



Policy Title:	Public Works Electronic Bidding Policy
Revision Number:	20.19 Rev. 2025
Amendment/Addendum to:	Purchasing Policy
Effective Date:	
Prepared By:	Ethan Fogg
Reviewed By:	Abigail Wheeler

## 1 REVISION HISTORY

Revision Number	Board Resolution Number	Date of Board Approval
20.20 Rev. 2025		

## 2 POINT OF CONTACT

**Department:** Grants, Planning, and Procurement  
**Name:** Abigail Wheeler  
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## 3 AUTHORIZATION

Authorized By:

Vickie L. Raines		10/09/2025
Board Chairperson	Signature	Date
Ken Mehin	 <small>Ken Mehin (Sep 10, 2025 08:28:17 PDT)</small>	10/09/2025
General Manager	Signature	Date

## 4 CONTENTS

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1	Revision History .....	1
2	Point of Contact.....	1
3	Authorization .....	1
5	Purpose .....	3
6	Applicability .....	3
7	Definitions .....	3
8	Roles and Responsibilities.....	4
8.1	Grants, Planning, and Procurement Office.....	4
8.2	Requesting Departments.....	4
8.3	Legal and Compliance Staff .....	4
8.4	Vendors and Contractors.....	5
9	References.....	5
10	Policy .....	5
11	Authorized Platforms .....	5
12	Bid Solicitation and Notification.....	6
13	Bid Submission Requirements.....	6
14	Bid Opening Procedures .....	6
15	Confidentiality and Security.....	6
16	Technical Issues and Exceptions .....	6
16.1	Addenda Notifications: .....	7
17	Retention and Recordkeeping.....	7
18	Policy Review and Updates.....	7

## 5 PURPOSE

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This policy establishes the procedures and standards for the use of electronic bidding (e-bidding) systems in the procurement of goods, services, and public works projects for Grays Harbor Transit (GHT). It ensures fairness, transparency, and compliance with applicable federal, state, and local laws.

## 6 APPLICABILITY

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This policy applies to all Grays Harbor Transit employees, departments, and representatives involved in procuring public works through competitive bidding processes.

The policy governs all formal and informal procurements conducted through the designated electronic bidding system, including the issuance of solicitations, submission of bids or proposals, receipt of offers, and the evaluation and award of contracts.

This policy applies to:

- Competitive sealed bids (IFBs)
- Requests for proposals (RFPs)
- Requests for qualifications (RFQs)
- Other forms of procurement that require vendor submissions via an electronic platform

This policy does **not** apply to non-public works procurements or to procurement actions that are exempt under applicable law or agency policy, including but not limited to: emergency purchases, sole source contracts, or micro-purchases that are not conducted through the electronic bidding system.

*\*This is an addendum to the GHT Purchasing Policy.*

## 7 DEFINITIONS

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- **Department of Labor and Industries (LNI):** Washington State's Department of Labor and Industries manages the [LNI website](#) where intents, affidavits, and certified payrolls (or) the combined form are submitted.
- **Electronic Bidding (e-bidding):** A procurement method that allows vendors to submit bid responses digitally through an approved platform.
- **Prevailing Wage:** Refers to the hourly pay, along with standard benefits and overtime, that must be paid to most workers in a specific trade or occupation within a certain area. It represents the minimum acceptable compensation for public work projects and includes both the wage rate and fringe benefits.
- **Public Works:** [A]ll work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is

by law a lien or charge on any property therein. ... "Public work" does not include work, construction, alteration, repair, or improvement performed under contracts entered into under RCW 36.102.060(4) or under development agreements entered into under RCW 36.102.060(7) or leases entered into under RCW 36.102.060(8).

- **Rosters:** A list of eligible vendors who conduct work related to a specific project. These rosters streamline the bidding process for smaller construction projects (less than \$250,000).
- **Secure Platform:** A web-based system authorized by GHT that ensures bid confidentiality, time stamping, and access controls.
- **Simplified Acquisition Threshold:** The (SAT) is currently set at \$250,000. This means simplified procedures can be used for procurements under this amount, allowing for a more streamlined contracting process. Items above the SAT must go out for formal procurement methods.

## 8 ROLES AND RESPONSIBILITIES

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Effective implementation of this Electronic Bidding Policy requires the coordinated participation of internal stakeholders and external participants. The following roles outline responsibilities for ensuring compliance, integrity, and efficiency in the electronic bidding process:

### 8.1 GRANTS, PLANNING, AND PROCUREMENT OFFICE

- Coordinate with Department Managers to outline the scope of work or features of a product
- Manage procurement process through the electronic bidding platform.
- Ensure solicitations are posted in accordance with applicable laws and internal policies
- Verifies that solicitations include all required terms, conditions, and submission instructions.
- Ensures the timely receipt, secure handling, and proper storage of electronically submitted bids or proposals.
- Coordinates bid openings and maintains documentation for audit and compliance purposes.
- Verifies vendor registration on LNI.

### 8.2 REQUESTING DEPARTMENTS

- Communicate with Procurement to initiate solicitations and define project timelines.
- Develop technical specifications, scopes of work, and evaluation criteria for solicitations.
- Review procurement documents for accuracy and completeness prior to posting.
- Review submissions to determine if the bid is responsive and reasonable.

### 8.3 LEGAL AND COMPLIANCE STAFF

- May review procurement documents and processes for legal sufficiency, especially when new platforms or methods are introduced.
- Advises on exemptions, disputes, or compliance concerns related to electronic bidding.

