

**NEWPORT SCHOOL DISTRICT
REGULAR BOARD MEETING
March 20, 2017
5:00 PM, District Office Board Room**

1. Call to Order
2. Adoption of the Agenda (including the consent agenda) (m):
 - A. Deletions or Additions
3. Approval of Minutes: Regular Meeting held March 6, 2017
 - A. Corrections or Additions
4. Consent Agenda:
 - A. New Hire:

Saraya Pierce	Special Programs Coordinator
Jessica Coston	Preschool Special Education Teacher
Susan Baker	Newport High School Counselor
 - B. Resignation:

Jack Clark	Academic Coach/P-4 paraprofessional
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5. Individuals or Groups Wishing to Address the Board:
6. Financial Reports (m) – Debra Buttrey
 - A. Approval of March Payroll (m)
 - B. Approval of March Accounts Payable (m)
 - C. Monthly Update
7. Old Business:
8. New Business:
 - A. Maintenance/Building Assessment Update, Scott Armstrong
 - B. Durham Student Transportation Contract 2017-2022 (m)
 - C. Resolution No. 02-2016-2017, Small Works Roster (m)
 - D. 2017-18 School Calendar (m)
9. Policies (m):

First Reading:	
Second Reading:	Policy 6220 Bid Requirements
10. Miscellaneous:
11. Agenda Items for April 17th Board Meeting to be held at District Office Board Room at 5:00 PM.
 - A. Monthly Report
 - B. Policies
12. Adjournment of Regular Board Meeting
13. Executive Session, personnel

The meetings of the Newport School Board are open public meetings and the public is welcome to attend and observe. While the board has set aside a portion of the meeting for audience participation and welcomes such participation at that time, the meetings are not a forum for public debate. If you wish to address the board during the designated audience time, please register with the board chair upon arrival. If, at any time during the meeting, you have questions or comments, please wait to be recognized by the Board Chair. We ask that the audience refrain from commenting and/or debating issues during the meeting.

Newport High School student, J.T. Long, showed the Board a video presentation that highlighted the positivity of having a high school fishing club. He also mentioned that once a high school makes it an official club, it gives colleges an opportunity to recruit students and even possibly give out scholarships. Discussion was held.

Motion to approve the Newport High School Bass Fishing Club was made by Director Moore, seconded by Director Stratton. Vote was unanimous

B. Transportation RFP (M)

Motion to accept the bid from Durham Student Services as the contractor for student transportation services for the 2017-2022 years was made by Director Owen, seconded by Director Moore. Vote was unanimous.

C. Building Reports

Jenny Erickson, Tony Moser, and Troy Whittle each gave the Board an update of the various events taking place in each of their buildings.

D. Staffing Updates

Superintendent Smith reported that the interviews for the Special Programs Coordinator will be tomorrow, adding that the hired applicant will be spending a lot of time at the P.O.R.S./ Skills Center building.

10. Policies (m):

First Reading:	Policy 6220 Bid Requirements The Board reviewed Policy 6220 and it was moved to second reading.
Second Reading:	None at this time

11. Miscellaneous:

Director Owen commented on how proud she was of everyone that participated in the State Basketball tournament, adding that the band, cheerleaders, and KUBS students all did a wonderful job representing Newport School District.

Director Moore echo what Director Owen said and included that it was wonderful to be able to watch the basketball games from home.

Superintendent Smith included that he greatly appreciated all those that helped out while our boys were at state. Mr. Smith also added that the supplemental levy passed.

12. Agenda Items for March 20, 2017, Board Meeting to be held at District Office Board room at 5:00PM

- A. Financial Reports
- B. Policies

13. Hearing no objections, Director Wilson adjourned the Regular Board Meeting at 6:06 PM.

Chair/Vice Chair of the Board

Secretary of the Board

Date

**NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM**

Posting Number _____ Closing Date _____

Position Special Programs Coordinator FTE 1

RECOMMENDED CANDIDATE*: Saraya Pierce

Wile Smith
Supervisor's Signature

July 1, 2017
Recommended Start Date

*Please notify Human Resources prior to notifying the candidate of your recommendation.

