

PURCHASING AND BIDS

Statutes relating to educational service districts with respect to purchasing and bidding for goods and services do not require a formal bidding process. The Puget Sound Educational Service District Board, recognizing its fiduciary responsibility for expenditure of public funds, establishes district procedures beyond current statutory requirements for purchasing and bidding for goods and services.

Purchasing

Purchase of all goods and services, with the exception of salaries and employee reimbursements, shall be made using appropriate vehicles: authorized district purchase orders, district procurement card or Departmental Revolving fund.

Where it is economically advantageous, PSESD should join with other governmental agencies or other school districts in cooperative purchasing. PSESD may not purchase goods or services of any kind from an employee or Board member other than those services for which the individual is employed.

In compliance with the Americans with Disabilities Act, newly purchased furniture or equipment that will be made available for use by the public will meet the requirements of being accessible to the extent that such furniture or equipment is available. Office equipment acquired will be accessible to the extent that such accessibility is readily achievable and such equipment is available in the market place. The term "readily achievable" means easily accomplishable and able to be carried out without unreasonable expense.

Bids

PSESD bid policy requires following applicable bid process as documented at Purchasing Procedure in Business Office Department procedures manual. This process is in accordance with the following legal references:

- RCW 28A.335.190 – Advertising for bids, Telephone or written quotes, emergencies
- RCW 39.12 – Public Works
- RCW 39.04.270 – Electronic data and telecommunications equipment
- RCW 39.34 – Interlocal Agreements
- RCW 28A.160.195, Purchases of School Buses
- Applicable Code of Federal Regulations

If an emergency exists, the Superintendent or his/her designee, may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the PSESD to address the emergency situation. For purposes of this section, "emergency" means unforeseen circumstances beyond the

control of PSESD that either (a) present a real, immediate threat to the proper performance of essential functions; or, (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

Adopted: March 1983

Revised: July 1986

Revised: February 1989

Revised: June 1996

Revised: April 1997

Revised: 1999

Revised: January 2007

Revised: August 2010

Revised: November 2013

Cross References:

Relevant PSESD Board Governance Policies: EL 8, Financial Management
EL 9, Asset Management