

**Codes for Personal Property Purchasing In Washington State
Equipment & Supplies**

(From PNPPA Group in 2003 – Validate with Your Agency Attorney Before Using Data for Your Agency Type)

Codes	Affected Party	Required Media Notice & other bid rules.	Required Notice Period	Other Notice Requirements	Services
RCW 43.105.041 (43.105.060)	State– DIS	None by RCW – must follow rules of the Board, if any	None by RCW – must follow rules of the Board, if any		Services are the same.
RCW 43.19.1908	State – GA Office of State Procurement	Mail, electronic transmissions or other means to bidders on OSP qualified bidders’ lists. Also must follow 43.19 in total directing all aspects of sealed bid requirements.	None specified	Notice not required below \$3,000	State agencies follow 39.29 for Services. No apparent notice requirements by RCW – governed by OFM and WAC rules. “Client Services” and “Purchased Services” are both defined and included under 39.29.
43.78	State Printer: Acquiring print services and equipment for State Printer use.	No advertising requirements.	None		
43.78	State Printer: Providing services to local agencies	Law exempts only higher ed & state agencies from bid laws for printing services if services are instead procured by Interlocal with State Printer.			
43.41.300	Insurance for State –				
39.30.045	State Auction purchases	RCW 39.30.045 waives public bidding requirements for items purchased at state auctions if the items can be obtained at a competitive price.			

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28B.10.029	Higher Education	<p>No advertising requirements are specified.</p> <p>Must comply with 39.19 (OMWBE), 39.29 (personal services), 43.03 (moving/travel); 43.19.1901 (exempts DP); 43.19.1906 (GA bid laws); <i>DOSN'T INCLUDE 43.19.1908 (GA bid solicitation notices);</i> 43.19.1911 (GA bid award), 43.19.1917 (record of ownership); 43.19.1937 (gifts), 43.19.534 (inmate/CI); 43.19.685 (leases), 43.19.700 to 43.19.704 (in-state preferences); 43.19.560 to 43.19.637 (motor pool) Except for UW, also comply with 43.19.1935 (waives other bid requirements when buying insurance through GA – Risk Management office), 43.19.19363, and 43.19.19368. Independent powers for printing under 43.78</p>			
28B.10.029	Community Colleges	43.19.450 – must follow &E. No other RCW requirements for Community Colleges.			
RCW 28A.335.190	School Districts	At least 1 newspaper of general circulation within the school district	Once each week for two consecutive weeks.	Notice not required under \$50,000	

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<p>RCW 36.32.245 for advertising</p> <p>A number of other sealed bid requirements are given under 36.32.245</p> <p>39.04.190 applies to purchases between \$2,00 and \$25,000, allowing creation of a vendor list through publication in paper of general circulation twice per year.</p>	Counties	<p>Advertise in the “Official County Newspaper”</p> <p>“An advertisement shall be published in the official newspaper of the county 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 county legislative authority. The advertisement shall be published at least once at least 13 days prior to the last date upon which bids will be received.”</p>	At least once no less than 13 days before bid opening.	Notice not required for purchases between \$2,500 and \$25,000.	
RCW 36.72.075	Counties – Rules establishing the official newspaper.	At first April meeting let a contract to a legal; newspaper to serve as official newspaper for a term of one year. The legal newspaper shall be published in the county.	Advertise the legal newspaper at least 5 weeks before the first county meeting in April.	A legal newspaper form an adjacent county may substitute if there is no legal newspaper in the county.	

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39.04.190	Any municipality may evoke this RCW.	Vendor List: 39.04.190 allows cities to establish use of vendor lists as an option to sealed bids, in accordance with RCW requirements for their City code type. Vendor List: At least twice a year publish in a newspaper of general circulation within the jurisdiction the existence of vendor lists for municipal bids			
<i>Title 35 – Cities and Towns</i>		<i>No broad based advertising or detailed specifications regarding bidding rules. Generally allows the cities and towns to determine own rules. See specifics below.</i>			
Title 35.22 First Class Cities	First Class Cities	First Class Cities: No apparent bid or notice requirements for first class cities except for those established by City codes.			
Title 35.23 Second Class Cities	Second Class Cities	Second Class Cities: 35.23.352 (6) Any purchase of supplies, material or equipment, except for public work or improvement, where the cost thereof exceeds \$7,500 shall be made upon call for bids. (7) Bids shall be called annually and at a time and in the manner prescribed by ordinance for the publication in a newspaper of general circulation in the city or town of all notices or newspaper publications required by law. The contract shall be awarded to the lowest responsible bidder. (8) for advertisement and formal sealed bidding to be dispensed with as to purchases with an estimated value of \$15,000 or less, the council or commission must authorize by resolution use of the uniform procedures provided in 39.04.190. (9) The city or town legislative authority may waive the competitive bidding requirements of this section pursuant to RCW 39.04.280 if an exemption containing within that section applies to the purchase or public work. (10) This section does not apply to performance-based contracts as defined in RCW 29.25A.020(3) that are negotiated under Chapter 39.35A RCW. (11) Nothing in this section shall prohibit any second-class city or any town from allowing for preferential purchase of products made from recycled materials or products that may be recycled or reused.			
Title 35.27 Towns	Towns	35.27.362 – refers towns to 35.23.352, shown immediately above for Second Class Cities.			
35A.40.200	Code Cities	<u>Code Cities</u> : Every <u>code city</u> shall have the authority to make contracts in accordance with procedure and subject to the conditions provided therefore, including but not limited to (3) RCW 9.18.120 and 9.18.150 relating to suppression of competitive bidding;39.24 for WA commodities (which requires code cities to follow requirements for paper products established by GA under 43.19.538).			

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SAMPLE of supplementary code for First Class City.	City of Seattle SMC 3.04.106	Notices inviting sealed competitive bids (over \$30,000) shall be published at least once in the city official newspaper at least 5 calendar days before bid opening.	Published at least once in the city official newspaper at least 5 calendar days before bid opening.		