

Bid Requirements

The Board of Directors of the Bellevue School District recognizes the importance of maximizing the use of district resources, the need for sound business practices in spending public money, the requirement of complying with state and federal laws governing purchasing, the importance of standardized purchasing regulations, and the need for clear documentation in meeting auditing requirements.

The Superintendent or designee has the authority and responsibility for procurement within the budgets approved by the Board. The Superintendent may delegate such authority to procurement staff or other designees as the Superintendent deems appropriate. Procurement methods and spending thresholds are detailed in the accompanying procedure.

The Superintendent or designee is authorized to establish bidding and contract awarding procedures consistent with state and federal law. Such procedures shall include, but not be limited to, procurement methods and spending thresholds, a statement prohibiting conflict of interest, and any exceptions to bid requirements.

The Superintendent or designee is also authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. Staff who obligate the district without prior authorization may be held personally responsible for the payment of such obligations.

The Bellevue School District has elected to adopt the three-year grace period to implement federal procurement policies as set forth in 2CFR 200.110.

Cross References:

Board Policy	5251 Conflict to Interest
	6210 Purchasing: Authorization and Control
	6230 Relations with Vendors

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.400.330 Crimes Against Children — Contractor Employees — Termination of Contract

39.04.155 Small works roster contract procedures — Limited public works process Definition

39.04.280 Competitive Bidding Requirements — Exemptions

39.29.160 Bid Awards-Considerations-Requirements and criteria to be set forth-Negotiations-Use of

enterprise vendor registrations and
bid notification system
39.30.060 Bids on public works — Identification, substitution of
contractors
Chapter. 39.34 RCW Interlocal Cooperation Act
43.19.1911 Competitive Bids — Notice Of Modification Or
Cancellation — Cancellation
Requirements — Lowest
Responsible Bidder — Preferential
Purchase — Life Cycle Costing
2 CFR 200.110 Effective/applicability date
2 CFR 200.318-.326 Procurement Standards
34 CFR 85 Debarment and Suspension
7CFR 210.10 National School Lunch Program
7CFR 215.14 Non-Discrimination
7CFR 220.16 School Breakfast Program
7CFR 225.17 Summer Food Service Program
7CFR 226.22 Child and Adult Care Food Program
7 CFR 250.50 Contract Requirements and Procurement
34 CFR § 80.36 Procurement
34 CFR § 85 Debarment and Suspension

**Adoption Date: 09.04.12
Bellevue School District
Revised: 09.16.14; 08.28.18**