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MANAGEMENT SUPPORT SERVICES

Bid or Proposal Requirements

The Board of Directors of the Central Kitsap 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 and federal laws governing purchasing;
- The importance of standardized purchasing regulations; and
- The need for clear documentation.

I. Procurement and Public Works Using State Funds

**A. Furniture, Supplies, or Equipment**

Whenever the estimated cost of furniture, supplies, or equipment (except books) will cost:

- Less than \$10,000, no competitive bidding process is required to make the purchase;
- Between \$10,000 and \$75,000, the Board will follow the informal competitive bidding process by requiring quotes from at least three different sources to be obtained in writing or by telephone and recorded for the public to review;
- Over \$75,000, the Board will follow the formal competitive bidding process by:
  1. Preparing clear and definite plans and specifications for such work or purchases;
  2. Providing notice of the call for formal bids by publication in at least one newspaper of general circulation in the district at least once each week for two consecutive weeks;
  3. Ensuring that the district takes steps to assure that when possible, the district will use small and minority businesses, women's business enterprises and labor surplus firms
  4. Providing the clear and definite plans and specifications to vendors interested in submitting a bid;
  5. Requiring that bids be in writing;
  6. Opening and reading bids in public on the date and in the place named in the notice; and
  7. Filing all bids for public inspection after opening.

## **B. Exemptions**

The Board may waive bid requirements for purchases:

- clearly and legitimately limited to a single source of supply;
- involving special facilities or market conditions;
- in the event of an emergency;
- of insurance or bonds; and
- involving public works in the event of an emergency.

“Emergency” means unforeseen circumstances beyond the district’s control that present a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury or loss of life if immediate action is not taken.

Whenever the board waives bid requirements, the board will issue a document explaining the factual basis for the exception and record the contract for open public inspection.

## **C. Rejection of Bids**

The Board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call.

## **D. Interlocal Cooperation Act**

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.

## **E. Crimes Against Children**

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

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 law.

**F. Use of State Funds for Improvements or Repairs**

The Board may make improvements or repairs to district property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed \$10,000.

If the improvements and estimated repairs are estimated to cost \$10,000 and less than \$300,000 the work may be contracted via the small works roster process authorized by RCW 39.04.155 and detailed in CKSD procurement procedures.

The competitive bidding process can be used for all work over \$10,000 and must be used for all work estimated to cost more than \$300,000.

**II. Procurement Using Federal Funds**

**G. Goods**

When the district uses federal funds for procurement of goods (furniture, supplies, equipment, and textbooks):

- Purchases of \$10,000 or less do not require quotes. However, the district must consider price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$10,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using sealed bids or requests for proposals.

**H. B. Services**

When federal funds are used for procurement of services:

- Purchases of \$10,000 or less do not require quotes. However, the district must consider price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.

- Purchases between \$10,000 and \$75,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using sealed bids or requests for proposals.

#### **I. Noncompetitive Procurement**

Procurement by noncompetitive proposals may only be used when one of the following four circumstances applies:

- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The awarding agency (e.g. OSPI) authorizes a noncompetitive procurement in response to a written request from the district; or
- After solicitation of a number of sources, competition is determined inadequate.

The District must maintain documentation supporting the applicable circumstance for noncompetitive procurement.

#### **J. Suspension and Debarment**

Before entering into federally funded vendor contracts for goods and services that equal or exceed \$25,000 and any subcontract award, the District will ensure the vendor is not suspended or debarred from participating in federal assistance programs.

The superintendent shall establish bidding and contract awarding procedures consistent with state and federal law.

#### **K. Conflict of Interest**

No employee, officer or agent may participate in the selection, award or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer or agent, any member

of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer or agent of the District may solicit or accept gratuities, favors or anything of monetary value from contractors or parties to subcontractors. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal or removal.

III. Procedures

The superintendent or designee will establish bidding and contract awarding procedures consistent with state and federal law.

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**Legal References:**

RCW 28A.400.330	Crimes against children—Contractor employees—Termination of contract
RCW 28A.335.190	Advertising for bids—Competitive bid procedures—Purchases from inmate work programs—Telephone or written quotation solicitation, limitations—Emergencies
RCW 39.04.155	Small works roster contract procedures—Limited public works process—Definition
RCW 39.04.280	Competitive bidding requirements—Exemptions
RCW 39.30.060	Bids on public works—Identification, substitution of contractors
2 CFR § 200.318	General Procurement Standards
34 CFR § 80.36	Procurement
34 CFR § 85	Debarment and Suspension

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