

REGISTRATION CHECKLIST

www.publicpurchase.com
www.mrscroster.org

All businesses will need to provide:

- ☐ Business name
- ☐ Valid email address
- ☐ Contact information
- ☐ Washington Unified Business Identifier (UBI#)
- ☐ Federal tax ID number
- ☐ Current W9
- ☐ Active Department of Revenue account
- ☐ City of Tacoma business license
- ☐ Liability insurance certificate (proof of)
- ☐ References
- ☐ List of services offered
- ☐ List of certifications (I.e., Minority & Women Owned Business, DBE, etc)
- ☐ List of project summaries to include: contacts, project detail, dollar amount, and prime contractor.



Construction-related businesses will need to provide the below information in addition to the previous list:

- ☐ State of Washington contractor license
- ☐ Additional licenses (e.g. electrical)
- ☐ Surety bond
- ☐ L&I account set up for prevailing wages
- ☐ L&I industrial account number

MINORITY AND WOMEN OWNED BUSINESSES

Tacoma School District is an Equal Opportunity Employer and committed to providing equal opportunity in the business community. Minority, Women and Disadvantaged Business Enterprises are encouraged to participate in competitive procurements.

The Washington State Office of Minority & Women Owned Business Enterprises is the sole certifying entity for M/W/DBEs in Washington State.

To become a certified firm, visit www.omwbe.wa.gov.

CONTACT US

Tacoma School District is a public agency that purchases goods and services consistent with the rules and regulations that apply to school districts as outlined in the Washington State WAC and RCW codes.

Planning: planning@tacoma.k12.wa.us, 253-571-3350

Purchasing: purchasing@tacoma.k12.wa.us, 253-571-3380
www.tacomaschools.org/purchasing