

## 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 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.

#### 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.

The contract award may be based on several cost considerations including, but not limited to the following:

- The cost of the goods and services being purchased;
- Availability of service and/or repair;
- The targeted small business procurement goal and other statutory purchasing preferences; and
- Other factors deemed relevant by the board.

If applicable, statutory purchasing preferences shall also be considered.

In the event that only one quotation or bid is submitted, the Board may proceed if the quotation or bid meets the contract award specifications.

The Board may elect to exempt certain professional services contracts from the thresholds and procedures outlined above.

#### Public Improvement Contracts

The board shall enter into public improvement contract(s) as the board deems to be in the best interest of the school district. 'Public improvement' means "a building or construction work which is constructed under the control of a governmental entity and is paid for in whole or in part with funds of the governmental entity, including a building or improvement constructed or operated jointly with any public or private agency."

The district shall follow all requirements, timelines, and processes detailed in Iowa law related to public improvement projects. The thresholds regarding when competitive bidding or competitive quotations is required will be followed. Competitive bidding is required for public improvement contracts exceeding the minimum threshold stated in law. Competitive quotations are required for public improvement projects that exceed the minimum threshold amount stated in law, but do not exceed the minimum set for competitive bidding. The board shall approve competitive bids and competitive quotes. If the total cost of the public improvement does not warrant either competitive bidding or competitive quotations, the district may nevertheless proceed with either of these

processes, if it so chooses.

The award of all contracts for the public improvement shall be awarded to the lowest responsive, responsible bidder. In the event of an emergency requiring repairs to a school district facility that exceed bidding and quotation thresholds, please refer to board policy 802.3. The Board and the Superintendent shall have the right to reject any or all bids/quotes, or any part thereof.

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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