

DES Administrative Services Policy No. 5.30

Distributing Bid Documents to Plan Centers

Applies To:	Department of Engineering & Architectural Services employees
Authorizing Sources:	RCW 39.04 RCW 39.10 RCW 39.80
Information Contact:	Engineering & Architectural Services
Effective Date:	January 19, 1995
Last Update:	July 1, 2015
Approved By:	<hr/> <i>/s/</i> William Frare Assistant Director, Engineering & Architectural Services

Purpose

This policy applies when bid documents for public works projects are advertised and distributed for bidding by Engineering and Architectural Services (E&AS).

The purpose of E&AS ensuring that Architects/Engineers (A/E) distribute bid documents to approved plan centers is to maximize the competitive bidding process, ensure adequate bid coverage while controlling printing cost for public works projects.

Policy

- A. E&AS must approve plan centers and will provide a list of approved plan centers to the Architect/Engineer (A/E).**
- B. Plan Centers must be physically based in Washington, Oregon, or Idaho to be considered an E&AS approved plan center.**
- C. Electronic bid documents will be sent, deposit-free, to approved plan centers for each project.**

Per E&AS' Conditions of the Agreement, the A/E or their reprographics company shall maintain and distribute a set of bid documents to all approved plan centers provided to the A/E by E&AS.

D. E&AS requires a free viewing access code or number if a plan center posts E&AS' bid documents on their website.

The viewing access code or number is for E&AS and client agencies' internal use only. Firms posting E&AS' bid documents on their websites that do not provide free viewing access will be removed from the approved Plan Center list and will not be eligible to receive PDF documents.

E. Plan centers with multiple branch locations shall receive only one free set of electronic bid documents per project.

Paper copies will not be issued to the plan center, but may be purchased at cost by contacting the A/E.

F. If the project budget allows and the PM and client agency determines it beneficial to the project, the PM may authorize release of bid documents to plan centers which were not listed in the project advertisement for bids.

G. E&AS will consider, at least once every biennium, the need to advertise for plan centers interested in receiving bid documents.

The advertisement will notify plan centers that an onsite evaluation of the plan center's facility may be required prior to being approved to receive bid documents. The advertisement will request the following information be submitted for review by E&AS:

Name of firm, address, phone number, fax number, name of contact person, email address, web address, current number of Washington Contractor/Vendor members, name and title of principal of the firm, and a viewing access number or code.

H. E&AS reserves the right to increase or decrease the number of plan centers at any time.

Exceptions

Excluded from this policy:

- Small Works Roster projects
- Limited Public Works projects
- Energy Savings Performance Contracting

Procedures and required forms

- ***Procedures:***

- [E&AS Plan Holders List](#)
- [E&AS Conditions of the Agreement](#)

History

Amended:

- Amendment date – high level change summary

Need a copy of a prior version of this policy? E-mail jack.zeigler@des.wa.gov