

Policy 705.01: Purchasing – Bidding- Procurement

Status: ADOPTED

Original Adopted Date: 01/01/1990 | **Last Revised Date:** 05/19/2025 | **Last Reviewed Date:** 05/19/2025

The board supports economic development in Iowa. As permitted by law, purchasing preference will be given to Iowa goods and services if other considerations are relatively equal and meet the required specifications. However, when spending federal Child Nutrition funds, geographical preference is allowed only for unprocessed agricultural food items as a part of the response evaluation.

It shall be the responsibility of the Superintendent 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.

The superintendent will have the authority to authorize purchases without competitive bids for goods and services costing under \$82,000 without prior board approval. For goods and services costing more than \$82,000 and less than \$206,000 the superintendent will receive quote(s) of the goods and services to be purchased prior to approval of the board. Competitive sealed bids are required for purchases, other than emergency purchases, for goods and services that cost \$206,000 or more, including school buses. The board may elect to exempt certain professional services from the thresholds and procedures outlined above by board action.

The purchase will be made from the lowest responsible bidder 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, the targeted small business procurement goal and other factors deemed relevant by the board.

The District shall comply with all federal and state laws and regulations required for procurement on public improvement contracts, including the selection and evaluation of contractors. The District shall follow all requirements, timelines, and processes detailed in Iowa law related to public improvement projects. The thresholds regarding competitive bidding or competitive quotations shall be followed.

The board and the superintendent will have the right to reject any or all bids, or any part thereof, and to re-advertise. If it is determined that a targeted small business which bid on the project may be unable to perform the contract, the superintendent will notify the Department of Economic Development. The board will enter into such contract or contracts as the board deems in the best interests of the District.
