

Board of Directors
Regular Meeting
North River School District #200
Date: October 16, 2025 Time: 5:30 p.m. Location: Library
ZOOM LINK: <https://us02web.zoom.us/j/9691348902>

Agenda

1. Call to Order-Flag Salute

2. Roll Call

3. Consideration of the Agenda

Approval of Minutes

Sept 18

Approval of Agenda

Approval of Vouchers

4. Public Commentary: Please limit comments to approximately three minutes. The Board cannot allow comments in regard to personnel or student discipline.

5. Reports

- a. ASB/FPS/CMPS Report - None
- b. Superintendent's Report
- c. Principal Report
- d. Director's Report

6. Finance

- a. Business Manager's Report
- b. Budget Status Report - see printout
- c. Fund Balance Report - \$548,759
- d. Grant Claims - None
- e. Travel - None

7. Old Business

8. New Business

- a. Sub Rate
- b. Transportation Policy 5202/5202P
- c. Procurement Policy 6220/6220P

9. Public Commentary on Agenda Items: Please limit comments to approximately three minutes. The Board cannot allow comments in regard to personnel or student discipline.

10. Other Business

- a. Review of Agenda Items for Director's
- b. Executive Session

11. Adjourn

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Minutes

1. Call to Order-Flag Salute: Chairman Churape called the meeting to order at 5:30 PM.

2. Roll Call: Present – Chairman Churape, Director's Farnell, Schlessner, and Jordan. Supt. Pratt, Principal Farnell, Bus. Man. Cas Doll, also in person/zoom visitors. Absent excused– Director Greiner.

3. Consideration of the Agenda

Approval of Minutes Aug 26 – Director Farnell motioned to approve minutes and Director Schlessner seconded the motion. The motion passed unanimously.

Approval of Agenda – Director Schlessner motioned to approve agenda as amended and Director Jordan seconded the motion. The motion passed unanimously.

Approval of Vouchers – Director Farnell motioned to approve monthly vouchers and Director Jordan seconded the motion. The motion passed unanimously.

- **GF Warrant # 335787 – 335808 \$17,470.42**
- **ASB Warrant # 2692 \$56.77**
- **CP Warrant None**

4. Public Commentary: NONE.

5. Reports

- a. ASB/FPS/CMPS Report - None
- b. Superintendent's Report – discussed the roles/responsibilities of the board. Also, reminded everyone of the upcoming football game NR was hosting. First one since the 1960's.
- c. Principal Report – Reported off to a great school year and student discipline going well. Teacher training for clock hours will be taking place on Fridays in the future.
- d. Director's Report - None

6. Finance

- a. Business Manager's Report – IRS penalty forgiven.
- b. Budget Status Report - see printout
- c. Fund Balance Report - \$548,759
- d. Grant Claims – None
- e. Travel - None

7. Old Business – None

8. New Business

- a. Athletic Director – Director Jordan motioned to approve new AD contract for R. Brock and Director Schlessner seconded the motion. The motion passed unanimously.
- b. NR Discipline Matrix – Supt. Pratt went over discipline matrix.
- c. Discipline Board Policy – Director Farnell motioned to approve Policy 3241 F2 and Director Schlessner seconded the motion. The motion passed unanimously.

9. Public Commentary on Agenda Items: Comment on audio issues.

10. Other Business

- a. **Review of Agenda Items for Director's** – Chairman Churape reviewed agenda items.
- b. **Executive Session: RCW 42.30.110 (G)** To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

The directors went into session at 6:12 PP asking for 30 minutes. At 6:42 PM they returned with no action taken.

11. Adjourn – Director Jordan motioned to end the meeting at 6:43PM and Director Schlessner seconded the motion. The motion passed unanimously.

