

The District shall at all times adhere to the bidding requirements for the procurement of goods and services, and for public works contracting and procurement, as set out in State law. No contract involving a public works project shall be let to any contractor who is not licensed as required by the laws of this State. The following guidelines shall be followed when making purchases and contracts for the District.

### **Public Procurement of Goods and Services Bidding**

\$0 - \$25,000 No State bidding Requirements, three (3) quotes or bids required by the District.

\$25,000 to \$50,000 Semi-formal bidding: Issue written requests for bids describing goods or services desired to at least three vendors. Allow three days for written response, unless an emergency exists; One day for objections. Keep records for six months. Accept low bid; or reject all bids.

\$50,000 or more Formal bidding: Publish bid notice at least two weeks in advance of bid opening. Make bid specifications available; written objections allowed. May request bid security or bond. Can reject all if able to purchase more economically in the open market.

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

The following do not need to be bid:

- Personal or professional services performed by an independent contractor.
- Procurement of an interest in real property – lease or purchase
- Procurement of insurance
- Procurement of travel and training
- Procurement of goods and services from Idaho correctional industries
- Procurement of repair for heavy equipment
- Procurement of software maintenance, support and licenses of an existing system or platform that was bid in compliance with state law
- Procurement of public utilities
- Procurement of used equipment at an auction if authorized by the governing board

### **Public Works Contractor Licensure Requirements**

A public works license is required for all contract work in the District \$50,000 or over.

### **Exemptions from Public Works Contractor Licensure**

The following projects do not need public works licensure:

- A single project construction, alteration, improvement, or repair less than \$50,000 with any number of trades.
- Any construction, alteration, or repair due to an emergency.

**Public Works Construction Bidding**

\$0 - \$25,000 No State bidding Requirements, three (3) quotes or bids required by the District.

\$25,000 to \$50,000 Semi-formal bidding Issue written requests for bids describing the work to at least 3 licensed contractors. Allow 3 days for written response; objections 1 day prior to bid. Keep records for 6 months. Accept low bid; or reject all bids.

\$50,000 or more Formal bidding: Formal bidding has two **Options A & B:**

**Category A** – Open to all licensed contractors. Publication requirements. Written objections allowed. May request bid security/bond. Accept low bid; or reject all bids. See code for details. (IC 67-2805(2)(a).)

**Category B** – Open to pre-qualified contractors. After pre-qualification is determined, the bidding process is in the same manner as Category A. (IC 67-2805(2)(b).) Publish bid notice at least two weeks in advance of bid opening. Make bid specifications available; written objections allowed. May request bid security or bond. Can reject all if able to purchase more economically in the open market.



**LEGAL REFERENCE: I.C. § 67-2801 et seq. Purchasing by Political Subdivisions**

**LEGAL REFERENCE: I.C. § 54-1903 Unlawful to Engage in Public Works Contracting Without License Exemptions**

**I.C. § 67-2801 et seq. Purchasing by Political Subdivisions**

<b>LEGAL REFERENCE:</b>	I.C. § 33-601	Real and Personal Property – Acquisition, Use or Disposal of Same.
	I.C. § 33-402	Notice Requirements
	I.C. § 33-316	Cooperative Contracts to Employ Specialized Personnel and/or Purchase Materials
	I.C. § 18-1351	Bribery and Corrupt Practices – Definitions

<u>I.C. § 59-701</u>	<u>Ethics in Government</u>
<u>I.C. § 33-402</u>	<u>Notice Requirements</u>
<u>I.C. § 33-601</u>	<u>Real and Personal Property – Acquisition, Use or Disposal of Same</u>
<u>I.C. § 67-2805</u>	<u>Procurement of Public Works Construction</u>
<u>I.C. § 67-2806</u>	<u>Procuring Services or Personal Property</u>
<u>I.C. § 67-2806A</u>	<u>Request for Proposal</u>
<u>I.C. § 74-401 et seq.</u>	<u>Ethics in Government</u>
<u>2 C.F.R. § 200.317</u>	<u>Procurement by States</u>
<u>2 C.F.R. § 200.318</u>	<u>General Procurement Standards</u>
<u>2 C.F.R. § 200.320</u>	<u>Methods of Procurement to be Followed</u>

**ADOPTED: February 25, 2002**

**AMENDED/REVISED: November 18, 2002, September 20, 2004;  
December 14, 2015; November 21, 2016**

**Refer to: ~~803.30750.00F1~~, ~~750.00803.30F2~~, ~~750.00803.30F3~~, ~~750.00803.30F4~~, ~~750.00803.30F5~~, ~~750.00803.30P1~~, ~~750.00803.30P2~~**