Interviewed candidates not selected were all notified by: Wile Smith
(signature)

CANDIDATES INTERVIEWED:

- | | | |
|-------------------------|----------|----------|
| 1. <u>Saraya Pierce</u> | 3. _____ | 5. _____ |
| 2. <u>Sara Zaway</u> | 4. _____ | 6. _____ |

INTERVIEW TEAM:

- | | | |
|------------------------|--------------------------|-------------------------|
| 1. <u>Troy Whittle</u> | 3. <u>Tony Moser</u> | 5. <u>Debra Bethany</u> |
| 2. <u>Bob Pearson</u> | 4. <u>Harry Erickson</u> | 6. <u>Dave Smith</u> |

Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)

1. Experience
2. Leadership qualities
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Julie Regel
Travis Stott
Karen Cunningham
Shannon Prange
Lisa Bullock
Tim Jurgens
Colene Rukutt

For Personnel Office Use

Verifications:

- ☐ Certification/Endorsements
☐ Sexual Misconduct Release Form

Approved by:

Name _____ Date _____

HR Staff _____ Date _____

School Board Approval on _____ (Date)

**NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM**

Posting Number _____

Closing Date 3/2017

Position Preschool Special Education Teacher FTE _____

RECOMMENDED CANDIDATE*: Jessica Coston

[Signature]
Supervisor's Signature

August 2017
Recommended Start Date

*Please notify Human Resources prior to notifying the candidate of your recommendation.

Interviewed candidates not selected were all notified by: [Signature]
(signature)

CANDIDATES INTERVIEWED:

- | | | |
|--------------------------|----------|----------|
| 1. <u>Jessica Coston</u> | 3. _____ | 5. _____ |
| 2. _____ | 4. _____ | 6. _____ |

INTERVIEW TEAM:

- | | | |
|-----------------------------|--------------------------|-----------------------------|
| 1. <u>Keri Leslie</u> | 3. <u>Rose Low</u> | 5. <u>Michelle Hastings</u> |
| 2. <u>Jennifer Sullivan</u> | 4. <u>Angie Johnson</u> | 6. <u>Crystal Mitcham</u> |
| | 8. <u>Jenny Erickson</u> | 7. <u>Sue Seimson</u> |

Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)

- qualified Special Ed. Teacher
- currently long-term substitute in this position
- has demonstrated ability to successfully administer all job aspects.
- _____
- _____
- _____
- _____
- _____

For Personnel Office Use

Verifications

☐ Certification/Endorsements
☐ State Wisconsin Release Form

APPROVED BY

NAME

DATE

H.R. Staff

DATE

School Board Approval of

DATE

**NEWPORT SCHOOL DISTRICT
PERSONNEL SELECTION RECOMMENDATION FORM**

Posting Number _____ Closing Date _____
 Position H S Counselor FTE _____
 RECOMMENDED CANDIDATE*: Susan Baker
[Signature] 2017-18 school year
 Supervisor's Signature Recommended Start Date

*Please notify Human Resources prior to notifying the candidate of your recommendation.

Interviewed candidates not selected were all notified by: [Signature]
 (signature)

CANDIDATES INTERVIEWED:

1. Tracey Osso 3. Sarah Long 5. _____
 2. Susan Baker 4. _____ 6. _____

INTERVIEW TEAM:

1. Johnny Goodman ^{Steven} Burkett 3. Geoff Pearson 5. Saraya Pierce Reg Waterman
 2. Erika Moore ^{Aurora} Zeason 4. Kim Aubrey 6. Debbie Bockley Troy Whittle

Reasons for Recommendation: (Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)

1. Experience
 2. Knowledge of resources
 3. Philosophy of counseling
 4. Team player
 5. _____
 6. _____
 7. _____
 8. _____

For Personnel Office Use

Verifications:

- ☐ Certification/Endorsements
☐ Sexual Misconduct Release Form

Approved by:

Name _____ Date _____

HR Staff _____ Date _____

School Board Approval on _____ (Date)

Jack Fitzgerald Clark
801 Greggs Rd
Newport, Washington, 99156
(509) 671-6208
clarkjack@newportgriz.com

March 14, 2017

Theresa Monk
Admin Payroll officer
Newport School District No. 56
331 S. Calispel
Newport, Washington, 99156

Dear Mrs. Theresa Monk:

Please accept this letter as formal notification that I am leaving my position with the school district effective the 2nd of August of the year of 2017.