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
335819	COPIERS NW INC	10/16/2025	3069718	METER READINGS	0	392.12	392.12
335820	COSMOPOLIS SCHOOL DISTRICT	10/16/2025	216	TECHNOLOGY	0	255.00	255.00
335821	DAIRY FRESH FARMS, INC	10/16/2025	31211	SERVICES 8/26/25 MILK FOR CAFETERIA- OCTOBER	0	316.00	316.00
335822	DEPT. OF LABOR & INDUSTRIES	10/16/2025	418356	ANNUAL OPERATING PERMIT FOR ELEVATOR	0	93.20	93.20
335823	ESD 113	10/16/2025	1002600100	BUSINESS MGR SERVICES-SEPTEMBER	0	1,440.00	1,440.00
335824	FINANCIAL MANAGEMENT DIVISION	10/16/2025	9186579	FOREST LAND ASSESSMENT FEES	0	23.00	23.00
335825	FP MAILING SOLUTIONS	10/16/2025	106779115	RENTAL FEES FOR POSTAGE MACHINE	0	113.45	113.45
335826	HARBOR AUTO AND TRUCK PARTS	10/16/2025	21675	NEW SCHOOL VAN PARTS-BRAKE PADS, BATTERY AND BRAKE FLUID	0	215.15	215.15
335827	HARBOR DISPOSAL CO INC	10/16/2025	2186-87210-001	GARBAGE SERVICES	0	518.58	518.58
335828	JOHNSON & JOHNSON DOORS	10/16/2025	766	BUS GARAGE DOOR SPRINGS	0	217.80	217.80
335829	MICRO COMPUTER SYSTEMS, INC	10/16/2025	0590333	OUTDOOR ALL WEATHER WIFI	0	159.05	159.05
335830	MINUTEMAN PRESS	10/16/2025	7053	REGULAR AND WINDOW ENVELOPES	0	427.60	427.60
335831	MOMENTUM TELECOM INC	10/16/2025	607446	MONTHLY TELEPHONE SERVICES	0	126.36	126.36
335832	NORTHWEST TEXTBOOK DEPOSITORY	10/16/2025	112840	ELEMENTARY I-READY CURRICULUM INVOICE #114376180	0	57.17	57.17
335833	PAPE KENWORTH	10/16/2025	5346647	BUS PARTS & SERVICE FOR BUS #12	0	2,792.12	2,792.12
335834	PETRO CARD	10/16/2025	153317	DIESEL FOR BUSES SSPORTS/TRANSPORTA ION FUEL	0	9,138.80	9,138.80
335835	PUD #2 OF PACIFIC CO	10/16/2025	11515	UTILITIES	0	159.79	333.66
			11516	UTILITIES	0	68.80	
			11517	UTILITIES	0	63.93	
			29156	COTTAGE POWER	0	41.14	
335836	SCHOLASTIC INC	10/16/2025	7605349	SCHOLASTIC NEWS 5/6TH GRADE	0	128.49	128.49
335837	STANGLAND'S SEPTIC SERVICE	10/16/2025	84632	SEPTIC TANK PUMPED	0	697.89	697.89
335838	T-MOBILE	10/16/2025	980918406	CELL PHONES	0	142.20	142.20
335839	US FOODS	10/16/2025	74419763	FOOD ORDERS FOR SEPTEMBER	0	4,582.25	4,582.25

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
335840	WA ASSOC OF SCH ADMINISTRATORS	10/16/2025	2025-48	WASA ANNUAL DUES FOR 2025-26	0	175.00	175.00
335841	WSIPC	10/16/2025	1002500651	TAXES DUE ON MICROSOFT ANNAUL EES AGREEMENT	0	130.53	130.53

23	Computer	Check(s) For a Total of	22,475.42
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FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION MANDATED DRUG AND ALCOHOL TESTING

The superintendent/designee will establish programs and procedures as mandated by and in accordance with Federal Motor Carrier Safety Administration (FMCSA) controlled substances, including marijuana (cannabis), and alcohol testing rules.

Prohibited Alcohol and Controlled Substance Related Conduct

The following alcohol and controlled substance related activities are prohibited by the district drivers required to possess a commercial driver's license (CDL) as part of their job responsibilities.

