

Purchasing Policy: Public Works

The purpose of these Public Works Policies for Educational Service District 112 is to ensure ESD 112's public works bidding and contracting are in compliance with state law and applicable regulations, consistent with best practices, and ensure prudent internal controls.

Public Works Project Delivery Methods

ESD 112's public works projects may be obtained through any of the following project delivery methods. The Superintendent shall establish procedures to implement and provide guidance to ESD 112 staff on the use of these methods.

- A. Advertised Public Works Projects: ESD 112 shall publicly and competitively advertise all public works projects estimated to cost more than \$300,000. Chapter 39.04 RCW
- B. Small Works Roster: ESD 112 may utilize the Small Works Roster for public works projects up to \$300,000. ESD 112 may enter into a cooperative agreement with another public agency or agencies to share a common Small Works Roster. ESD 112 shall comply with the requirements to assemble and make available a list of Small Works Roster projects. RCW 39.04.155
- C. Limited Public Works: ESD 112 may utilize the Limited Public Works process for Small Works Roster projects less than \$35,000. ESD 112 shall comply with the requirements to assemble and make available a list of the Limited Public Works projects. RCW 39.04.155
- D. Emergency Public Works: The ESD 112 Superintendent or designees may declare an emergency and waive competitive bidding requirements when an emergency situation does not allow adequate time to competitively bid a project. RCW 39.04.280
- E. Competitive Negotiations: When procuring telecommunications and electronic data processing, software, and services, ESD 112 may utilize a request for proposals process in lieu of an invitation to bid. RCW 39.04.270

Project Planning

ESD 112 shall develop a cost estimate for its public works projects before soliciting bids. RCW 39.04.020

ESD 112 shall not split or break apart any public works project if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the Small Works Roster process or Limited Public Works process. RCW 39.04.155 (4)

A project may be split into phases if it is done because of budgetary constraints and there is not enough funding in the current years' budget to complete all of the contemplated work and other work must be delayed to a future year when additional budgeting authority is available.

