

Purchasing

General

The superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year.

The superintendent will establish requisition and purchase order procedures as a means of monitoring the expenditure of funds. Staff who obligate the district without proper prior authorization may be held personally responsible for payment of such obligations.

Bid Requirements

The Board of Directors of the Edmonds School District recognizes the importance of:

- Maximizing the use of district resources
- Sound business practices in spending public money
- Complying with state and federal laws governing purchasing
- Standardized purchasing regulations
- Clear documentation

In accordance with state and federal law, the district shall purchase materials, supplies, and services at competitive process and in the necessary quantity and quality to meet the district's standards, obligations, and goals. Materials, supplies, and services shall be purchased only from companies or individuals with a valid Washington State business identification number if required by the Washington State Department of Revenue. As noted in the Conflict of Interest policy 5251, current employees are prohibited from selling materials, supplies, or services to the district. No employee, officer or agent of the district may solicit or accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal or removal.

State and federal bid procedures will be followed whenever the estimated cost of furniture, supplies, equipment, or services meets or exceeds the threshold amounts specified by law.

Bid procedures may 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.

"Emergency" means unforeseen circumstances beyond the district's control that represent 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.

Any time bid requirements are waived, 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 provision requiring the contractor to prohibit any of its employees who have ever been convicted of or pled guilty to any of child related felonies from working where he/she would have contact with public school students. The contract will 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 consistent with state and federal law.

Legal References

RCW 28A.335.190 Advertising for bids — Competitive bid procedures — Purchases from inmate work programs — Telephone or written quotation solicitation, limitations — Emergencies

RCW 28A.400.330 Crimes against children — Contractor employees — Termination of contract

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

Management Resources

2016 - March Issue

2015 - October Policy Issue

2015 - June Policy Issue

2013 - June Issue

2012 - April Issue

2011 - February Issue

Policy News, October 2005 Competitive Bid Process Changes

Policy News, June 2001 Legislation Further Simplifies Bid Compliance

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Edmonds School District

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