

Walla Walla Public Schools

BOARD POLICY

Policy No. 6220

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BID REQUIREMENTS

The superintendent is responsible for establishing and maintaining procedures and an approval process for the procurement of all materials (including lease contracts), equipment, and services for the school district, including ASBs.

It is the intent of the board of directors to conduct open, fair, and competitive purchasing and to exercise local preference when competitive factors are equal. To this end, the district, when purchasing furniture, supplies (except books), equipment, building improvements, or repairs shall comply with all requirements of RCW 28A.335.190.

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 as specified under RCW 28A.400.322 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 will notify the Board when there is a change in bid parameters.

Legal References:

RCW 28A.335.190 Advertising for bids - Competitive bid procedures - Purchases from inmate work programs - Telephone or written quotation solicitation, limitations - Emergencies
28A.335.330 Crimes Against Children – Contractor employees – Termination of Contract
39.04.155 Small Works roster--Contract award--Process
39.04.280 Competitive bidding requirements--Exemptions
39.30.060 Bids on public works -- Subcontractors must be identified -- When
43.19.1911 Competitive Bids -- Notice of Modification or Cancellation -- Cancellation Requirements –Lowest Responsible Bidder -- Preferential Purchase -- Life Cycle Costing

Adopted: July 16, 2002

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