

Dear Vendor:

This letter is in response to your request for information regarding Edmonds Community College. Most inquiries contain requests for information that is not applicable to a State-supported college. However, this letter may answer all of your questions and we hope you find it useful to your needs.

GENERAL INFORMATION

1. Edmonds Community College is one of 34 community and technical colleges in the Washington State Community and Technical Colleges System. The College is a State of Washington governmental agency.
2. The College's mailing address is:
Edmonds Community College
20000 – 68th Avenue West
Lynnwood, WA 98036-5999

Invoices and payment requests should be directed to the EdCC Accounts Payable Office at (425) 640-1484 or by email to ap@email.edcc.edu. Information or questions concerning the purchase of goods, equipment or services should be directed to the Purchasing Services Office at (425) 640-1209.

3. The College's bank of record is:
U.S. Bank of Washington
9420 Highway 99
PO Drawer A
Lynnwood, WA 98036
Telephone: (425) 775-5444

4. References:

MicroK12
12631 Beverly Park Road
Lynnwood, WA 98037
Telephone: (425) 778-7337

Coastwide Laboratories
10000 SW Commerce Circle
Wilsonville, OR 97070-6613
Telephone: (425) 344-9190

Workpointe
9877 – 40th Avenue S.
Seattle, WA 98108
Telephone: (206) 774-6851

Grainger, New Account Manager
1657 Shermer Road
Northbrook, IL 60062
Telephone: (847) 753-5125

5. Federal Tax Identification Number: 91-0825212
6. UBI Number: 600-401-273

Please contact me at (425) 640-1673 or deann.wells@edcc.edu should you have any questions or require any additional information.

With best regards,

DeAnn M. Wells, C.P.M., A.P.P.
Associate Director of Procurement and Property Control Services