



3/19/2020

Approved

Gary Robinson

March 18, 2020

TO: Gary Robinson, Director of Finance

FROM: Ken Matthews, Purchasing Agent

RE: Interim Bid Opening Procedure

In response to the COVID-19 Emergency Proclamation issued by Pierce County Executive Dammeier, Procurement and Contract Services Section (PCS) is requesting the Director of Finance Department to issue these interim Bid Opening Procedures to ensure the health and safety of its staff and the bidding public who may otherwise be placed at risk.

The interim procedure is as outlined below:

- Current bids opening Friday, March 20, 2020 are extended one week to give bidders time to respond and ask any questions regarding this interim bid opening procedure.
- All future bids (including all required attachments) are to be submitted via email as a PDF to pcpurchasing@piercecounitywa.gov by the date and time indicated in the bid documents.
- Procurement and Contract Services staff will produce an initial bid summary, including the name of the bidder and the total bid amount, within 20 minutes following bid opening and post the initial results to Pierce County ProcureWare software at <http://piercecounitywa.procureware.com>. If required, PCS staff will forward the initial results to BXWA.com. Initial results will be available by phone within 20 minutes.
- Bidders will be required to mail original documents if requested by PCS staff, postmarked within 1 business day of the request, to Pierce County, Procurement and Contract Services (950 Fawcett Ave, Suite 101, Tacoma, WA 98402.)
- Copies of each bid received will be posted on the Pierce County ProcureWare software for each bid.
- Bid tabulations will be posted per the normal timeframe outlined in each bid. Award will be made per the standard process.

PCS requests this procedure to be in place throughout the length of the emergency proclamation for Pierce County.

If you have questions, please contact me at extension 7730.