

NONINSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

Series 700

Policy Title Purchasing - Bidding (Page One)

Code No. _____

705.01

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

Prior to August 15 of each year and after analyzing the school district's anticipated procurement level for the current fiscal year, the school board will set a goal of ten percent of the anticipated procurement level to be purchased from certified targeted small businesses. In determining the procurement level, the cost of utilities (heat, electricity, telephone and natural gas) and employees' costs will not be included. After the goal has been established, the superintendent will file the required Targeted Small Business Procurement form with the Department of Education by August 15.

By July 31 of each year, the superintendent will file a report with the Department of Education outlining purchases of goods and services from targeted small businesses for the previous fiscal year.

The school board and superintendent will encourage targeted small businesses which are not certified with the Department of Inspections and Appeals to become certified targeted small businesses.

It is 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 \$10,000 without prior board approval. For goods and services costing more than \$10,000 and less than \$25,000, the superintendent 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 \$25,000 or more, including 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 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 school district.

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Legal Reference:

Iowa Code §§ 23A; 26; 28E 72.3; 73; 73A; 285.10(3),
.10(7); 301 (2011).
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:

705.00 Expenditures
801.04 Site Acquisition
802.00 Maintenance, Operation and Management
803.00 Selling and Leasing

Date of Adoption: October 18, 2011 (Revised)

Related Administrative Rules and Regulations:

