

**Board Policy 7407: Public Procurement of Goods and Services**

**Status:** ADOPTED

**Original Adopted Date:** 11/14/2017 | **Last Revised Date:** 08/13/2024,10/14/2025 | **Last Reviewed Date:**

The District shall at all times adhere to the bidding requirements for the procurement of goods and services as set out in State law.

\$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 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 when impractical to obtain three bids. <u>Accept low bid, or reject all bids.</u>	IC 67-2806(1)
\$250,000 and above	Formal bidding: Publish bid notice at least two weeks in advance of bid opening and again at least seven days before the 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)

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

Personal Property	Already competitive bid (piggy-backing)	IC 67-2803(1)
Less than \$100,000	Contracts or purchases of goods or services	IC 67-2803(2)
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 IC 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 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 References**

IC § 67-2320

**Description**

Professional Service Contracts with Design  
Professionals, Construction Managers and Professional  
Land Surveyors

IC § 67-2801, et seq.

Purchasing by Political Subdivisions