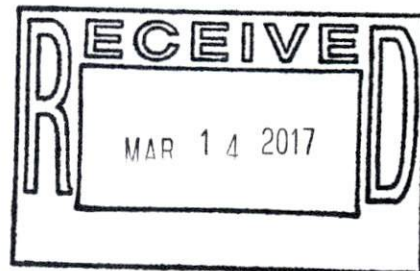
Thank you, and everyone, for the opportunities and lessons that have been afforded to me during my time with the district. If I can be of any assistance during this transition, please let me know.

I will truly miss my time at the elementary school.

Sincerely,



Jack Clark



The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of March 20, 2017, the board, by a _____ vote, approves payments, totaling \$52,232.45. The payments are further identified in this document.

Total by Payment Type for Cash Account, County Treasurer Warrants:
Warrant Numbers 216181 through 216232, totaling \$52,232.45

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
216181	A-L Compressed Gases	03/15/2017	1,676.61
216182	Academics Are Cool	03/15/2017	270.00
216183	Albeni Falls Bldg Supply	03/15/2017	1,563.88
216184	Armstrong, Suzanne Renee	03/15/2017	50.00
216185	Blake E Learning	03/15/2017	1,750.00
216186	Blanchet, Vickie Ellen	03/15/2017	25.00
216187	Bureau Of Ed & Research	03/15/2017	980.00
216188	Capital One Commercial	03/15/2017	725.93
216189	CED, Inc	03/15/2017	426.74
216190	City Of Newport	03/15/2017	2,001.34
216191	City Service	03/15/2017	332.17
216192	Concept Cable	03/15/2017	46.37
216193	Country Lane	03/15/2017	2,824.50
216194	Evco Sound & Electronics	03/15/2017	12,813.23
216195	Excess Disposal Service	03/15/2017	3,706.99
216196	Family Foods	03/15/2017	59.31

Check Nbr	Vendor Name	Check Date	Check Amount
216197	Fastenal Company	03/15/2017	31.46
216198	Frontier	03/15/2017	71.57
216199	Graduate Services Northwest	03/15/2017	560.55
216200	Les Schwab Tire Center	03/15/2017	95.35
216201	McKinstry Essention, Inc	03/15/2017	1,018.70
216202	MobyMax, LLC	03/15/2017	99.00
216203	NAPA Auto Parts	03/15/2017	253.78
216204	Newport Alarm	03/15/2017	338.94
216205	Owen Grocery And Deli	03/15/2017	380.63
216206	Patti'S Action Auto Supply	03/15/2017	1,603.66
216207	Pend Oreille Valley Network	03/15/2017	100.89
216208	Person Electric Inc.	03/15/2017	572.97
216209	PO County 4-H Clubs	03/15/2017	150.00
216210	QBSI-XEROX	03/15/2017	3,193.25
216211	Rethink Mathematics	03/15/2017	1,980.00
216212	Richling, Jennifer Renee	03/15/2017	25.00
216213	Ricoh USA, Inc	03/15/2017	761.82
216214	Robinson, Cassandra Jo	03/15/2017	25.00
216215	Selkirk Supply Inc	03/15/2017	49.57
216216	Shred-It US JV LLC	03/15/2017	54.28
216217	Skills USA	03/15/2017	16.00
216218	Spokane Produce	03/15/2017	1,750.06
216219	Spring, Tina Marie	03/15/2017	25.00
216220	Terry's Dairy	03/15/2017	4,046.47
216221	University Of Montana	03/15/2017	300.00
216222	URM Food Service	03/15/2017	1,097.26
216223	WA HOSA	03/15/2017	300.00
216224	Wa State Licensing (DOL)	03/15/2017	37.50
216225	West Bonner Water & Sewer	03/15/2017	171.00
216226	Anthem Sports	03/15/2017	1,128.59
216227	Country Lane	03/15/2017	55.96
216228	NE Music Education Association	03/15/2017	200.00
216229	Priest River Dry Cleaners	03/15/2017	126.00

