

Policy 705.01: Purchasing – Bidding

Status:
ADOPTED

The board supports economic development in Iowa. Purchases by the school will be made in Iowa for Iowa goods and services from a locally-owned business located within the school or from an Iowa-based company which offers these goods or services if the cost and other considerations are relatively equal and they meet the required specifications.

It is the responsibility of the CEO to approve purchases, except those authorized by or requiring direct board action. The CEO 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 CEO will have the authority to authorize purchases without competitive bids for goods and services costing under \$20,000 without prior board approval. For goods and services costing more than \$20,000 and less than \$30,000, the CEO will receive quotes 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 \$30,000 or more, including construction contracts and school buses.

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 board and the CEO 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 CEO 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 school.

Approved 6/25/2023 - Reviewed _____ -