

# Board Policy

Code No. 705.1

## PURCHASING – BIDDING

It shall be the responsibility of the Superintendent or designee to approve purchases, except those authorized by or requiring direct board action. The Superintendent 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.

### Goods and Services

The Superintendent or designee shall have the authority to authorize purchases without competitive bids or quotations for goods and services costing under \$20,000 without prior board approval. Competitive bids or quotations shall be required for the purchase of goods and services costing at least \$20,000 (including school buses), other than emergency purchases, and such purchases shall require prior board approval.

Purchases of goods and services shall be based upon total cost considerations including, but not limited to, the costs 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.

### Public Improvement Contracts

The competitive quotations process is required for public improvement contracts that have an estimated total cost of more than \$55,000 as established by Iowa law, but less than the competitive bid threshold of \$135,000. If the estimated total cost of the public improvement exceeds \$135,000 the project shall be subject to the formal competitive bidding procedures outlined by Iowa law.

<u>Construction Contracts</u>	<u>Board Approval</u>	<u>Bids &amp; Quotes</u>	<u>Iowa Code Section 26 Competitive Sealed Bids</u>
< \$20,000	N/A	N/A	N/A
≥ \$20,000 & < \$55,000	Yes	N/A	N/A
≥ \$55,000 & < \$135,000	Yes	2	N/A
≥ \$135,000	Yes	N/A	Yes

All public improvements contracts shall be awarded to the lowest responsive, responsible quoter/bidder.

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

Bettendorf Community School District  
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*Legal Reference:* Iowa Code §§; 23A; 26; 28E; 72.3; 73; 285.10(3), 10(7); 301 (2013).  
261 I.A.C. 54.  
281 I.A.C. 43.25.  
481 I.A.C. 25.  
1984 Op. Att'y Gen. 115.  
1974 Op. Att'y Gen. 171.

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

*Approved:* March 18, 1996

*Reapproved:* April 5, 1999  
November 1, 2004  
December 3, 2007

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August 6, 2007  
June 7, 2010  
Dec. 6, 2010  
Feb. 19, 2013  
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