

PURCHASING: AUTHORIZATION AND CONTROL

Purchasing

The purchasing, receiving, storing, and distribution of necessary supplies, equipment, and services must be procured efficiently and economically. The following considerations constitute the policy of the Board:

1. It is the policy of the Board to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.
2. Competitive bids or quotations shall be solicited in compliance with federal and state laws and regulations.
3. The Assistant Superintendent for Business and Operations or the designee, is authorized to procure supplies, materials, equipment and services without prior approval of the Board. Such purchases shall be in compliance with federal and state laws and regulations and the District's purchasing procedures. As required by law, department procedures will be followed on federal contracts that meet or exceed the required limit.
4. The District is authorized to enter into leasing, and lease-purchasing, or rental agreements for equipment when such contract(s) are to the economic advantage of the District.
5. The District shall create/establish equipment and/or service standards whenever consistent with educational goals and in the interest of efficiency or economy.
6. All purchase contracts for supplies, equipment, materials and/or services involving an annual expenditure of more than that required by state law, and all public work contracts exceeding the public bidding requirements (RCW 28A.335.190 & RCW 39.04), shall be awarded on the basis of public advertising and competitive bidding. The Assistant Superintendent for Business and Operations or the designee is authorized to open bids and record the same pursuant to law.
7. The Assistant Superintendent for Business and Operations or the designee is authorized to establish and maintain a small works roster for securing telephone and/or written quotations for building improvement, repair or other public works projects when the cost is estimated to be within the price range for such small work projects as authorized by state law. The district may also award contracts for limited public works in accordance with state law.
8. Individuals incurring liabilities that are not properly authorized can be held personally accountable and may be held personally liable for payment.
9. All contracts which require public advertising and formal competitive bidding shall be awarded by formal action of the Board.
10. Items commonly used at the various schools, shall be standardized whenever consistent with educational goals and in the interest of efficiency or economy.
11. Opportunity shall be provided to all responsible suppliers, to do business with the District. To this end, the Assistant Superintendent for Business and Operations or the designee shall develop and maintain lists of potential bidders for the various types of materials, equipment, and supplies. Such bidders' lists shall be used in the development of a mailing list for distribution of specifications and invitations to bid. Any supplier may be included in the list upon request.
12. Except as authorized in Chapter 42.23 RCW, as now or hereafter amended, no Board member, officer, or employee of the school district shall be beneficially interested, directly or indirectly, in any contract which may be made by through, or under the supervision of such

Board member, officer, or employee, or which may be made for the benefit of his or her office, in whole or in part. This shall also preclude acceptance, directly or indirectly, of any compensation, gratuities, or reward, financial or otherwise, by the above persons, from any supplier of materials or services to the District.

Legal References:

RCW 28A.320.035	Contracting out- Board's powers and duties
RCW 28A.335.190	Advertising for bids—Bid procedures- telephone or written quote solicitation, emergencies
RCW 28A.400.330	Crimes against children—Contractor Employees—Termination of contract
RCW 39.04	Public works
RCW 39.04.155	Small works roster—contract award-- Process
RCW 39.04.280	Competitive bidding requirements exemptions
RCW 39.30.060	Bids on public works—Limitations, competitive bidding violations, subcontractors must be identified
RCW 39.34	Interlocal cooperation act
RCW 28A.210.310	Tobacco-free environment
AGO 1984 No.2	Competitive bidding on school district Transportation contracts

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