

FINANCIAL MANAGEMENTPurchasing: Bids and Contracts

Whenever the cost of any supplies, equipment, work, building improvements, repairs, or other public works shall exceed the limits set by state and federal laws, formal bids shall be called for by issuing a public notice placed in at least one newspaper of general circulation within the district once each week for two consecutive weeks. Clear and definite specifications shall be prepared and made available to all vendors interested in submitting a bid. For purposes of this policy, a lease-purchase agreement, whereby the district may own the property at the end of a lease term, shall be subject to the same conditions as an outright purchase.

When the cost of any supplies, equipment, work, building improvements, repairs, or other public works is below the sealed bid limits referenced above, informal bids will be solicited from responsible vendors as required by state law. The superintendent shall establish bidding and contract awarding procedures for all purchases.

Bid procedures shall be waived when the board declares an emergency or when purchases are clearly limited and justified to a single source of supply or service. 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 the school district.

Each contract shall include a provision requiring the contractor to prohibit any of its employees who have ever been convicted of or pled guilty to any of the child related felonies from working where he or she would have contact with public school children. The contract shall also provide that failure to comply with this requirement is grounds for immediate termination of the contract.

Legal References:	RCW 28A.400.330	Contractor employees – Termination of contract
	RCW 28A.335.190	Advertising for bids – Bid procedure – Telephone solicitation, limitations – Emergencies
	RCW 28A.320.035	Contracting out — Board's powers and duties — Goods and services
	RCW 39.04.020	Plans and specifications – Estimates – Publication – Emergencies
	RCW 39.04.155	Small works roster contract procedures – Limited public works process - Definition
	RCW 39.30.060	Contracts – Indebtedness – Limitations – Competitive bidding – Violations
	RCW 39.34	Interlocal cooperation act
	RCW 43.19.1911	Letting contract – Lowest responsible bidder, determination – Public inspection of bids
	AGO 1984 No. 2	Competitive bidding on school district transportation contracts

Adoption Date: October 27, 2009