

**BELLINGHAM SCHOOL DISTRICT
PURCHASING AND BID REQUIREMENTS**

| Furniture, Equipment & Supplies (Except Text Books) | Petty Cash | Field PO <i>Local Vendors Only</i> | Open PO | Requisition & PO | P-Card | Interlocal Agreement (e.g. KCDA) | Three (3) Informal Quotes | Formal Bid |
|--|-----------------------|---|--------------------------------|---------------------------------|-------------------------------|---|--|-----------------------|
| Less than \$250 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| \$250 - \$1,000 | | | ✓ | ✓ | ✓ | ✓ | | |
| \$1,001 - \$5,000 | | | ✓ | ✓ | ✓ | ✓ | | |
| | | | <i>Maint. and Transp. Only</i> | | | | | |
| \$5,001 - \$40,000 | | | | ✓ | ✓ | ✓ | ✓ | |
| | | | | | <i>If Credit Limit Allows</i> | | <i>Recommended</i> | |
| \$40,001 - \$74,999 | | | | ✓ | | ✓ | ✓ | |
| | | | | | | | <i>Required</i> | |
| Equal or Exceed \$75,000 | | | | ✓ | | ✓ | | ✓ |

Professional services, outside of architectural or engineering services, exceeding \$75,000 require an RFQ or prior approval by Asst. Supt., Finance and Operations.

| Building Improvement, Repair, or Other Public Works Project | No Competitive Process Req'd | Maintenance Can Do Work | Three (3) Informal Quotes < \$100k | Small Works "Limited" Public Works 3 Quotes (SWR) | Small Works Roster 5 Quotes, or All | Small Works Roster 5 Quotes, and Notify All | Interlocal Agreement (e.g. KCDA) | Formal Bid > \$100k |
|--|---|--|--|--|--|--|---|---------------------------------------|
| Less than \$35,000 | ✓ | ✓ | | ✓ | | | ✓ | |
| \$35,000 - \$74,999 | | ✓ | ✓ | | ✓ | | ✓ | |
| \$75,000 - \$99,999 | | | ✓ | | ✓ | | ✓ | |
| \$100,000 - \$150,000 | | | | | ✓ | | ✓ | ✓ |
| \$150,001 - \$299,999 | | | | | | ✓ | ✓ | ✓ |
| Equal or Exceed \$300,000 | | | | | | | ✓ | ✓ |

| Federal Purchasing Guidelines (Program 24, 38, 51, 52, 53, 64 & 98) | Suspended & Debarred \$25,000 + | Interlocal Agreement (e.g. KCDA) | Three (3) Informal Quotes | Formal Bid |
|--|--|---|--|-----------------------|
| Furniture, Equipment & Supplies (Including Text Books) | | | | |
| \$10,000 - \$75,000 | ✓ | ✓ | ✓ | |
| Equal to or Exceed \$75,000 | ✓ | ✓ | | ✓ |
| Professional Services (Obj 7) | | | | |
| \$10,000 - \$250,000 | ✓ | ✓ | ✓ | |
| Equal to or Exceed \$250,000 | ✓ | ✓ | | ✓ |

Quotes and Formal Bid requirements may be waived if purchases are "clearly and legitimately limited to a single source of supply." Justification for Sole Source should be clearly documented and approved by Director of Business Services before contract is negotiated. Contact Purchasing for copies of the Sole Source form.