

## NONINSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

### Series 700

#### POLICY TITLE PURCHASING AND BIDDING

705.1

The Board of Directors supports economic development in Iowa, particularly in the school district community. If applicable, statutory purchasing preferences shall be considered in accordance with law. Such preferences include: but may not be limited to: consideration of purchasing goods and services from a locally owned business located within the school district if the cost and other considerations are relatively equal; preference to products and provisions grown and coal produced within Iowa when they are found in marketable quantities and are of a quality reasonably suited to the purpose intended and can be secured without additional cost (this preference is not applicable to food purchases while the school district is participating in the federal school lunch program); and any goals and reporting set, as required by law, regarding procurement from certified targeted small businesses, minority-owned and female-owned businesses.

#### **Goods and Services Contracts**

It shall be the responsibility of the Superintendent or designee to approve purchases, except those authorized by or requiring direct Board action. The Superintendent or designee may coordinate and combine purchases with other governmental bodies to take advantage of volume price breaks. Joint purchases with other political subdivisions will be considered in the purchase of equipment, accessories or attachments with an estimated cost of \$50,000 or more.

The Superintendent or designee shall have the authority to authorize purchases without competitive bids, proposals or quotations for goods and services costing not more than \$25,000 without prior Board approval. For goods and services costing at least \$25,000 but not more than \$50,000, the Superintendent may, unless otherwise provided by law, receive quotes or proposals (formal or informal) for the goods and services to be purchased, prior to final approval by the Board. Competitive sealed bids or proposals shall be required for the purchase of goods and services costing at least \$50,000 (including school buses which shall be bid in accordance with the specific rule requirements outlined by the Iowa Department of Education), except for emergency purchases and those professional services annually appointed/approved by the Board for continual and ongoing services (i.e. legal and audit) or those professional services exempted by law from the requirements of competitive bids or quotations (i.e. architectural, landscape architectural or engineering design services procured for a public improvement). These purchases may be made after appropriate due diligence as determined on a case-by-case basis by the Board. All purchases of goods and services costing at least \$50,000 shall require prior Board approval.

If only one vendor bid or quote can be or is obtained, the Superintendent or designee shall notify the Board of said bid or quote and advise the Board whether acceptance of said bid or quote is

in the best interest of the District. The Board, upon prior request from the Superintendent or designee, may authorize the direct purchase of goods and services from vendors on the State Contractor/Bid List without having to follow the procedures outlined in this policy, as applicable.

Purchases of goods and services shall be based upon total cost considerations including, but not limited to, the cost of the goods and services being purchased, availability of service and/or repair, delivery date, and other factors deemed relevant by the Board. If applicable, statutory purchasing preferences shall also be considered.

Purchases using federal child nutrition funds shall be made in accordance with procurement procedures required by law.

The Board shall have the right to reject any or all bids/quotes, or any part thereof, and to enter into such contract or contracts as the Board deems in the best interests of the school district.

### **Public Improvement Contracts**

The Board may, as appropriate and necessary, award and approve contracts for public improvement projects.

Formal competitive bidding procedures are required for all legally defined “public improvement” contracts that have an estimated total cost exceeding the minimum competitive bidding threshold as established by Iowa law. The District shall follow all competitive bidding notice, hearing and timeline requirements as outlined by Iowa law. The public, competitive sealed bid requirement is waived in the case of emergency repairs when the repairs are necessary in order to ensure the continued use of any school or school facility. The AEA administrator will certify that the emergency repairs are necessary to ensure the continued use of the school or school facility.

The competitive quotations process is required for public improvement contracts that have an estimated total cost exceeding the minimum competitive quotation threshold established by law, but less than the competitive bidding threshold. The Board shall approve the quote for the project.

The bid and quotation thresholds may be modified from time-to-time, as allowed by law. The current bid/quotation thresholds for public improvement contracts may be found online at: [http://www.iowadot.gov/local\\_systems/publications/bid\\_limits.htm](http://www.iowadot.gov/local_systems/publications/bid_limits.htm).

The Superintendent or designee will determine the process for obtaining quotes for projects below the competitive quotation threshold as appropriate.

The award of all public improvement contracts (whether bid or quoted) will be made to the lowest responsive, responsible bidder/quoter. The board shall have the right to reject any or all bids/quotes, or any part thereof, and to enter into the contract or contracts deemed to be in the best interests of the school district.

It is the responsibility of the Superintendent or designee to make a report of results for bids received, as well as a recommendation and the reason for the recommendation, to the Board for public improvement contract bids/quotes. The Superintendent or designee shall recommend to the Board which bids/quotes to accept.

The District shall comply with all federal and state laws and regulations required for procurement, including the selection and evaluation of contractors. The superintendent or designee is responsible for developing an administrative process to implement this policy, including, but not limited to, procedures related to suspension and debarment for transactions subject to those requirements.

Legal Reference: Iowa Code §§ 26; 28E; 72.3; 73; 73A; 285; 297; 301.  
261 I.A.C. 54.  
281 I.A.C. 43.25.

Cross Reference: 705 Expenditures  
801.4 Site Acquisition  
802 Maintenance, Operation and Management  
802.3 Emergency Repairs  
803 Selling and Leasing

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