

FINANCIAL MANAGEMENT

Purchasing Procedures

- I. Formal Competitive Bid Procedures per [RCW 28A.335.190](#) will be followed for Purchases of furniture, supplies, or equipment estimated to cost in excess \$75,000 (except for purchase of books).
 - A. Awards shall be made to the lowest responsible bidder as determined by [RCW 39.26.160](#).
 - B. All bidders will be verified thru the Excluded Parties List System (EPLS) for the purpose of determining whether the bidder is excluded from entering into Federally funded contracts.

- II. Purchases of Furniture, Equipment, or Supplies, Estimated to Cost Between \$40,000 and \$75,000(except for books) per [RCW 28A.335.190](#).
 - A. Formal Competitive Bid Procedures per [RCW 28A.335.190](#) will be followed if it is determined that formal procedures will best serve the interest of the District.
 - B. If the Formal Competitive Bid Procedures per [RCW 28A.335.190](#) are not used, then purchases may be made after obtaining quotes from at least three (3) different sources, which may be obtained electronically, by telephone, or requested in writing and recorded for public review. Determination of which method to be used shall be in part based upon the complexity and number of items to be purchased.
 1. Documentation will be maintained of vendors contacted, representative of the vendor furnishing the quote, date of quote, prices, terms and conditions and other information related to the quote, for each vendor contacted. After the award is made, a complete copy of this information, along with information as to whom the award(s) were made and rationale, shall be kept on file and be available for public inspection or for telephone inquiry, for the period of time prescribed by law.
 2. All quotes will be awarded to the lowest responsible bidder and shall be conducted in such a manner as to promote competition and prevent collusion.

- III. Public Works, Improvement, or Repairs Estimated to Cost \$100,000 or more.
 - A. Formal Competitive Bid Procedures, per [RCW 28A.335.190](#), must be used if the estimated cost is greater than \$300,000. If the contract is estimated to be between \$100,000 and \$300,000 the contract can be procured under Formal Competitive Bid Procedures per [RCW 28A.335.190](#) or the contract can be procured using the small works roster process under [RCW 39.04.155](#).

- B. The district Small Works Roster shall be administered according to [RCW 39.04.155](#)
At least once each year, the purchasing department shall publish a notice in at least one newspaper of general circulation in the area giving notice of the opportunity to request that they be added to the "Small Works Roster." The "Small Works Roster" will be maintained by the purchasing department. Contractors may be added to the roster during the year upon submission of a KSD Small Works Roster Application. Contractors may be deleted from the Small Works Roster for the following reasons:
1. Where there has been no reply to at least 3 requests for quote. A "no bid" response shall be considered a reply.
 2. Failure to perform according to the contract on previous awards.
 3. When it is apparent that the contractor is no longer a responsible bidder as defined in [RCW 39.04.350](#).

The application for inclusion on the Small Works Roster may be obtained at the District website at: <http://www.ksd.org/departments/purchasing/default.aspx>.

- C. Quoting procedures shall be in accordance with [RCW 39.04.155](#) to assure that a competitive price is awarded to the lowest responsible bidder. Procedure guidelines are as follows:
1. One time pre-bid meetings are encouraged when this will ensure that each prospective contractor will receive equal information. Plans and specifications may be given at the pre-bid meeting if the project is of such complexity that plans and written specifications are necessary.
 2. Quotes may be received electronically, by telephone, or written as defined at the time quotes are requested.
 3. A definite date and time established when quotes must be received. Such date and time shall provide adequate time for the contractor to prepare his quote and allow for mail delivery if written quotes are requested.
 4. Quotes will not be opened until immediately after the closing time for receiving bids.
 5. Under no circumstances shall quotes prior to closing be disclosed to other contractors prior to the time set for closing.
 6. All quotes shall be documented showing the company name, address, person submitting the quote, date of quote, amount of quote, all terms and conditions and other information related to the award and administration of the contract.
 7. All quotes shall be maintained on file for public inspection or for telephone inquiry for a period of time as prescribed by law.
 8. Forms asking for written quotes shall provide space for the above

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- information.
9. Awards shall be made to the lowest responsible bidder as prescribed in [RCW 39.04.350](#).

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