

## MRSC Suggested Formal Competitive Bid Processes

### Purchases

Parameter	Suggested Parameter Limits/Usage	Comments
Bid Limit	Bid limits range from \$5K to \$50K. See the MRSC Purchasing Bid Limit Matrix for comparative minimal competition thresholds. Bid limits should be exclusive of sales tax.	Bid limits are dollar amounts below which neither competitive bids nor the vendor list process are required for purchases. MRSC recommends at least 2-3 quotes for these smaller purchases so an agency can be sure it is getting a competitive price. Advertisement and formal sealed bidding may be dispensed with as to purchases of less than ____ dollars upon the order of the legislative authority
Vendor List Process per RCW39.04.190 or similar	Upper limits range from \$15K to \$75K. See the MRSC Purchasing Bid Limit Matrix for comparative vendor list thresholds. Vendor list limits should be exclusive of sales tax.	A process established by public agencies to solicit placement of vendors on a roster kept by the local government agency. An agency can then solicit informal bids from these vendors for purchases in estimated amounts above the bid limits in which price is the primary basis for consideration and contract award. For advertisement and formal sealed bidding to be dispensed with as to purchases between ____ and ____ dollars, the legislative authority must use the uniform process to award contracts as provided in RCW 39.04.190..
Bid Advertisement?	Yes	An advertisement shall be published in the official newspaper or in a newspaper of general circulation most likely to bring responsive bids stating the time and place where bids will be opened, the time after which bids will not be received, the materials, equipment, supplies, or services to be purchased, and that the specifications may be seen at the office of the clerk of the legislative authority.
Advertisement Time?	13 days	The advertisement shall be published at least once at least thirteen days prior to the last date upon which bids will be received.
Sealed Bids?	Yes	Bids shall be in writing, in a sealed envelope, and filed with the clerk.
Public Bid Opening?		The bids shall be opened and read in public at the time and place named in the advertisement. Immediately after the award is made, the bid quotations shall be recorded and open to public inspection and shall be available by telephone inquiry. Any or all bids may be rejected for good cause.