

# BUSINESS PROCEDURES

## Series 800

Policy Title: Public Procurement of Goods and Services

Code: 802.1

The purchasing policy of the district shall be to purchase at the best price available to the District following the purchase order system. The District shall at all times adhere to the bidding requirements for the procurement of goods and services as set out in law. Further, the district shall purchase goods and services from vendors with a significant Idaho economic presence and to Buy American when possible.

### Public Procurement of Goods and Services Bidding

\$0 to \$10,000	Micro Purchases To the extent practicable, the District distributes micro-Purchases equitably among qualified suppliers. Micro Purchases may be awarded without soliciting competitive Quotations if the District considers the price to be Reasonable. The District maintains evidence of this Reasonableness in records of all micro purchases.	2CFR 200.320(a)
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\$10,001 to \$49,999	Small Purchase Procedures Verbal Quotes obtained from vendors – three are Suggested, but if there are not that many in the area, two will suffice. If small purchase procedures are used, <b>verbal</b> price or rate quotations must be obtained from an adequate number of qualified sources. <b><u>Document all responses.</u></b>	IC 67-2803 (2) 2CFR 200.320(b)
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The District must perform a cost or price analysis in connection with every procurement action for \$50,000 or more including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the District must make independent estimates before receiving bids or proposals. 2CFR 200.323(a)

\$50,000 to \$99,999	Semi-formal bidding: Issue written requests for bids describing goods or services desired to at least 3 vendors. Allow 3 days for written response, unless an emergency exists; 1 day for objections. Keep records for 6 months. <b><u>Accept low bid, or reject all bids.</u></b>	IC 67-2806 (1) 2CFR 200.320(a)
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\$100,000 and above	Formal bidding: Publish bid notice at least 2 weeks in advance of bid opening. Make bid specifications available; written objections allowed. May request bid security/bond.	IC 67-2806 (2) 2 CFR Part 200.319
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All bids will be publicly opened at the time and place prescribed in the invitation for bids. A firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material term and conditions of the invitation for bid, is the lowest in price. Any or all bids may be rejected if There is a sound documented reason.

Can reject all if able to purchase more economically in the open market.

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### Exemptions to Public Procurement of Goods and Services Bidding

Personal Property	Already competitive bid (piggy-backing)	IC 67-2803(1)
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	IC 67-2803(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 food for use in jails or detention facilities	IC 67-2803(17)
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)

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**LEGAL REFERENCE:**

*Idaho Code Sections 67-2801, et seq*  
ISBA Model Policy 7407

ADOPTED: July 2009

AMENDED: 12/17/2018, 2/24/2020