1. Reporting for duty or remaining on duty to perform safety sensitive functions while having an alcohol concentration in excess of the standard set by FMCSA.
2. Being on duty or operating a vehicle while the driver possesses a controlled substance in any amount.
3. Using alcohol while performing safety sensitive functions.
4. When required to take a post-accident alcohol test, using alcohol within eight hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.
5. Refusing to submit to an alcohol or controlled substance test required by post-accident, random, reasonable suspicion, or follow-up testing requirements.
6. Reporting for duty or remaining on duty when using any controlled substance, except when instructed by a prescribing authority who has advised the driver and the district in writing that the substance does not adversely affect the driver's ability to safely operate a vehicle. Drivers are required to inform the district of any therapeutic drug use upon it being prescribed, although the specific medication that has been prescribed does not have to be provided. The use of any medication that could affect a driver's safe job performance is prohibited while working.
7. Reporting for duty, remaining on duty or driving if the driver tests positive for controlled substances.

No supervisor having actual knowledge of the above violations will permit a driver to perform or continue to perform safety-sensitive functions.

Violations of this policy will result in appropriate corrective action ranging from removal from the performance of safety-sensitive functions up to and including discharge.

Legal References: 49 CFR Part 40 Procedures for Transportation Workplace Drug and Alcohol Testing
49 CFR Part 382 Controlled Substances and Alcohol Use and Testing.

Adopted:

Classification: Important

Procedure – Federal Motor Carrier Safety Administration Mandated Drug and Alcohol Testing Program

Testing Requirements

The superintendent or designee is responsible for the development and implementation of procedures for conducting the tests and administering the exemptions consistent with federal rules. The following identify the occasions on which a CDL driver will be subject to alcohol or controlled substance testing.

1. **Pre-employment testing:** Prior to the first time a driver performs a safety-sensitive function for the district, the driver will undergo testing for controlled substances. This testing requirement may be waived under FMCSA rules for CDL drivers recently employed elsewhere for whom testing records are available from their previous employers.
2. **Post-accident testing:** Each surviving driver of an accident, as defined by the FMCSA, will be tested for alcohol and controlled substances.
3. **Random testing:** Annually the district will arrange for the unannounced random alcohol and controlled substances testing of its drivers. Fifty percent (50%) of the district's drivers must be randomly selected for controlled substances testing each year, and ten percent (10%) of its drivers for alcohol testing (or whatever level of testing is required in a given year by the FMCSA). Alcohol testing under this program will take place just prior to, during, or immediately after the driver engages in a safety-sensitive function for the district.
4. **Reasonable-suspicion testing:** A driver must submit to alcohol or controlled substance testing whenever a trained supervisor has a reasonable suspicion of alcohol misuse or controlled substance used based on specific, contemporaneous, and articulable observations concerning the appearance, behavior, speech, or bodily odors of the driver. Observations related to using alcohol must be made just prior to, during or immediately after the driver engages in a safety-sensitive function for the district, and alcohol test must be given with eight hours following the determination of reasonable suspicion.
5. **Return-to-duty testing:** If a driver is to be returned to performing safety-sensitive functions for the district after violating this policy or the federal regulations, the driver will be evaluated by a substance abuse professional (SAP) who will determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse and use of controlled substances. SAP's must require education and/or treatment in all such cases. If a driver is to be returned to performing safety-sensitive functions for the district following a violation of this policy or the federal regulations, the driver will first be evaluated by a SAP to determine that the driver has properly followed any rehabilitation prescribed. Before a driver could be returned to performing safety-sensitive functions for the district following a violation of this policy and/or the federal regulations, the driver will undergo a return-to-duty alcohol and/or controlled substances test resulting in an alcohol concentration below 0.02 alcohol concentration and/or a negative controlled substances test. The District retains the right to solely determine whether an employee who has violated this policy will be returned to performing safety-sensitive functions.
6. **Follow-up testing:** Any driver who continues performing safety-sensitive functions for the district, following a determination of the alcohol or controlled substances prohibited conduct, will be subject to a follow-up testing.

