

School District's Bid Law Guidance

This document is not intended to be a comprehensive summary of all bid laws. It is intended for informational guidance only. Reference to this document should not be substituted for reference to RCW 28A.335-190. This document includes bid law changes passed through the 2013 legislative session.

<u>Type of Work</u>	<u>Description of work</u>	<u>Threshold</u>	<u>Formal Public Bid?</u>	<u>Instructions</u>
Public Work	Improvements or repairs to the property of the district.	< \$75,000	No	May be performed by own shop and/or repair department
Public Work	Building, improvement, repair or other public works project	≥ \$40,000 and < \$100,000	No	Use Competitive Basis (See below).
Public Work	Building, improvement, repair or other public works project	≥ \$100,000	Yes	Need to follow formal public bidding laws unless the small works roster process has been adopted. Small works roster threshold is > \$200,000.
Purchases	Furniture, equipment or supplies, except books	> \$40,000 and < \$75,000	No	Use Competitive Basis (See below).
Purchases	Furniture, equipment or supplies, except books	≥ \$75,000	Yes	Use Formal Public Bid procedures

Formal public bid procedures. Complete plans and specifications shall be prepared and notice by publication given in at least one newspaper of general circulation within the district, once each week for two consecutive weeks, of the intention to receive bids and that specifications and other information may be examined at the office of the board or any other officially designated location. The bids shall be in writing and shall be opened and read in public on the date and in the place named in the notice and after being opened shall be filed for public inspection.

Competitive Basis. The board shall establish procedures for securing telephone and/or written quotations for such purchases. Procedure shall require quotations from at least three different sources to be obtained in writing or by telephone, and recorded for public perusal.

Federal Procurement. Refer to board policy #6220 for details.

Capital Purchases exceeding \$15,000. Refer to board policy #6210. Requires board approval.

Competitive Bidding Exemptions. Complete Competitive Bidding Exemptions Request and/or Sole Source Justification.