- Assists in interpreting procurement regulations, including state and federal requirements.

## 8.4 VENDORS AND CONTRACTORS

- Register with the designated electronic bidding system and maintain current, accurate profile information.
- Monitor solicitation postings and ensure timely, complete electronic submission of bids or proposals.
- Comply with all submission requirements and terms outlined in the solicitation documents.
- Report any technical difficulties or questions to the Procurement Department prior to the submission deadline.

## 9 REFERENCES

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- Revised Code of Washington (RCW)
  - RCW 39.04 – Public Works
  - RCW 39.26 – Procurement of Goods and Services
  - RCW 43.105 – Information Technology
- Washington Administrative Code (WAC)
  - WAC 200-320 – Competitive Solicitation Rules
  - WAC 200-305 – Debarment and Vendor Responsibility
- Grays Harbor Transit Purchasing Policy
- Federal Transit Administration (FTA) Circular 4220.1F – Third-Party Contracting Guidance (*Applicable if federal funds are involved*)
- Uniform Guidance (2 CFR Part 200) – Procurement Standards (*Applicable to federally funded procurements*)

## 10 POLICY

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Grays Harbor Transit supports the use of electronic bidding as a standard method for soliciting and receiving competitive bids to improve efficiency, reduce costs, and ensure equal opportunity for vendors.

## 11 AUTHORIZED PLATFORMS

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GHT will use secure, reputable e-bidding platforms that provide:

- Vendor registration and authentication
- Timestamped submission tracking
- Encryption and confidentiality
- Automated bid opening logs

Approved platforms may include state e-procurement portals or third-party services that meet GHT's security and compliance standards.

## **12 BID SOLICITATION AND NOTIFICATION**

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- Informal bid opportunities (between \$5,001 and \$250,000) shall be published through an e-bidding platform.
- Formal bid opportunities (above \$250,000) shall follow formal bid procedures in the GHT Purchasing Policy.
- Vendors shall be notified electronically via the platform or official email lists.
- Bid documents, specifications, and addenda must be accessible online.

## **13 BID SUBMISSION REQUIREMENTS**

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- All bids must be submitted electronically through the designated platform.
- Hard copy or faxed submissions will not be accepted unless stated as an exception in the bid documents.
- Bids must be submitted prior to the official closing date and time. Late bids will be automatically rejected by the system.

## **14 BID OPENING PROCEDURES**

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- Electronic formal bids for projects exceeding the simplified acquisition threshold will be opened in a virtual or public forum by authorized personnel.
- The platform shall log all bid openings with date/time stamps and bidder names.
- No bid pricing or proprietary details will be disclosed until award unless otherwise required by law.

## **15 CONFIDENTIALITY AND SECURITY**

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- The e-bidding system must ensure bid confidentiality until the scheduled opening time.
- GHT staff will not access, or view submitted bids before the official opening.
- Vendor access to the system is secured through login credentials and encryption protocols.

## **16 TECHNICAL ISSUES AND EXCEPTIONS**

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- Vendors experiencing technical issues must notify GHT procurement staff prior to the bid deadline.

- GHT may, at its discretion, extend deadlines or allow resubmission or alternative submission if a system failure is confirmed to be on GHT's side or the platform provider's.

#### **16.1 ADDENDA NOTIFICATIONS:**

- Public Works projects will use the bidding platform to notify vendors of addenda.

### **17 RETENTION AND RECORDKEEPING**

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- All bid submissions, communications, and bid opening logs shall be retained in accordance with GHT's records retention policy and public records laws.
- Backup of all electronic records will be performed in compliance with IT and legal standards.

### **18 POLICY REVIEW AND UPDATES**

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This policy shall be reviewed at least every two years or as required by regulatory changes or system updates. Revisions will be approved by the GHT General Manager or designee.










# 20.19 Rev. 2025 Public Works Electronic Bidding Policy

Final Audit Report

2025-09-10

Created:	2025-09-10
By:	Kathleen Dawson (kdawson@ghtransit.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAhnse-u3uLEPjRiH1PhSgiBNHKTjJRstJ

## "20.19 Rev. 2025 Public Works Electronic Bidding Policy" History

-  Document created by Kathleen Dawson (kdawson@ghtransit.com)  
2025-09-10 - 3:25:25 PM GMT
-  Document emailed to Vickie Raines (vraines@graysharbor.us) for signature  
2025-09-10 - 3:25:32 PM GMT
-  Document emailed to Ken Mehin (kmehin@ghtransit.com) for signature  
2025-09-10 - 3:25:32 PM GMT
-  Email viewed by Ken Mehin (kmehin@ghtransit.com)  
2025-09-10 - 3:27:43 PM GMT
-  Document e-signed by Ken Mehin (kmehin@ghtransit.com)  
Signature Date: 2025-09-10 - 3:28:17 PM GMT - Time Source: server
-  Email viewed by Vickie Raines (vraines@graysharbor.us)  
2025-09-10 - 10:08:04 PM GMT
-  Signer Vickie Raines (vraines@graysharbor.us) entered name at signing as Vickie L. Raines  
2025-09-10 - 10:08:48 PM GMT
-  Document e-signed by Vickie L. Raines (vraines@graysharbor.us)  
Signature Date: 2025-09-10 - 10:08:50 PM GMT - Time Source: server
-  Agreement completed.  
2025-09-10 - 10:08:50 PM GMT