

DOING BUSINESS WITH WESTERN WASHINGTON UNIVERSITY

Western Washington University (WWU) purchases a wide range of goods and services: If an item is not restricted (e.g. food and beverage, furniture, personal services or certain computer equipment and computer and web services) and the total cost is less than \$1,000 individual departments are able to make purchases on their own without Purchasing's involvement. For those purchases, they will generally use a WWU credit card or a department order (PO). If you accept a department order, be sure to get the name of the WWU employee, their department and PO #. Make sure that PO# appears on your invoice and invoices are sent direct to Accounts Payable (Put in PO Box address).

Purchases above \$3100 require a minimum of three competitive quotes: To be considered to receive a quote you will need to make sure the Buyer is aware of your company's capability and knows how to get a quote document to you. This link to the Purchasing staff and what they buy will help you in determining who you should make contact with: http://www.wwu.edu/depts/purchasing/buyer_list_product.shtml You will also want to be sure to register at the Office of State Procurement Washington Electronic Business Solution (WEBS) site (<http://www.ga.wa.gov/webs/>) where larger dollar value quote and proposal requests will be listed.

Much of the purchasing for goods and services is handled through long term major contracts. These can be either contracts which are established by WWU as the result of a competitive process, or they may be contracts established by the Office of State Procurement or the Department of Information Services. At times, contracts established by other Washington state universities or consortiums are used. When contracts are put out for bid they will go through Washington Electronic Business Solutions (WEBS.)

Purchases above \$3,500 are now required to be posted on WEBS:

All vendors must register at the Office of State Procurement, Washington Electronic Business Solution (WEBS) site (<http://www.ga.wa.gov/webs/>) where all formal and informal quote and proposal request between \$3,500 and \$49,000 will be listed.

Vendors needing assistance may contact WEBS Customer Service at (360) 902-7400 or email them at WEBSCustomerService@ga.wa.gov.

Purchases in excess of \$49,000 require sealed bidding: Any goods or service purchase over \$49,000 will also be listed on the WEBS site <http://www.ga.wa.gov/webs/>. Your firm can register at this site and indicate what types of business opportunities you are interested in, and you will be automatically notified when bids or quotes are listed in those categories by any state agency. Sealed bidding is a bit more formalized process.

We value suppliers who can help us simplify the ordering, order fulfillment, invoicing and payment processes. Because we employ a largely decentralized purchasing system, it is important to provide tools which make details about products easily available, offer a very competitive price and a rapid and efficient ordering and delivery system. **Purchase of Architect and Engineering Services:** Every year the University will place an advertisement in the Daily Journal of Commerce and the Bellingham Herald to solicit qualification for architect and engineering services. A roster of all qualified firms will be established and kept on file for one year at the Office of Facilities Management.

All firms legally engaged in the State of Washington in the practice of architecture, engineering, landscape architecture, interior design, planning and related services are encouraged to submit a completed standard Federal 254 form with a cover letter (certified minority or women's business enterprises shall indicate that status in their cover letter and attach a copy of their certification letter from the Washington State OMWBE).

For small projects: (consultant fees less than \$100,000), repairs and emergency work, the University may select consultants directly from the standard Federal 254 file without further notice.

For major projects: (fees in excess of \$100,000), advertisements will appear in the Bellingham Herald and Daily Journal of Commerce indicating the intent of the University to select a consultant for a specific project.

Public Works Construction Projects: Construction, remodeling and maintenance contracts are awarded through a competitive bidding process. The University will advertise these projects in the Bellingham Herald and the Daily Journal of Commerce. Generally these types of projects have a mandatory pre-bid walk through requirement to which you need to send a representative who is qualified to comprehend the technical aspects of the project. A set of plans and specifications are sent to plan centers for use by general contractors, subcontractors and sub-suppliers and available for purchase at Applied Digital Imaging, located in Bellingham. A listing of current projects is available on the [Contract Administration](#) website. At this time, specifications and bid documents are not available on line.

Bid Bonds: When the sum of the base bid plus all additive bid alternates exceeds \$25,000.00 a certified check, bank cashier's check or original bid bond, made payable to Western Washington University for an amount equal to at least five (5%) of the total bid, shall accompany each bid as evidence of good faith and as a guarantee that if awarded the contract, the bidder will execute the contract and give a 100% payment and performance bond.

Payment and Performance Bonds: For construction contracts over \$25,000.00, the contractor must furnish a 100% payment and performance bond.

Liability Insurance: Minimum liability insurance coverage's and limits are established by the Risk Management Department. Routinely, these amounts are two million dollars each for General Liability and Automotive Liability. Insurance requirements for major projects are determined on a case-by-case basis by Risk Management and Purchasing.

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