

BID REQUIREMENTS

Whenever the estimated cost of any furniture, supplies, equipment or work exceeds the amount specified by law for formal bids, formal bids shall be called for by issuing public notice placed in at least one (1) newspaper of general circulation within the district once each week for two (2) consecutive weeks,. Clear and definite specifications shall be prepared and made available to all vendors interested in submitting a bid.

For purposes of this policy, a lease-purchase agreement, whereby the district may own the property at the end of a lease term, shall be subject to the same conditions as an outright purchase.

When the cost of any furniture, supplies, equipment or furniture, or work is estimated to exceed the amount specified by law for informal bids, informal bids will be solicited from responsible vendors or, if a works project, licensed contractors who appear on the district's small works roster.

Bid procedures will be waived when the board declares an emergency, for purchases involving special facilities or market conditions for purchases of insurance or bonds or when purchases are clearly limited to a single source of supply. Any time bid requirements are waived pursuant to this provision, a document explaining the factual basis for the exception and the contract shall be recorded and open for public inspection.

The board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call. The board reserves the right to purchase through an inter-local cooperative agreement with another governmental agency provided such agency has complied with the bidding requirements that are applicable to school district.

The board shall include in each contract a proviso requiring the contractor to prohibit any of its employees who have ever been convicted of or pled guilty to any of the child related felonies from working where he/she would have contact with public school children. The contract shall also provide that failure to comply with this requirement is grounds for immediate termination of the contract.

When federal funds are used for procurement of supplies, other property, or professional services, the following steps will be followed:

1. An order for supplies or other property that totals \$75,000.00 or more must be publicly solicited using sealed bids. Orders for less than \$75,000.00 may be procured using price or rate quotations from three or more qualified sources;
2. A professional services contract that totals \$100,000.00 or more must be publicly solicited using sealed bids. Services contracts for less than \$100,000.00 may be procured using price or rate quotations from three or more qualified sources;
3. Procurement by noncompetitive proposals may only be used when it is infeasible to use informal quotes or sealed bids and one of the following circumstances applies:
 - a. The item is only available from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

- c. The awarding agency (e.g. OSPI) authorizes noncompetitive proposals; or
- d. After solicitation of a number of sources, competition is determined inadequate;
- 4. For any procurement transaction over \$25,000.00 the vendor or contractor must not be suspended or debarred from participating in federal assistance programs; and
- 5. For any subcontract award in any amount, the grantee must not be suspended or debarred.

The superintendent will establish bidding and contract awarding procedures for all purchases of furniture, equipment, supplies (except books) or public works projects consistent with state law. Public works include construction, alterations, repair and improvements other than ordinary maintenance. Such procedures shall ensure compliance with state and Federal regulations and provide a means to obtain competitive pricing for District Expenditures. The procedures will also promote open competitive participation by vendors.

Legal References:	RCW	28A.400.330	Crimes against Children—Contractor employees—Termination of Contract of Contract
		28A.335.190	Advertising for bids—Competitive Bid procedure—Purchases from inmate work programs—Telephone or written quotation solicitation, limitations-Emergencies
		39.04.155	Small Works roster--Contract —procedures — Limited public works process Definition
		39.04.280	Competitive bidding requirements— Exemptions
		39.30.060	Bids on public works — Identification, substitution of contractors
		43.19.1911	Competitive Bids — Notice of Modification or Cancellation — Cancellation requirements — Lowest Responsible Bidder — Preferential Purchase — Life Cycle Costing
		34 CFR § 80.36	Procurement
		34 CFR § 85	Debarment and Suspension
	AGO	8402.00 - 1984 No. 2	Competitive Bidding on School District Transportation Contracts