

Cottonwood School District No. 242

FINANCIAL MANAGEMENT

7407

Public Procurement of Goods and Services

The District shall at all times adhere to the bidding requirements for the procurement of goods and services as set out in State law.

\$0 to \$100,000	No bidding requirements	IC 67-2803 (2)
\$100,000 to \$250,000	Semi-formal bidding: Issue written requests for bids describing goods or services desired to at least three vendors. A request shall include a description and required specifications and all applicable contractual terms and conditions. Allow three days for written response, unless an emergency exists; One day for objections. Keep records for six months when impractical to obtain three bids. <u>Accept low bid, or reject all bids.</u>	IC 67-2806 (1)
\$250,000 and above	Formal bidding: Publish bid notice at least two weeks in advance of bid opening and again at least seven days before the opening in the district's local newspaper of record. Make bid specifications available; written objections allowed. May request bid security/bond. Can reject all if able to purchase more economically in the open market.	IC 67-2806 (2)

Exemptions to Public Procurement of Goods and Services Bidding

Personal Property	Already competitive bid (piggy-banking)	IC 67-2803 (1)
Less than \$100,000	Contracts or purchases of goods or services	IC 67-2803 (2)
Any Amount	Payments of Wages	IC 67-2803 (3)
Any Amount	Personal or professional services performed by an independent contractor. (Refer to info on qualifications in I.C. 67-2320)	IC 67-2803 (4)
Any Amount	Procurement of an interest in real property – lease or purchase	IC 67-2803 (5)
Any Amount	Procurement of insurance	IC 67-2803 (6)
Any Amount	Costs of Joint Powers participation	IC 67-2803 (7)
Any Amount	Procurement of used personal property	IC67-2803 (8)
Any Amount	Procurement from federal government general services administration (GSA) schedules or federal multiple award schedules (MAS)	IC 67-2803 (9)
Any Amount	Procurement of personal property or services through contracts entered Into by the division of purchasing of the department of administration Of the state of Idaho	IC 67-2803 (10)
Any Amount	Procurement of goods for direct resale	IC 67-2803 (11)

Any Amount	Procurement of travel and training	IC 67-2803(12)
Any Amount	Procurement of goods and services from Idaho correctional industries	IC 67-2803(13)
Any Amount	Procurement of repair for heavy equipment	IC 67-2803(14)
Any Amount	Procurement of software maintenance, support and licenses of an Existing system or platform that was bid in compliance with state law	IC 67-2803(15)
Any Amount	Procurement of public utilities	IC 67-2803(16)
Any Amount	Procurement of used equipment at an auction if authorized by the Governing board	IC 67-2803(18)
Any Amount	Emergency Expenditures	IC 67-2808 (1)

The determination of bid awards shall be made by the Board following an analysis of bid proposals.

Legal Reference: I.C. § 67-2801 et seq. Purchasing by Political Subdivisions

Policy History:

Adopted on: April 17, 2017

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