

Subject:	PURCHASING: BIDS AND CONTRACTS
Section:	PPG# 6210
Chapter:	Fiscal Management
Effective Date:	7/1/98

POLICY

Equipment and Supplies

Whenever in the opinion of the board the cost of any supplies or equipment shall exceed \$10,000, formal bids shall be called for issuing public notice. Such notice shall include posting notice in three public places in the district and publication in the newspaper of general circulation within the district once each week for two consecutive weeks. Initial posting shall take place at least two weeks prior to the bid opening. If no bids are received, the board may re-advertise or enter into a contract without further call. 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 the lease term, shall be subject to the same conditions as an outright purchase.

Whenever the estimated cost is from forty-five hundred dollars (\$4,500) up to ten thousand dollars (\$10,000), the commissioners shall require quotations from at least three different sources to be obtained in writing or by telephone, and recorded for public perusal to assure establishment of a competitive price for such purchase.

The use of any local, state or national cooperative purchasing program providing publicly solicited contracts may be utilized where permitted by law.

The District may purchase supplies, materials, electronic data processing and telecommunication equipment, software, service, and/or equipment from or through the United State government without calling for bids, notwithstanding any law or charter provision to the contrary.

Bid procedures shall be waived when the board declares an emergency or when purchases are clearly limited to a single source of supply. Such instances shall be recorded in the minutes.

Public Works

Contracting for work to be done involving the construction or improvement of a fire station or other buildings where the estimated cost will exceed the sum of twenty-five thousand dollars (\$25,000), which includes the costs of labor, material, and equipment, shall be by formal bid.

Contracts for public works may use the small works roster process as specified in RCW 39.04.155.

REFERENCES

Legal Reference: RCW 39.04.155	Small works roster contract procedures – Limited public works process - Definition
RCW 39.32.090	Purchases by political subdivisions from or through United States authorized.
RCW 52.14.110	Purchases and public works— competitive bids required
RCW 52.14.120	Purchase and public works— competitive bidding procedures