

Non-Public Works Bid Advertisement and Opening Requirements for Cities and Counties (9/09/04)

Agency	Adv. Time	Publication Required	Public Reading?	Applicable RCWS	Comments
Cities					
1 st Class & Code City > 20,000	n/a	n/a	n/a	RCW 35.22.620	Policies set by Council
Code City < 20,000 Other Cities and Towns	Not given	Not given.	Not given.	RCW 35.23.352	‘upon call for bids’, ie: ‘advertisement and formal sealed bidding’
Counties					
Over 1M w PD	n/a	In each county with a population of one million or more which by resolution establishes a county purchasing department, the purchasing department shall enter into leases of personal property on a competitive basis and purchase all supplies, materials, and equipment on a competitive basis, for all departments of the county, as provided in this chapter and chapter 39.04 RCW, except that the county purchasing department is not required to make purchases that are paid from the county road fund or equipment rental and revolving fund.	n/a	RCW 36.32.235	
Other Counties	13 days	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 bids shall be in writing and filed with the clerk. The bids shall be opened and read in public at the time and place named in the advertisement.	RCW 36.32.240 RCW 36.32.245 RCW 36.32.250	



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Agency	Adv. Time	Publication Required	Public Reading?	Applicable RCWS	Comments
Cities					
1 st Class & Code City > 20,000	n/a	n/a	n/a	RCW 35.22.620	Policies set by Council
Code City < 20,000 Other Cities and Towns	13 days	“notice shall be published in the official newspaper, or a newspaper of general circulation most likely to bring responsive bids”	Not Required	RCW 35.23.352	
Counties					
Over 1M w PD	13 days	An advertisement shall be published in the county official newspaper stating the time and place where bids will be opened, the time after which bids will not be received, the character of the work to be done, the materials and equipment to be furnished, and that specifications therefor may be seen at the office of the clerk of the county legislative authority. An advertisement shall also be published in a legal newspaper of general circulation in or as near as possible to that part of the county in which such work is to be done. If the county official newspaper is a newspaper of general circulation covering at least forty percent of the residences in that part of the county in which such public works are to be done, then the publication of an advertisement of the applicable specifications in the county official newspaper is sufficient.	The bids shall be in writing, shall be filed with the clerk, shall be opened and read in public at the time and place named therefor in the advertisements, and after being opened, shall be filed for public inspection.	RCW 36.32.235	
Other Counties	13 days	An advertisement shall be published in the county official newspaper stating the time and place where bids will be opened, the time after which bids will not be received, the character of the work to be done, the materials and equipment to be furnished, and that specifications therefor may be seen at the office of the clerk of the county legislative authority. An advertisement shall also be published in a legal newspaper of general circulation in or as near as possible to that part of the county in which such work is to be done. If the county official newspaper is a newspaper of general circulation covering at least forty percent of the residences in that part of the county in which such public works are to be done, then the publication of an advertisement of the applicable specifications in the county official newspaper shall be sufficient.	The bids shall be in writing, shall be filed with the clerk, shall be opened and read in public at the time and place named therefor in the advertisements, and after being opened, shall be filed for public inspection.	RCW 36.32.240 RCW 36.32.245 RCW 36.32.250	