Check Nbr	Vendor Name	Check Date	Check Amount
216230	Tennis Warehouse	03/15/2017	1,042.26
216231	WA HOSA	03/15/2017	1,150.00
216232	Scholastic Library Publishing	03/15/2017	167.86
52	Computer	Check(s) For a Total of	52,232.45

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	52	Computer	Checks For a Total of	52,232.45
Total For	52	Manual, Wire Tran, ACH & Computer	Checks	52,232.45
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	52,232.45

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	48,361.78	48,361.78
40	Associated Stude	-164.98	0.00	3,867.79	3,702.81
70	Private Purpose	0.00	0.00	167.86	167.86

PAYROLL WARRANT REGISTER

NEWPORT SCHOOL DISTRICT
Fund ID 1 General Fund

Paydate March 31, 2017
Board Date March 20, 2017

Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the board.

As of March 20, 2017 the Board, by a _____ vote, does approve for payment those vouchers included in the attached list and further described as follows: General Fund Warrant Number 216233 - 216311 for a total amount of \$818,697.13

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Resolution No. 02-2016-2017

A RESOLUTION OF THE Newport School District OF Pend Oreille County, WASHINGTON, ON THE SUBJECTS OF ESTABLISHING A SMALL PUBLIC WORKS ROSTER PROCEDURES FOR AWARDING PUBLIC CONTRACTS FOR PROJECTS WITH AN ESTIMATED COST OF \$300,000.00 OR LESS

WHEREAS, RCW 39.04.155 and other laws regarding contracting for public works by municipalities, allow certain contracts to be awarded by a small works roster process; and

WHEREAS, in order to be able to implement the small works roster process, the District is required by law to adopt a Resolution or Ordinance establishing specific procedures,

NOW, THEREFORE, THE Newport School District OF Pend Oreille County, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1.

The following small works roster procedures are established for use by the Newport School District pursuant to the provisions of RCW 35A.40.210, RCW 35.23.352, and RCW 39.04.155.

1. **Cost.** The District need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed Three Hundred Thousand Dollars (\$300,000.00), which includes the costs of labor, material, equipment, sales, or use taxes as applicable. Instead, the District may use the Small Public Works Roster procedures for public works projects as set forth in this resolution. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.
2. **Number of Rosters.** The District may create a single general small works roster, or may create a small works roster for different specialties or categories of anticipated work. Said small works rosters may make distinctions between contractors based upon different geographic areas served by the contractor.
3. **Contracts on Small Works Roster(s).** The small works roster(s) shall consist of all responsible contractors who have requested to be on the roster(s), and where required by law are properly licensed or registered to perform said work in this State. Contractors desiring to be placed on a roster or rosters must keep current records of any applicable licenses, certifications, registrations, bonding, insurance, or other appropriate matters on file with the City as a condition of being placed on a roster or rosters.
4. **Publication.** At least once a year, the District shall publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the small works roster and solicit the names of contractors for the small works roster. Responsible contractors shall be added to an appropriate roster or rosters at any time that they submit a written request and necessary records. The District may require master contracts to be signed that become effective when a specific award is made using a small works roster. An interlocal contract or agreement between City and other local governments establishing a small works roster or rosters to be used by the parties to the agreement or contract must clearly identify the lead entity that is responsible for implementing the small works roster provisions.

5. **Telephone, Written, or Electronic Quotations.** The District shall obtain telephone, written, or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to a contractor who meets the mandatory bidder responsibility criteria under RCW 39.04.50(1). The District may establish supplementary bidder criteria under RCW 39.04-350(2) to be considered in the process of awarding a contract.

