



## Purchasing Information for Vendors and Public

Purchasing processes are governed by RCW 39.26 and RCW 28B.10.029.

Procurement methods: credit cards and purchase orders.

Competition is required when a purchase is \$10,000 or more unless exempt from competition per RCW 39.26.125 or a purchase is made utilizing a lawful competitively solicited contract.

The College obtains informal price quotes from at least three (3) vendors which includes one (1) quotation from a certified minority business and one (1) woman owned business if the costs of the purchase are between \$10,000.00 and under \$100,000.00. For purchases of \$100,000.00 or more, Grays Harbor College utilizes a formal sealed, electronic, or web-based competitive bidding process.

Grays Harbor College advertises formal solicitations via newspaper, college website, and/or WEBS the State of Washington bid notification system. If you are interested in State of Washington bidding opportunities, please visit <http://www.des.wa.gov/services/ContractingPurchasing/WEBS/Pages/default.aspx> for more information.

Grays Harbor College complies with RCW 39.19-Office of Minority and Women's Business Enterprises. Minority and women owned organizations interested in business opportunities with State of Washington agencies are encouraged to visit <http://omwbe.wa.gov/> to find out more information regarding the state certification eligibility requirements.

A state officer or employee of an agency who seeks to acquire goods or services or who participates in those contractual matters is subject to the requirements in RCW 42.52.150.

A contractor who contracts with an agency to perform services related to the acquisition of goods and services for or on behalf of the state is subject to the requirements in RCW [42.52.150](#). No person or entity who seeks or may seek a contract with a state agency may give, loan, transfer, or deliver to any person something of economic value for which receipt of such item would cause a state officer or employee to be in a violation of RCW [42.52.040](#), [42.52.110](#), [42.52.120](#), [42.52.140](#), or [42.52.150](#).

Records related to state procurements are public records subject to disclosure to the extent provided in chapter [42.56](#) RCW except as provided in subsection (2) of this section. Bid submissions and bid evaluations are exempt from disclosure until the agency announces the apparent successful bidder.