Record Retention and Reporting

Records collected under this policy will be secured and retained with controlled access and for the time periods established by the federal regulations. The data collected under this policy will be reported as required by the federal regulations.

Education, Training, And Referral Services

Educational materials that explain the requirements of this policy and the federal program will be distributed to each driver prior to the start of the testing program and to each driver subsequently hired or transferred into position covered by this policy. Each driver, after receiving a copy of the materials, will sign a certificate of receipt and the district will maintain the original of the receipt. The collective bargaining representative of the drivers, if any, will be notified of the availability of this information. The educational materials will include:

1. A copy of this procedure and the accompanying policy;
2. The name of the person designated to answer questions about materials;
3. The categories of employees covered by the policy;
4. A description of safety-sensitive functions, so that drivers will know which part of their tasks will be covered by this policy;
5. A specific description of conduct prohibited by this policy and the federal program;
6. The circumstances under which a driver is subject to testing;
7. The procedures used in the testing program, especially those that protect the driver and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver;
8. The requirement that drivers must submit to testing required by this policy and the federal program, and a description of what constitutes refusal to submit to required testing and the consequences of refusal;
9. The consequences for drivers who violate this policy and the federal program, including immediate removal from conducting safety-sensitive functions;
10. The consequences for drivers found to have alcohol concentrations between 0.02 and 0.04; and
11. Information about the effects of alcohol and controlled substances on an individual's health, work and personal life and methods of intervening when a problem with alcohol or a controlled substance is suspected, including confrontation, referral to the staff assistance program and referral to management.

The requirement that the following personal information collected and maintained under this part shall be reported to the Commercial Driver's License and Alcohol Clearinghouse:

- a. A verified positive, adulterated, or substituted drug test result;
- b. An alcohol confirmation test with a concentration of 0.04 or higher;
- c. A refusal to submit to any required test under this procedure;
- d. An employer's report of actual knowledge of on-duty alcohol use, pre-duty alcohol use, alcohol use following an accident, and controlled substance use;
- e. A SAP report of the successful completion of the return-to-duty process;
- f. A negative return-to-duty test; and
- g. An employer's report of completion of follow-up testing.

Supervisors designated to determine if reasonable suspicion exists that a driver is under the influence of alcohol or controlled substances must have at least 60 minutes of training on alcohol misuse and at least 60 minutes of training on use of controlled substances. The training shall cover physical, behavioral, speech and performance indicators of probable alcohol misuse and use of controlled substances.

The employed driver who violates this policy or the federal regulations will be informed of resources available for evaluation and resolving problems associated with the misuse of alcohol and use of controlled substances, including the names, addresses, and telephone numbers of SAPs and counseling and treatment programs. Costs incurred by the driver for evaluation and/or rehabilitation are the driver's responsibility.

Adoption Date:

Revised Dates:

North River School District #200

BID REQUIREMENTS

The board 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 purchase and public works;
- The importance of standardized purchasing regulations; and
- The need for clear documentation.

I. Procurement and Public Works Using State Funds

A. Furniture, Supplies, or Equipment

Whenever the estimated cost of furniture, supplies, or equipment (except books) will cost:

- Less than \$40,000, no competitive bidding process is required to make the purchase;
- Between \$40,000 and \$75,000, the board will follow the informal competitive bidding process by requiring quotes from at least three different sources to be obtained in writing or by telephone and recorded for the public to review;
- Over \$75,000, the board will follow the formal competitive bidding process by:
 1. Preparing clear and definite plans and specifications for such purchases;
 2. Providing notice of the call for formal bids by publication in at least one newspaper of general circulation in the district at least once each week for two consecutive weeks;
 3. Ensuring that the district takes steps to assure that when possible, the district will use small and minority businesses, women's business enterprises and labor surplus firms;
 4. Providing the clear and definite plans and specifications to those interested in submitting a bid;
 5. Requiring that bids be in writing;
 6. Opening and reading bids in public on the date and in the place named in the notice; and
 7. Filing all bids for public inspection after opening.

