

## 6220: BID AND CONTRACT REQUIREMENTS

The board of directors of the Camas School District recognize 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 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 shall 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 shall be prepared and made available to vendors interested in submitting a bid.

When the estimated cost of furniture, supplies, equipment or work is less than or equal to the amount specified by law for informal bids, informal bids shall be solicited from responsible vendors or, if a works project, licensed contractors who appear on the District's small works roster.

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

The superintendent shall establish bidding and contract awarding procedures for all purchases of furniture, equipment, supplies (except books) or public works projects consistent with state law. Public works include construction, alterations, repair and improvements other than ordinary maintenance. Such procedures shall ensure compliance with state and federal regulations and provide a means to obtain competitive pricing for District expenditures. The procedures shall also promote open competitive participation by vendors.

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Legal References:	RCW 28A.335.190	Advertising for bids — Bid procedure- Telephone solicitation, limitations — Emergencies
	RCW 28A.400.330	Crimes Against Children — Contractor Employees — Termination of Contract
	RCW 39.04.155	Small Works roster — Contract award — Process
	RCW 39.04.280	Competitive Bidding Requirements — Exemptions
	RCW 39.30.060	Bids on public works — Subcontractors must be identified — When
	RCW 43.19.1911	Competitive Bids — Notice Of Modification Or Cancellation — Cancellation Requirements — Lowest Responsible Bidder —

Preferential Purchase — Life Cycle  
Costing

Management Resources:

*Policy News*, October 2005

*Policy News*, June 2001

Competitive Bid Process Changes

Legislation Further Simplifies Bid  
Compliance

Adoption Date: April 2005

Camas School District

Revised: January 2007

Revised: March 2010

Revised: March 2012