



## City Clerk's Rule Requests for Bid Documents

In accordance with RCW 42.56.100 and EMC 2.92.070, the City Clerk makes the following rule:

There may be situations where a business or individual submits a public records request for bid documents prior to the official bid opening.


The Everett Purchasing Guidelines require that the City of Everett maintain the integrity of official bid documents sets, provide swift response when incorporating addenda changes, and communicate in a singular, fair, and equitable manner to registered bidders. Bid documents are often oversized, which requires the City to send the documents to a third-party provider to make copies that typically takes 24 hours or longer. This process would interfere with the City's obligations to maintain the integrity of the bid records if the City were required to relinquish control over the bid documents during the bidding period.

The City has designated Builders Exchange of Washington (BXWA) or as the official source of bid packages for most public work projects, which insures that all bidders receive complete documentation, including all addendum, changes, and clarifications.

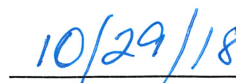
BXWA provides prime bidders, subcontractors, suppliers, and other interested parties, virtual free-of-charge access to a complete set of project bid documents, including the ability to download, view, print, order full/partial plan sets from numerous reprographic sources, and free access to an online digitizer/take-off tool.

Therefore, to ensure there is no interference with the bid process, any public records request for bid documents will typically be filled within one week after the bid closes.

  
Finance Director Approval

  
Date

  
City Clerk Approval

  
Date