B. Exemptions

The board may waive bid requirements for purchases:

- Clearly and legitimately limited to a single source of supply;
- Involving special facilities or market conditions;
- In the event of an emergency;
- Of insurance or bonds; and
- Involving public works in the event of an emergency.

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

Whenever the board waives bid requirements, the board will issue a document explaining the factual basis for the expectation and record the contract for open public inspection.

C. Rejection of Bids

The board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call.

D. Interlocal Cooperation Act

The board reserves the right to enter into inter-local cooperative agreements for purchases and public works with other governmental agencies pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW.

E. Crimes Against Children

The board shall include in any contract for services with an entity or individual other than an employee of the district a provision requiring the contractor to prohibit any employee of the contractor from working at a public school who has contact with children at a public school during the course of his or her employment and who has pled guilty or has been convicted of any felony crime specified under RCW 28A.400.322. The contract shall also contain a provision that any failure to comply with this section shall be grounds for the district immediately terminating the contract.

The superintendent will establish a bidding and contract awarding procedures for all purchases of furniture, equipment, supplies, (except books), or public works projects consistent with state law.

F. Use of State Funds for Improvements or Repairs

The board may make improvements or repairs to district property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed \$75,000. If the board estimates that the total cost of a building, improvement, repair, or other public works project is \$100,000 or more, the board will follow the formal competitive bidding process outlined above unless the contract is let using the small works roster process authorized by RCW 39.04.155 or under any other procedure authorized for school districts. There are no statutory bidding requirements for public works projects involving improvements or repairs that are within the \$75,000 to \$100,000 range. For projects in this range, the district may consider: using its small works roster process, under RCW 39.04.155; using an inter-local agreement or contract with a vendor of the district's choice, without any competitive process, under RCW 28A.3353190; or choosing to require quotes for the work to make the process more competitive.

II. Procurement Using Federal Funds

A. Goods

When the district uses federal funds for procurement of **goods**, (furniture, supplies, equipment, and textbooks):

- Purchases of \$5,000 or less do not require quotes. However, the district must consider price to be reasonable, and, to the extent practical, distribute equitably among suppliers.
- Purchases between \$5,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using sealed bids or requests for proposals.

B. Services

When the district uses federal funds for procurement of **services**:

- Purchases of \$5,000 or less do not require quotes. However, must consider price to be reasonable, and, to the extent practical, distribute equitably among suppliers.
- Purchases between \$5,000 and \$150,000 must be procured using price or rate quotations from a reasonable number of qualified sources.

- Purchases of \$150,000 or more must be publicly solicited using sealed bids or requests for proposals.

C. Noncompetitive Procurement

Noncompetitive procurement may be used only when one of the following four circumstances applies:

- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The awarding agency (e.g., OSPI) authorizes noncompetitive procurement in response to a written request from the district; or
- After solicitation of a number of sources, competition is determined inadequate.

The district must maintain documentation supporting the applicable circumstances for noncompetitive procurement.

D. Suspension and Debarment

Before entering into federally funded vendor contracts for goods and services that equal or exceed \$25,000 and any subcontract award, the district will ensure the vendor is not suspended or debarred from participating in federal assistance programs.

E. Conflict of Interest

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein has a financial or other interest in or tangible personal benefit from a firm considered for a contract.

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.

