

**BIDS AND QUOTES**

- 1) All contract work or purchases for an item or a multiple of like items that are estimated to be in excess of seventy-five thousand dollars (\$75,000) must be formally bid. Specifications for the contract work and/or items to be bid must be written so as to encourage competitive response. Whenever possible the contract for the work or purchases shall be awarded to the lowest responsible bidder as defined in RCW 43.19.1911. The final acceptance of such bids will be made by the Board.
- 2) Purchases of furniture, equipment or supplies, the cost of which is estimated to be in excess of forty thousand dollars (\$40,000) but not exceeding seventy-five thousand dollars (\$75,000), must be on a competitive basis. Such purchases may be made by obtaining telephone and/or written quotations from at least three (3) different sources. Quotations will be recorded for public examination. The contract for the purchases shall be awarded to the lowest responsible bidder as defined in RCW 43.19.1911. The final acceptance of this type of quotation is made by the Superintendent. RCW 28A.58.135 excludes purchase of textbooks from the bidding procedure.
- 3) Purchases of contract work for building, improvements, repairs or other public works projects, the cost of which is estimated to be in excess of forty thousand dollars (\$40,000) but not exceeding one hundred thousand dollars (\$100,000) must be on a competitive, informal bid basis. Any public works project one hundred thousand dollars (\$100,000) or more must use the formal bid process unless the contract is let using the small works roster. Such purchases may be made by obtaining telephone and/or written quotations from a small works roster comprised of all responsible contractors who have requested in writing to be on the roster. Quotations will be recorded for public perusal. The contract will be awarded to the lowest responsible bidder as defined in RCW 43.19.1911. Final acceptance of this type of quotation is made by the Superintendent. All contracts under this provision will be governed by a properly executed District purchase order and Standard Form of Agreement--Small Works Contract.
  - a) All contractors requesting placement on the small works roster will be required to complete a general questionnaire dealing with experience, bonding capacity, compliance with legal requirements, etc.
  - b) Responsible contractors will be added to the small works roster at any time upon completion of the Small Works Roster Questionnaire and acceptance by the District.
- 4) The Superintendent may direct that competitive sealed bid procedures be followed for services and/or items which are of a dollar value less than those for which standard bidding procedures are required by state statute.



*Procedure Established .....August 14, 1995*  
*Renumbered .....May 12, 2003*  
*Revised..... March 25, 2013*