

## FINANCIAL MANAGEMENT

### **PURCHASING - BIDS AND CONTRACTS**

Whenever in the opinion of the board the cost of any supplies, equipment or work shall exceed \$50,000, formal bids shall be called for by issuing public notice placed in at least one newspaper of general circulation within the district once each week for two consecutive weeks unless a statutory exception permits another contracting option. 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 or furniture shall exceed \$15,000 but be less than \$50,000 informal bids shall be solicited from responsible vendors. The superintendent shall establish bidding and contract awarding procedures for all purchases of furniture, equipment, or supplies (except for books) the cost of which is estimated to be in excess of \$15,000.

The competitive bid process shall be used for every building improvement, repair or other public works project, the cost of which is estimated to be in excess of \$15,000 if the district has more than 15,500 students, or if more than one craft or trade is involved; or the cost of which is estimated to be in excess of \$10,000 if the district has fewer than 15,500 students and only one trade or craft is involved. All such projects estimated to be less than \$200,000 may be awarded to a contractor on the small works roster, pursuant to state's small work roster process.

For any public works contract expected to cost over \$200,000.00 the bids shall include the names of subcontractors who will do the heating ventilation and air conditioning, plumbing or electrical work. Failure to name a subcontractor or the bidder for each category of work renders the bid nonresponsive and void. Naming more than one subcontractor for a category of work, unless different contractors are named in alternative bids, also voids a bid.

Bid procedures shall be waived when the board declares an emergency for purchases involving special facilities or market conditions, for purchases of insurance or bonds or when purchases are clearly limited to a single source of supply. Any time bid requirements are waived pursuant to this provision, a document explaining the factual basis for the exception and the contract shall 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 interlocal cooperative agreement with another governmental agency provided such agency has complied with the bidding requirements that are applicable to school districts.

The board shall 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 children. The

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contract shall also provide that failure to comply with this requirement is grounds for immediate termination of the contract.

Legal References:	RCW 28A.335.190	Advertising for bids—Bid procedure—Telephone solicitation, limitations--Emergencies
	28A.400.330	Crimes Against Children – Contractor employees—Termination of Contract
	39.04.155	Small Works roster – Contract award – Process
	39.04.280	Competitive Bidding Requirements -- Exemptions
	39.30.060	Bids on public works – Subcontractors must be identified – When
	43.19.1911	Competitive Bids – Notice of Modification or Cancellation – Cancellation Requirements – Lowest Responsible Bidder, Preferential Purchase – Life Cycle Costing
	AGO 8402.00 1984 No.2	Competitive Bidding on School District Transportation Contracts
Management Resources:	<i>Policy News</i> , June 2001	Legislation Further Simplifies Bid Compliance

Adoption Date: August 25, 2003  
Wenatchee School District