III. Procedures

The superintendent or designee will establish bidding and contract awarding procedures 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 39.26.160 Bid Awards – Considerations – Requirements and criteria to be set forth – Negotiations – Use of enterprise vendor registrations and bid notification system
RCW 39.30.060 Bids on public works – Identification, substitution of contractors

Chapter 39.34 RCW Interlocal Cooperation Act
2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
2 CFR 200.67 Micro-purchase
2CFR 200.88 Simplified Acquisition Threshold
2 CFR 200.318 General Procurement Standards
2 CFR 200.320 Methods of Procurement to be Followed
2 CFR 200.318-326
2 CFR 3485 Nonprocurement Debarment and Suspension

Management Resources:

2019 January Policy Alert
2018 August Issue
2017 July Issue
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

Adoption Date:

Classification: Essential

Revised Dates: 10.00; 06.01; 10.05; 12.09; 02.11; 12.11; 04.12; 06.13; 06.15; 10.15; 03.16; 07.17; 08.18;
01.19

NORTH RIVER SCHOOL DISTRICT #200

Bid or Request for Proposal Requirements

The following procedures will be in effect for purchasing and public works through the bidding or request for proposal process:

- A. The district will publicly open and read formal bids on the date, time, and place named in the notice and then will file the bids for public inspection. Any interested member of the public may attend the bid opening. It will be the bidder's sole responsibility to see that the district receives his/her bid prior to the time set for opening the bids to the bidder unopened and without consideration. The district will accept proposals in the place named and no later than the date and time named in the notice;
- B. Formal bid or proposal tabulations may be presented at a meeting of the board for study purposes;
- C. The board will award formal contracts on the basis of staff recommendations;
- D. Specifications using brand names and manufacturers' catalog numbers are for identifying and establishing a quality standard. The board may consider bids or proposals on equal items providing the bidder or proposer specifies brand and model and furnishes descriptive literature. The board will condition its acceptance of alternative "equal" items upon its inspection and testing receipt. If the board does not find the items to be equal, the board will return the items at the seller's expense and cancel the contract;
- E. The district will reserve the right to reject any or all bids or proposals, waive any formalities and/or irregularities, and cancel the solicitation, if a reason exists;
- F. On construction projects, the bidder will include a notarized statement agreeing to comply with prevailing wage and affirmative action requirements. The bidder will also provide payment and performance bonds;
- G. The superintendent or designee may solicit bids or proposals by telephone/or written quotation for purchases of furniture, equipment, and supplies that have an estimated cost in excess of \$40,000 up to \$75,000. At least three telephone or written quotations will be secured prior to the date established by the superintendent or designee. All telephone quotations must be confirmed promptly in writing to constitute a valid quotation;
- H. For public work projects estimated to cost \$300,000 or less, the superintendent or designee may solicit bids by telephone, electronic, or written quotations from contractors on the appropriate small works roster. The district will not break a project into units or phases in order to come within the scope of the small works roster process or limited public works process. Each year, the district will publish a notice of opportunity regarding the small works roster in at least one newspaper of general circulation in the district and then revise the small works roster accordingly. The district will also add responsible contractors to the small works roster any time a contractor submits a written request and necessary records. The application form be designed to collect such information as (1) name of contractor, (2) state of Washington contractor's license number, (3) bonding verification, (4) liability insurance coverage, (5) related contracts completed, and (6) references (bond and clients). Contractors desiring to be placed on or remain on the small works roster are required to keep current records of applicable licenses, certifications, regulations, bonding, insurance or other appropriate matters on file with the district.

The district will employ the following steps to engage a contractor for a small works project:

1. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. Completion date; contractor's assurances (prevailing wages, fair employment, etc.); bid and payment and performance bond requirements; opportunity to visit the work site; closing date; and bid form may be provided, however, detailed plans and specifications need not be included in the invitation;
2. The district may invite quotations from all appropriate contractors on the appropriate small works roster. As an alternative, the district may invite quotations from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. However, if the estimated cost of work is from the \$150,000 to \$300,000, and the district chooses to solicit bids from less than all the appropriate contractors on the appropriate small works roster, the district will notify the remaining contractors on the appropriate small works roster that it is seeking quotations on the work. The district has the sole option of determining whether this notice to the remaining contractors is made by: (i) publishing notice in a legal newspaper in general circulation in the area where the work is to be done; (ii) mailing a notice to these contractors; or (iii) sending a notice to these contractors by facsimile or other electronic means;
3. Immediately after an award is made, the bid quotations obtained will be recorded, open to public inspection, and available by telephone inquiry; and
4. The district will award the contract to the lowest responsible bidder as defined in RCW 39.04.010. The district will make available a list of all the contracts awarded under the process at least once a year. The list shall contain the name of the contractor or vendor awarded the contract, the amount of the contract, a brief description of the type of work performed or items purchased under the contract, and the date of the award. The list shall also state the location where the bid quotations for these contracts are available for public inspection.

