

Bids and Contracts Procedures

The superintendent or designee, after approval to proceed with a project or service from the board of trustees, shall follow the bids and contracts procedures as outlined below:

1. **Advertise for Bids**-Anticipated expenditures which will amount to \$25,000 or more are to be published in a newspaper twice and not less than one week apart. The first notice is to be published at least two (2) weeks before the bid opening.
2. **Curricular Materials Purchases**-Curricular materials, consisting of textbooks and instructional media, including software, audio/visual media and internet resources, as adopted by the State Board of Education materials adoption committee, may be purchased without bidding, regardless of the amount to be expended.
3. **Contracting for Professional Services**-The district may contract with professional engineers, architectural and land surveying services, and certain professionals without requiring a bid for the following reasons:
 - a. Professional engineers and architectural and land surveying services are exempt from bidding under Idaho Code 67-2320.
 - b. Some professionals, including but not limited to, auditors, lawyers, and accountants, may not ethically submit a bid for professional services.
 - c. Usually, selection will follow this sequence:
 1. The interested party will submit a request for proposal,
 2. the committee will evaluate the proposal responses,
 3. and select three (3) to five (5) for a presentation before the board of trustees, and
 4. the board of trustees will make the final selection.
4. **Federal Funds Projects**-The purchasing policy applies to the expenditures for federal fund projects as well as those items obtained through the district's various funds.
5. **Willful Policy Avoidance**-Under normal circumstances, dividing the total requirements to be purchased into smaller amounts so as to avoid the \$25,000 minimum limitation requiring a formal bid procedure, or \$5,000 for securing three (3) written quotations, will not be allowed. This practice is a violation of the purchasing policy and certainly violates the intent of purchasing in the most

prudent and economical manner for the school district. Purchasing in this manner may be an extreme exception and only justified when a delay in obtaining the supplies or equipment could hinder or adversely affect the operation of the school system.

- 6. Bid Security-**At the discretion of the board of trustees, on any bid totaling \$25,000 or over, the vendor may be required to supply with his bid a bid security in the form of a bid bond, certified check, or bank cashier’s check made payable to the Bruneau-Grand View Jt. School District of Grand View, Idaho in an amount not less than five percent (5%) of the total bid, as a guarantee that the bid is valid and submitted in good faith. Check bid security of a successful bidder is held until the purchase order award has been completed, when it is returned to the vendor. Checks of unsuccessful bidders are returned when award is made. Bid bonds are not returned.

Legal source: Idaho Code 33-118 “Courses of study-Curricular materials.”
 Idaho Code 33-402(g) “Notice requirements.”
 Idaho Code 33-601 “Real and personal property-Acquisition, use or disposal of same.”

 Idaho Code 59-514 “Publication of contractee, amount and purpose of personal services contracts-Definition.”

 Idaho Code 59-1026 “Splitting or separating purchases of work projects to evade competitive bidding-Civil penalties.”

 Idaho Code 67-2320 “Professional service contracts with design professionals, construction managers and professional land surveyors.”

Adopted: May 9, 1996
Reviewed: July 13, 2004
Revised: August 19, 2004