- a) A contract awarded from a small works roster will not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.
- b) Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. "Equitably distribute" means that the District may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

If the estimated cost of the work is from one hundred and fifty thousand dollars (\$150,000) to three hundred thousand dollars (\$300,000), the District may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The District has the sole option of determining whether this notice to the remaining contractors is made by:

- (i) publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
 - (ii) mailing a notice to these contractors; or
 - (iii) sending a notice to these contractors by facsimile or email.
- c) At the time bids are solicited, the District representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project;
- d) A written record shall be made by the District representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

4. **Limited Public Works Process.** If a work, construction, alteration, repair, or improvement project is estimated to cost less than thirty-five thousand dollars (\$35,000), the District may award such a contract using the limited public works process provided under RCW 39.04.155 (3). For a limited public works project, the District will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.

For limited public works projects, the District may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, material men, suppliers,

and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the District shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

The District shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

5. **Determining Lowest Responsible Bidder.** The District shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the District may call for new bids. A responsible bidder shall be a registered or licensed contractor who meets the mandatory bidder responsibility criteria established by Chapter 133, Laws of 2007 (SHB 2010) and who meets any supplementary bidder responsibility criteria established by the District.
6. **Award.** All of the bids or quotations shall be collected by the District or his designee at the same time for consideration, determination of the lowest responsible bidder, and award of the contract.

ADOPTED at a regular meeting of the Newport School District this 20th day of March, 2017.

SIGNED: _____
Board Chairman

ATTEST: _____
Clerk

Before Labor Day/OUT June 7th | 2017-2018 CALENDAR

16 First Football Practice
21 Volleyball, Soccer, and
Cross Country begin

28 PD Waiver
29 Mandatory Per Diem/
Open House
30 First Day for Students

3 days

AUGUST '17						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27			30	31		

FEBRUARY '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18		20	21	22	23	24
25	26	27	28			

19 Presidents' Day

19 days

1st 1st Football Game

4 Labor Day

25 PD Waiver

20 days

SEPTEMBER '17						
S	M	T	W	Th	F	S
					1	2
3		5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24		26	27	28	29	30

MARCH '18						
S	M	T	W	Th	F	S
				1		3
4	5	6	7	8	9	10
11	12	13	14	15		17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2 Snow Make-Up Day
16 PD Waiver

21 days

23 PD Waiver
27 End of 1st Quarter

22 days

OCTOBER '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22		24	25	26	27	28
29	30	31				

APRIL '18						
S	M	T	W	Th	F	S
1						7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2-6 Spring Break

16 days

10 Veterans Day
Observed
22 Early Release
23-25 Thanksgiving Break

19 days

NOVEMBER '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9		11
12	13	14	15	16	17	18
19	20	21	22			25
26	27	28	29	30		

MAY '18						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24		26
27		29	30	31		

25 Snow Make-Up Day
28 Memorial's Day

21 days

20 Early Release
21-1 Winter Break

14 days

DECEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20			23
24		26	27	28	29	30
31						

JUNE '18						
S	M	T	W	Th	F	S
					1	2
3	4	5	6		8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

2 Graduation
7 Last Day of School

8 Emergency Snow
Make-Up Day (if
needed)

5 days

1 Winter Break
2 PD Waiver
3rd Students Return
15 M.L. King Day
22 Semester Break Day
23 New Term Begins

20 days

JANUARY '18						
S	M	T	W	Th	F	S
			3	4	5	6
7	8	9	10	11	12	13
14		16	17	18	19	20
21		23	24	25	26	27
28	29	30	31			

-  No School
-  PD—Waiver Days
-  Snow Make-Up Days
-  Semester Break Day/
Winter Break/Spring Break
- / Early Release

BID REQUIREMENTS

The board of directors of the Newport School District recognizes the importance of:

- maximizing the use of district resources;
- the need for sound business practices in spending public money;
- the requirement of complying with state and federal laws governing purchasing;
- the importance of standardized purchasing regulations; and
- the need for clear documentation.