The following will be in effect for purchasing and public works awards:

- A. The contract for the work of purchase shall be awarded to the lowest responsible bidder as described in RCW 39.26.160(2) but the board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call. In determining whether the bidder is a responsible bidder under RCW 39.26.160(2), the district must consider the following elements:
 1. The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
 2. The character, integrity, reputation, judgement, experience, and efficiency of the bidder;
 3. Whether the bidder can perform the contract within the time specified;
 4. The quality of performance of previous contracts or services;
 5. The previous and existing compliance by the bidder with laws relating to the contract or services;

6. Whether, within the three-year period immediately preceding the date of the bid solicitation, the bidder has been determined by a final and binding citation and notice of assessment issued by the department of labor and industries or through civil judgement entered by a court of limited or general jurisdiction to have willfully violated any provision of chapter 49.46, 49.48, or 49.52 RCW, as defined in RCW 49.48.082. (Before award of contract, a bidder shall submit to the district a signed statement in accordance with RCW 9A.72.085, verifying under penalty of perjury that the bidder is in compliance with the responsible bidder criteria requirement of this subsection of RCW);
7. The district may secure such other information as may have a bearing on the decision to award the contract.

B. Before award of a public works contract, a bidder must meet the following responsibility criteria to be a responsible bidder and qualified for award of a public works project. The bidder must:

1. At the time of bid submittal, have a certificate of registration in compliance with chapter 18.27 RCW;
2. Have a current state unified business identifier number,
3. If applicable, have industrial insurance coverage for the bidder's employees working in Washington as required in Title 51 RCW; an employment security department number as required in Title 50 RCW; and a state excise tax registration number as required in Title 82 RCW;
4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3);
5. If bidding on a public works project subject to the apprenticeship utilization requirements in RCW 39.04.320, not have been found on compliance by the Washington state apprenticeship and training council for working apprentices out of ratio, without appropriate supervision, or outside their approved work processes as outlined in their standards of apprenticeship under chapter 49.04 RCW for the one-year period immediately preceding the date of the bid solicitation;
6. Until December 31, 2013, not have violated RCW 39.04.370 more than one time as determined by the department of labor and industries; and
7. Within the three-year period immediately preceding the date of the bid solicitation, not have been determined by a final and binding citation and notice assessment issued by the department of labor and industries or through civil judgement entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW (before award of a contract, a bidder shall submit to the district a signed statement in accordance with RCW 9A.72.085 verifying under penalty of perjury that the bidder is in compliance with the responsible bidder criteria requirement of this subsection).

In addition to the bidder responsibility criteria, the district may adopt relevant supplemental criteria in accordance with RCW 39.04.350(3) for determining bidder responsibility, applicable to a particular project with which the bidder must meet.

- I. Formal written contracts will be prepared for all major construction and repair projects. After a majority of the board votes to approve a contract, the board president and secretary sign the contract on behalf of the board and record the action in the minutes. All contracts will provide that, in the event

that the district files suit to enforce the terms of the contract, the venue will be the county where the districted is located. All contracts will also provide that if the district is successful in the suit, the court may order reimbursement of the district's attorney fees and court costs, as the court deems responsible. Any contract for services with an entity or individual other than an employee of the district shall include a provision requiring the contractor to prohibit any of its employees who have pled guilty to or been convicted of any felony crime specified under RCW 28A.400.322 and who would contact with children at a public school during the course of their employment from working at a public school. The contract shall also contain a provision that any failure to comply with this section shall be grounds for the district immediately terminating the contract.