

## FINANCIAL MANAGEMENT

### Purchasing: Bids and Contracts

The superintendent shall establish bidding and contract awarding procedures. Such procedures shall apply to all public works projects, including construction, alterations, repair, and improvements other than ordinary maintenance. Such procedures shall also apply to all purchases of furniture, equipment and supplies, with the exception of books and text materials. The procedures shall ensure compliance with state and federal regulations.

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. When bid requirements are waived pursuant to this provision, the resulting contract and a document explaining the factual basis for the exception shall be recorded and open for public inspection.

The board may, by resolution, reject any and all bids. 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.

### Small Works

The board has authorized the establishment of a small works roster for use in selecting vendors for public works projects. The superintendent shall establish procedures for maintaining a small works roster in compliance with RCW 39.04.155.

### Board Member, Superintendent, and Management Employee Purchasing Conflicts

Except as authorized by RCW 42.23.040, as now or hereafter amended, no board member, superintendent, or other management employee of the district shall be beneficially interested, directly or indirectly, in any contract which may be made by, through, or under the supervision of such board member, superintendent, or employee, or which may be made for the benefit of his or her office in whole or in part.

### Other Employee Purchasing Conflicts

The district shall make no purchase of public work, supplies, materials, non-employment services, or equipment from any employee, unless such purchase cannot be acquired from other vendors, or unless the price of other vendors is deemed excessive, or unless such purchase is made pursuant to the formal bidding process or a request for proposals.

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Cross Reference: Policy 1712 Conflicts of Interest

Legal reference: RCW 28A.335.190 Advertising for bids—Bid procedure—Telephone solicitation, limitations—Emergencies  
RCW 28A.400.330 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 Contracts—Indebtedness—Limitations—Competitive Bidding—Violations  
RCW 42.23.010 Declaration of purpose  
RCW 42.23.020 Definitions  
RCW 42.23.030 Interest in contracts prohibited  
RCW 42.23.040 Remote interests  
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

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January 27, 1992  
December 5, 1988