

POLICY SERIES 6000 – MANAGEMENT SUPPORT

BID REQUIREMENTS

Whenever in the opinion of the Board the cost of any furniture, equipment or supplies (except books), will equal or exceed the amount specified by law for formal bids, formal bids will be called for by issuing public notice placed in at least one newspaper of general circulation within the District once each week for two consecutive weeks, unless a statutory exception permits another contracting option. Clear and definite specifications will be prepared and made available to all vendors interested in submitting a bid.

When the cost of any supplies, equipment or furniture (except books) exceeds the amount specified by law for informal bids, informal bids will be solicited from responsible vendors, or if a works project, licensed contracts 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 will 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 districts.

The Board will include in each contract a proviso requiring the contractor to prohibit any of its employees who has 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 will 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 exceeds the amount specified by law for formal bids must be publicly solicited using sealed bids. Orders less than the amount specified by law for formal bids may be procured using price or rate quotations from three or more qualified sources.
2. A professional services contract that total \$100,000 or more must be publicly solicited using sealed bids. Services contracts for less than \$100,000 may be procured using price or rate quotations from three or more qualified sources.
3. Procurement by non-competitive 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 solicitations;
 - c. The awarding agency (e.g. OSPI) authorizes non-competitive proposal; or

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- d. After solicitation of a number of sources, competition is determined inadequate.
- 4. For any procurement transaction over \$25,000 the vendor or contractor must not be suspended or debarred from participating in federal assistance programs.
- 5. For any sub-contract award in any amount, the grantee must not be suspended or debarred.



<i>LEGAL REFERENCES</i>	<i>RCW 28A.335.190</i>	<i>Advertising for Bids—Competitive Bid Procedures—Telephone or Written Quotation Solicitation, Limitations—Emergencies</i>
	<i>RCW 28A.400.330</i>	<i>Crimes Against Children—Contractor Employees—Termination of Contract</i>
	<i>RCW 39.04.155</i>	<i>Small Works Roster—Contract award—Process</i>
	<i>RCW 39.04.280</i>	<i>Competitive Bidding Requirements—Exemptions</i>
	<i>RCW39.30.060</i>	<i>Bids on Public Works—Subcontractors must be identified—When</i>
	<i>RCW 43.19.1911</i>	<i>Competitive Bids—Notice of Modification or Cancellation-Cancellation Requirements—Lowest Responsible Bidder—Preferential Purchase—Life Cycle Costing</i>
<i>MANAGEMENT RESOURCES</i>	<i>Policy News</i>	<i>October 2005 – Competitive Bid Process Changes</i>
	<i>Policy News</i>	<i>June 2001 – Legislation Further Simplifies Bid Compliance</i>



<i>POLICY ADOPTED</i>	<i>November 14, 1962</i>
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