CONTEXT
Everett Community College has contract bid limits for new purchasing/personal services. This procedure designates how to properly manage spending within these limits regarding purchasing and personal services.

PROCEDURE
The following guidelines and requirements must be met and followed regarding purchasing and/or personal services:

<table>
<thead>
<tr>
<th>Good, Service or Contract Cost</th>
<th>Competition (Bidding)</th>
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</thead>
<tbody>
<tr>
<td>Less than $10,000 (excluding tax and shipping)</td>
<td>Not required</td>
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<tr>
<td>Between $10,000 and $99,999 (excluding tax and shipping)</td>
<td>Informal competition required</td>
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<tr>
<td>$100,000 or more (excluding tax and shipping)</td>
<td>Formal competition required</td>
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DEFINITIONS
Goods & Services – Goods & services may include material, supplies, services and equipment offered for sale by a supplier.

Contracts – A written agreement between the College and a vendor or service provider which contains binding legal force, usually exchanging goods or services for money or other considerations.

Informal Bid – A competitive bid, price quotation, or proposal for supplies or services. An informal bid is conveyed by a letter, fax, e-mail or other manner. An informal bid does not require a sealed proposal, public opening or other processes. Informal bids have a value of at least $10,000 but less than $100,000

Formal Bid – Procedure which includes the following requirements:

- Written competitive bids or proposals are solicited by the Purchasing Office
- Prospective bidders submit a written response to an Invitation for Bid (IFB) or Request for Proposal (RFP)
- All bids are to be submitted in sealed envelopes (unless otherwise noted) to the location indicated in the bid documents, and must be received by the time indicated
- No disclosure of bids or bid information is made prior to the public bid opening
- Post-bidding, all bid information is referred to the Purchasing Office and treated as confidential working papers until after the contract has been awarded
- Once the contract is awarded, all bids become public record

RELEVANT LAWS AND OTHER RELATED INFORMATION
RCW 28B.10.029
RCW 28B.15.031
RCW 39.26
RCW 41.06.157
RCW 41.04.240
RCW 43.88.150
RCW 43.88.160
State Administrative & Accounting Manual
Fiscal Affairs Manual
Washington Purchasing Manual