_\_\_\_

License Req'd?  Lic. Type: \_\_\_\_\_ Lic. Number: \_\_\_\_\_

Does the company maintain?

A General liability insurance of a least \$1,000,000 per occurrence;

\$1,000,000 aggregate, Combined Single Limit (CAL);

and Automobile liability of at least \$1,000,000 per accident CAL.

Yes No

To be placed on the Port's Personal Services Roster, providers must **complete and sign this application, attach IRS Form W-9, and attach a current hard copy "Statement of Qualifications"** or other qualifying information regarding your experience and expertise as relates to the services identified below. Applications must be **emailed, mailed, or delivered** to Port of Grays Harbor, ATTN: Director of Health, Safety & Environment, 111 S Wooding Street, PO Box 660 Aberdeen, WA 98520, rlewis@portgrays.org. **Incomplete, or unsigned applications will not be accepted. To remain on the roster, a new application and statement of qualifications must be filed every three years.**

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(FOR PORT USE ONLY)

Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Processed by: \_\_\_\_\_

Action taken:  Accepted  Rejected Valid through: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (3 YEARS MAX.)

Reason (if rejected): \_\_\_\_\_

Confirmation Check:

Notes:

License: \_\_\_\_\_  OMWBE Registration:   
WA UBI Registration:  DVA Registration:   
WA L&I Debarred:

The Port acquires personal services pursuant to RCW 53.19. Applications expire three years from the date of receipt. Vendors are responsible for re-applying, including an updated Statement of Qualifications, before expiration of their application to avoid being removed from the roster.

# Personal Services

(CHECK ALL THAT APPLY)

## GENERAL:

Aerial Photography  
Graphic Design and Illustration  
Technical & Grant Writing

Document & Data Destruction  
Public Involvement Process

## FINANCIAL:

Accounting (CPA) & Auditing  
Banking

Bond Counsel  
Collections  
Economic Analysis/Assessment

Financing  
Insurance Brokerage  
Risk Analysis

## MARKETING:

Advertising

Event Planning  
Market Research

Promotional Materials  
Site Selection & Recruiting

## PERSONNEL:

Background Checks

Executive Search  
Human Resources Consulting

Recruiting/Employment Agency  
Training

## REAL ESTATE/PROPERTY:

Appraisals

Escrow  
Property Management

Real Estate Listing & Sales  
Title Insurance

## TECHNOLOGY:

Audio/Video Design  
Document Management  
Geographic Information Systems (GIS)  
Information Security Services

Information Technology Planning  
Network Design  
Support Services (Hardware/Software)  
Web Site Design & Maintenance

Other (NOT LISTED ABOVE):

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