Procurement Using State Funds

Whenever the estimated cost of furniture, supplies or equipment (except books) will cost:

- less than \$40,000, no competitive bidding process is required to make the purchase;
- between \$40,000 and \$75,000, the board will follow the informal competitive bidding process by requiring quotes from at least three different sources to be obtained in writing or by telephone and recorded for the public to review;
- over \$75,000, the board will follow the formal competitive bidding process by:
 1. preparing clear and definite plans and specifications for such work or purchases;
 2. providing notice of the call for formal bids by publication in at least one newspaper of general circulation in the district at least once each week for two consecutive weeks;
 3. providing the clear and definite plans and specifications to vendors interested in submitting a bid;
 4. require that bids be in writing;
 5. open and read bids in public on the date and in the place named in the notice; and
 6. file all bids for public inspection after opening.

The board may waive bid requirements for purchases:

- clearly and legitimately limited to a single source of supply;
- involving special facilities or market conditions;
- in the event of an emergency;
- of insurance or bonds; and
- involving public works in the event of an emergency.

"Emergency" means unforeseen circumstances beyond the district's control that present a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury or loss of life if immediate action is not taken.

Whenever bid requirements are waived, 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 students. The contract will also provide that failure to comply with this requirement is grounds for immediate termination of the contract.

The superintendent will establish bidding and contract awarding procedures for all purchases of furniture, equipment, supplies (except books) or public works projects consistent with state law.

Use of State Funds for Improvements or Repairs

The board may make improvements or repairs to district property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed \$75,000. If the board estimates that the total cost is \$75,000 or more, the board will follow the formal competitive bidding process outlined above unless the contract is let using the small works roster process authorized by RCW 39.04.155 or under any other procedure authorized for school districts.

Procurement Using Federal Funds

When federal funds are used for procurement of **goods** (furniture, supplies, equipment, and textbooks):

- Purchases of \$3,500 or less do not require quotes. However, the district must consider price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$3,500 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using sealed bids.

When federal funds are used for procurement of **services**:

- Purchases of \$3,500 or less do not require quotes. However, the district must consider price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$3,500 and \$150,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$150,000 or more must be publicly solicited using sealed bids.

Procurement by **noncompetitive** proposals may only be used when one of the following four circumstances applies:

- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The awarding agency (e.g., OSPI) authorizes a noncompetitive proposal in response to a written request from the district; or

- After solicitation of a number of sources, competition is determined inadequate.

The district must maintain documentation supporting the applicable circumstance for noncompetitive proposals.

Suspension and Debarment

Before entering into federally funded vendor contracts for goods and services that equal or exceed \$25,000 and any subcontract award, the district will ensure the vendor is not suspended or debarred from participating in federal assistance programs.

The superintendent will establish bidding and contract awarding procedures consistent with state and federal law.

Conflict of Interest

No employee, officer or agent may participate in the selection, award or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer or agent of the district may solicit or accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal or removal.

Legal References:

RCW 28A.335.190 Advertising for bids — Competitive bid procedures — Purchases from inmate work programs — Telephone or written quotation solicitation, limitations — Emergencies
 RCW 28A.400.330 Crimes against children — Contractor employees — Termination of contract
 RCW 39.04.155 Small works roster contract procedures — Limited public works process Definition
 RCW 39.04.280 Competitive bidding requirements — Exemptions
 RCW 39.30.060 Bids on public works — Identification, substitution of contractors
 2 CFR 200.318 – General Procurement Standards
 34 CFR 80.36 Procurement
 34 CFR 85 Debarment and Suspension

Management Resources:

2015 - October Policy Issue
 2015 - June Policy Issue
 2013 - June Issue
 2012 - April Issue
 2011 - February Issue
 Policy News, October 2005 Competitive Bid Process Changes
 Policy News, June 2001 Legislation Further Simplifies Bid Compliance

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