

**Board Policy 7405: Public Works Contracting and Procurement**

**Status: ADOPTED**

**Original Adopted Date:** 11/14/2017 | **Last Revised Date:** 07/09/2019, 10/14/2025 | **Last Reviewed Date:** 06/17/2025

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. Further, the District shall at all times adhere to the bidding requirements for public works contracting and procurement as set out in State law.

**Public Works Contractor Licensure Requirements**

\$0 to \$50,000	No licensure requirement	IC 54-1903(9)
\$50,000 and above	Licensure required	IC 54-1903(9)

**Exemptions from Public Works Contractor Licensure**

Less than \$50,000 for construction, alteration, improvement, or repair.	Single project with any number of trades	IC 54-1903(9)
Any construction, alteration, or repair due to an emergency.	Pursuant to the provision of Chapter 10, Title 46 Idaho Code	IC 54-1903(11)

**Public Works Construction Bidding**

\$0 to \$100,000	No bidding requirements	IC 67-2803(2)
\$100,000 to \$250,000	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	IC 67-2805(1)

records for 6 months. Accept low bid, or reject all bids.

\$250,000 and above      Formal bidding **2 Options A & B:**      IC  
67-2805(2)

**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).)

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#### Legal References

IC § 33-601	School Property - Real and Personal Property – Acquisition, Use or Disposal of the Same
IC § 54-1903	Unlawful to Engage in Public Works Contracting Without License – Exemptions
IC § 67-2801, et seq.	Purchasing by Political Subdivisions
IC § 74-401 et seq.	Ethics in Government

#### Other References

Idaho State Department of Education [Policies and Procedures Used Template](#)

#### Cross References

Code	Description
7400	Miscellaneous Procurement Standards
7408	Entering into Professional Service Contracts
7409	Acquisition of Real and Personal Property