

## Bid Requirements

The board of directors of the Montezano 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 laws governing purchasing, the importance of standardized purchasing regulations, and the need for clear documentation in meeting auditing requirements.

Whenever the estimated cost of furniture, supplies, equipment or work meets or exceeds the amount specified by law for formal bids, formal bids will be called for by issuing public notice in at least one (1) newspaper of general circulation once each week for two (2) consecutive weeks. Clear and definite specifications will be prepared and made available to vendors interested in submitting a bid.

When the estimated cost of furniture, supplies, equipment or work meets or exceeds the amount specified by law for informal bids, informal bids will be solicited from responsible vendors or, if a works project, licensed contractors who appear on the district's small works roster.

Bid procedures will 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 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 children. The contract will also provide that failure to comply with this requirement is grounds for immediate termination of the contract.

When federal funds are used for procurement of supplies, other property, or professional services, the following steps will be followed:

1. An order for supplies or other property that totals \$75,000.00 or more must be publicly solicited using sealed bids. Orders for less than \$75,000.00 may be procured using price or rate quotations from three or more qualified sources;
2. A professional services contract that totals \$100,000.00 or more must be publicly solicited using sealed bids. Services contracts for less than \$100,000.00 may be procured using price or rate quotations from three or more qualified sources;
3. Procurement by noncompetitive proposals may only be used when it is infeasible to use informal quotes or sealed bids and one of the following circumstances applies:
  - a. The item is only available from a single source;
  - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - c. The awarding agency (e.g. OSPI) authorizes noncompetitive proposals; or
  - d. After solicitation of a number of sources, competition is determined inadequate;
4. For any procurement transaction over \$25,000.00 the vendor or contractor must not be suspended or debarred from participating in federal assistance programs; and
5. For any subcontract award in any amount, the grantee must not be suspended or debarred.

## Bid Requirements

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 and federal law.

### Legal References:

<a href="#">RCW 28A.335.190</a>	Advertising for bids — Competitive bid procedures — Purchases from inmate work programs — Telephone or written quotation solicitation, limitations — Emergencies
<a href="#">28A.400.330</a>	Crimes Against Children — Contractor Employees — Termination of Contract
<a href="#">39.04.155</a>	Small works roster contract procedures — Limited public works process Definition
<a href="#">39.04.280</a>	Competitive Bidding Requirements — Exemptions
<a href="#">39.30.060</a>	Bids on public works — Identification, substitution of contractors
<a href="#">43.19.1911</a>	Competitive Bids — Notice Of Modification Or Cancellation — Cancellation Requirements — Lowest Responsible Bidder — Preferential Purchase — Life Cycle Costing
<a href="#">34 CFR § 80.36</a>	Procurement
<a href="#">34 CFR § 85</a>	Debarment and Suspension

### Management Resources:

*Policy News*, April 2012 Bid requirements policy revised to address audit concerns  
*Policy News*, February 2011 Bid requirements  
*Policy News*, October 2005 Competitive bid process changes  
*Policy News*, June 2001 Legislation further simplifies bid compliance

**First Reading: February 21, 2013**

**Adoption Date: March 21, 2013**

**School District Name: Montesano**

**Revised: 10.00; 06.01; 10.05; 12.09; 02.11; 04.12**

**Classification: Essential**