

SUMNER-BONNEY LAKE SCHOOL DISTRICT

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Policy No. 6221
Management Support

CONTRACTS AND AGREEMENTS

It is the policy of the Board of Directors of the Sumner-Bonney Lake School District to enter into contracts that support the district's mission, vision, core values and beliefs. Contracts should positively impact student performances and be aligned to the district's instructional priorities and strategies.

The School Board delegates the acceptance of contracts within the budgets approved by the School Board to the Superintendent except as outlined in this policy. The Superintendent is designated to develop procedures to support this policy.

This policy shall not apply to individual employment contracts or collective bargaining agreements.

Signature Authorization

Only those authorized in this policy, as described in this section, may sign a contract and/or agreement. The contracts may not extend beyond the current fiscal year without express written authorization from the Superintendent or Chief Finance Officer.

At the School Level:

The school Principal is authorized to sign a Sumner-Bonney Lake School District (SBLSD), vendor or interlocal contract or agreement up to \$15,000 for his/her assigned school. The Executive Director of Elementary/Secondary Education is authorized to sign a school contract or agreement up to \$40,000 dollars.

At the Department Level:

Only the Director level or higher is authorized to sign a contract and/or agreement for his/her department of responsibility.

At the Districtwide Level:

Only the Superintendent or Chief Finance Officer is authorized to sign a contract and/or agreement.

One Million Dollars or More:

Two signatures, the Superintendent and CFO, are required to authorize to sign a contract and/or agreement. The Superintendent or CFO may NOT assign a designee.

Approval of a Non-Construction Contract

All contracts for \$75,000 or more, including sales tax, must be approved by the School Board. Changes and amendments to an existing contract require School Board approval if the revised contract amount is exceeded by 15% or \$10,000, whichever is more, of the total amended contract.

Any contract that was initially under \$75,000, but which, through changes, amendments or extensions reaches at least \$75,000 must be presented to the School Board for approval.

This policy shall apply to each contract, agreement, or Memoranda of Understanding (MOU) of \$75,000 or more where the district pays or commits time and/or resources, no matter what funding source is used.

Every non construction and small works project contract over \$40,000, agreement and MOU must be sent to Business Services Department for review and feedback *prior* to any signatures or the event taking place

Construction Contract/Agreement

A construction contract and/or agreement is managed through Capital Projects/Maintenance & Operations Department in conjunction with legal counsel and Board Policy 6950 and Procedure 6950P. Legal Counsel provides three standardized contracts that are customized for each District project: Short Contract Agreement, AIA Document A101, and AIA Document A201.

Signature authorization for capital construction contracts are signed by the Superintendent.

Emergency/Critical Repairs

It is the policy of the School Board to contract in emergencies/critical repairs without sealed bids, in accordance with procedures adopted by the Board, state law, and consistent with sound business practices. The district shall also promote fair competition whenever practicable, and assure compliance with all legal and statutory requirements.

Cross Reference: 6220 – Bid or Request for Proposal Requirements

Legal References: RCW 28A.335.190 Advertising for bids—Competitive bid procedures
RCW 39.04.280 Competitive bidding requirements—Exemptions.