

Series 700 – Business Procedures

Policy Title: **Purchasing Procedures**

Policy Code No. **705.1**

The Board of Directors 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 or services if the cost and other considerations are relatively equal and they meet the required specifications.

Prior to August 15 of each year and after analyzing the school district's anticipated procurement level for the current fiscal year, the Board shall 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 employee's costs shall not be included.

By July 31 of each year, the superintendent or designee shall file a Targeted Small Business Procurement form with the Department of Education outlining purchases of goods and services from targeted small businesses for the previous fiscal year, and goals established for the current year.

The Board of Directors and superintendent shall encourage targeted small businesses, which are not certified with the Department of Inspections and Appeals, to become certified targeted small businesses.

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. Purchases not exceeding a cost of \$25,000 may be approved by the superintendent. Purchases exceeding \$25,000 must be approved by the board.

Purchases of goods and services under \$2,000 shall be preceded by verbal quotation.

Purchases of goods and services between \$2,000 and \$25,000 shall be preceded by two or more written quotations.

Purchases of goods and services including school vehicles and construction contracts in excess of \$25,000 shall be preceded by three or more competitive sealed bids. Competitive sealed bids may not be required for emergency situations. The superintendent will report to the Board, at the next regular meeting, on the emergency expenditures. All additions and repairs to school buildings and school grounds of more than \$25,000 shall be handled in accordance with Code of Iowa §§23A. See Board Policy 801.5.

Quotations for all substantial purchases of goods and services shall receive prior approval from the

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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 of Directors.

The Board of Directors and the superintendent or designee shall 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 or designee shall notify the Department of Economic Development. The Board of Directors will enter into such contract or contracts as the Board of Directors deems in the best interests of the school district.

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301 (2013).

261 I.A.C. 54.

281 I.A.C. 43.25.

481 I.A.C. 25.

1974 Op. Att’y Gen. 171.

1984 Op. Att’y Gen. 115

Cross Ref.: 705 Expenditures

801.4 Site Acquisition

802 Maintenance, Operation and Management

803 Selling and Leasing