

# ANACORTES SCHOOL DISTRICT #103

2200 M Avenue Anacortes WA 98221 Phone: (360) 293-1200 Fax: (360) 293-1222  
<http://www.asd103.org>

Form 6220-F-1

## BIDDING AND PUBLIC WORKS CHECKLIST

Project Description: \_\_\_\_\_

Estimated Start/End Dates: \_\_\_\_\_

Firm Cost Estimate: (including tax) \_\_\_\_\_

### BID REQUIREMENTS

1. Is estimated cost less than \$300,000?

If No, project must be formally bid. District may act as own general contractor but then every component of project must be formally bid.

If Yes, proceed to #2.

2. Is cost less than \$40,000

If Yes, no bidding required – any alternative purchasing method may be used.

If No: If cost \$40,000 – 100,000 may use 3 quote method, Small Works Roster or formal bid. If cost \$100,000 - \$300,000, may use Small Works Roster or formal bid.

### PUBLIC WORKS OR LIMITED PUBLIC WORKS

1. Is cost less than \$35,000?

If Yes, can be declared a Limited Public Works project – district can assume risk and waive performance bond, retainage and prevailing wage paperwork for contractor. Work must be awarded to a vendor on Small Works Roster. Indicate on district purchase order this project has been designated as "Limited Public Works."

If No, Official Public Works project – bond, retainage and prevailing wage paperwork in effect.

\_\_\_\_\_  
Director of Operations/Personnel Date \_\_\_\_\_

\_\_\_\_\_  
Director of Finance Date \_\_\_\_\_

Budgeted Yes \_\_\_\_\_ No \_\_\_\_\_

# ANACORTES SCHOOL DISTRICT #103

2200 M Avenue Anacortes WA 98221 Phone: (360) 293-1200 Fax: (360) 293-1222  
<http://www.asd103.org>

## BIDDING DOCUMENTATION

Project Description: \_\_\_\_\_

Specifications of Project/Purchase: \_\_\_\_\_  
 \_\_\_\_\_

Estimated Start/End Dates: \_\_\_\_\_

Firm Cost Estimate (including tax): \_\_\_\_\_

Select Method to be Used:

- Three quote method   
  Small Works Roster   
  Formal Bid

---

Vendor	Quote	Representative	Amount	Date	Small
Works/Roster	(written/verbal)				(yes/no)

---

Vendor	Quote	Representative	Amount	Date	Small
Works/Roster	(written/verbal)				(yes/no)

---

Vendor	Quote	Representative	Amount	Date	Small
Works/Roster	(written/verbal)				(yes/no)

Additional Comments: \_\_\_\_\_

Vendor Selected: \_\_\_\_\_

\_\_\_\_\_  
 Superintendent Date

\_\_\_\_\_  
 Director of Finance Date

Budgeted:     Yes     No