

Category: 5000 - BUSINESS	Policy Number: 5610																		
Policy Title: Bids and Quotations	Effective Date: September 21, 2011																		
<p>The District shall at all times adhere to the bidding requirements for the procurement of goods and services and public work contracting and procurement as set out in state law. Further, accurate and necessary information of specifications, issuing call to bid, bid opening, and contract awarding procedures will be followed.</p> <p>Although encumbrances and purchases of real/personal property less than \$25,000 do not require a formal bidding process or board approval, a procedure shall be established to obtain quotes for purchases of more than \$4,500 but less than \$25,000 to demonstrate quality fiduciary responsibility.</p> <p>A bid process shall be used for purchase of fuel, buses, computers, furniture, and, where applicable, any other property, material or service falling under the requirements of the State bidding laws.</p> <p>Public Procurement of Goods and Services and Public Works Construction Bidding</p> <table border="0"> <tr> <td data-bbox="199 764 365 793">\$0 to \$25,000</td> <td data-bbox="500 764 932 827">No bidding requirements (See procedure for obtaining quotes)</td> <td data-bbox="1287 764 1455 793">IC 67-2803(2)</td> </tr> <tr> <td data-bbox="199 856 430 886">\$25,000 to \$50,000</td> <td data-bbox="500 856 1104 1041">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. Accept low bid, or reject all bids.</td> <td data-bbox="1287 856 1455 886">IC 67-2806(1)</td> </tr> <tr> <td data-bbox="199 1071 423 1100">\$50,000 and above</td> <td data-bbox="500 1071 1109 1226">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. Can reject all if able to purchase more economically in the open market.</td> <td data-bbox="1287 1071 1455 1100">IC 67-2806(2)</td> </tr> </table> <p>Exemptions to Public Procurement of Goods and Services Bidding</p> <table border="0"> <tr> <td data-bbox="199 1318 412 1348">Personal Property</td> <td data-bbox="500 1318 980 1348">Already competitive bid (piggy-backing)</td> <td data-bbox="1287 1318 1455 1348">IC 67-2803(1)</td> </tr> <tr> <td data-bbox="199 1377 415 1407">Less than \$25,000</td> <td data-bbox="500 1377 1010 1407">Contracts or purchases of goods or services</td> <td data-bbox="1287 1377 1455 1407">IC 67-2803(2)</td> </tr> <tr> <td data-bbox="199 1436 355 1465">Any Amount</td> <td data-bbox="500 1436 1331 1659"> <ul style="list-style-type: none"> •Payment of wages •Personal or professional services performed by an independent contractor. (Refer to info on qualifications in IC 67-2320) •Procurement of an interest in real property—lease or purchase. •Procurement of insurance •Costs of Joint Powers participation •Emergency Expenditures </td> <td data-bbox="1287 1436 1455 1659"> IC 67-2803(3) IC 67-2803(4) IC 67-2803(5) IC 67-2803(6) IC 67-2803(7) IC 67-2808(1) </td> </tr> </table> <p>Legal Reference: Idaho Code, 33-402(7g); 33:601(2); 67-2801 et seq. "Purchasing by Political Subdivisions" Reference: Procedure 5610p, "Bids and Quotations" with Form 5610f, "Quote Tracking Sheet" Policy 5619, "Public Works Contracting and Procurement Licensure" Policy 5360, "School Properties: Acquisition, Use and Disposal"</p>		\$0 to \$25,000	No bidding requirements (See procedure for obtaining quotes)	IC 67-2803(2)	\$25,000 to \$50,000	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. Accept low bid, or reject all bids.	IC 67-2806(1)	\$50,000 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. Can reject all if able to purchase more economically in the open market.	IC 67-2806(2)	Personal Property	Already competitive bid (piggy-backing)	IC 67-2803(1)	Less than \$25,000	Contracts or purchases of goods or services	IC 67-2803(2)	Any Amount	<ul style="list-style-type: none"> •Payment of wages •Personal or professional services performed by an independent contractor. (Refer to info on qualifications in IC 67-2320) •Procurement of an interest in real property—lease or purchase. •Procurement of insurance •Costs of Joint Powers participation •Emergency Expenditures 	IC 67-2803(3) IC 67-2803(4) IC 67-2803(5) IC 67-2803(6) IC 67-2803(7) IC 67-2808(1)
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Snake River School District 52, 103 South 900 West, Blackfoot, Idaho 83221																			

Category: 5000 - BUSINESS	Procedure or Form Number: 5610p
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Bids:

Any contract related to real or personal property that entails an expenditure of \$25,000 or more must adhere to the following procedures.

The administrator initiating the bid must:

1. Get approval from the superintendent to advertise for bids. The superintendent will bring the request to the attention of the board for their approval.
2. Upon board approval, clarify and document bidding specifications.
3. Work through board clerk to advertise bids.
 - Bid needs to be published in the newspaper most widely used in the school district. (The Morning News).
 - Bid must be published two times no less than one week apart before the bid opening.
 - The bid advertisement needs to specify:
 - Item being bid.
 - Location where bid specifications can be picked up.
 - Date, place and time of bid opening (bid opening needs to be at least two weeks after the first date of bid publication).
 - Sealed bids will be submitted to the business office until the stated bid opening deadline.
4. All bids will be opened and recorded as per bid publication specification. No unsealed or late bids will be accepted. The superintendent or board clerk should be present for the bid opening.
5. The administrator who initiates the bidding procedure will review the bids received and make a written recommendation that must be included in the board packet. This must be done at least five working days before the next scheduled meeting. The administrator must be present at the board meeting to present the bid recommendation to the board and seek formal approval. If the administrator does not wish to accept the lowest bid, he/she will need to justify rejection of the lowest bid as per bidding specification.
6. The board of trustees may award the contract to the lowest responsible bidder or reject any bid, or reject all bids and publish notice for new bids.
7. The board clerk will notify all bidders of the board's decision regarding their bid.
8. The administrator initiating the bidding process and the board clerk need to retain all pertinent information concerning bid specifications and bids received. The date of board approval of the bid should be noted on the purchase order when ordering materials.

Quotes:

1. Encumbrance/Purchase of real/personal property less than \$25,000 is the responsibility of the program administrator, with the approval of the superintendent. Although these purchases do not require a formal bidding process or board approval, it is extremely important to demonstrate quality fiduciary responsibility.
2. This quality is preserved by asking for at least two quotes on any real/personal property purchases that are more than \$4,500 but less than \$25,000. Please emphasize to vendors that you are asking for quotes in these cases and not bids. Some vendors will be confused if you use the term bid and will assume that bidding procedures are being followed.
3. The "Quote Tracking Sheet" needs to be attached to all Purchase Orders of this type to document that district procedures have been followed. The "Quote Tracking Sheet" is attached for your use.

Category: 5000 - BUSINESS	Procedure or Form Number: 5610f
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QUOTE TRACKING SHEET

If you are planning to purchase items, equipment, or services which will exceed \$4,500 you must secure at least two quotes:

	ITEM	COMPANY	QUOTE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

COMPANY SELECTED: _____

If not lowest quote, reason for choosing this company: _____

Signature