

**Public Procurement of Goods and Service**

The District shall at all times adhere to the bidding requirements for the procurement of goods and services as set out in state law. Purchasing of all equipment, materials, supplies, contract services and other items, which are procured through the District accounts payable process shall be by District purchase order, issued in advance of the purchase.

**Public Procurement of Goods and Services Bidding**

\$0 to \$2,000	No bidding requirements. On a total purchase under \$2,000 an Administrator may make the purchase without a District purchase order and seek reimbursement from their building allocation budget.	
\$2,000 to \$50,000	At least two quotes must be Obtained if there is more than one vendor of the product. Purchases beyond \$2,000 must be approved in advance By the Superintendent and/or Business Manager.	
\$50,000 to \$100,000	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 exits; 1 day for objections. Keep records for 6 months. School Board must accept lowest responsive accept lowest responsive bid, or reject all bids.	IC 67-2806 (1)
\$100,000 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. Must be approved by the School Board.	IC 67-2806 (2)

**Local Purchasing**

Wherever possible, purchases of goods and services for use in Madison School District schools will be from local vendors or through national concerns with local offices. Priority will be given first to firms operating within Madison School District boundaries, then to firms operating in the Upper Snake River Valley.

Nonetheless, local vendors must be competitive in both price and quality with non-local vendors to receive consideration under the following guidelines;

1. Local vendor quote is the lowest price or within 10% of the lowest telephone quote for purchases under \$5,000.
2. Local vendor quote is the lowest price or within 10% of the lowest written quote for purchases from \$5,000 to \$24,999.

This policy applies to purchases made by all schools and department in Madison School District 321. This policy includes all accounts in the District, including student body and activity accounts, special and earmarked accounts, etc.

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

Personal Property	Already competitive bid (piggy-backing)	IC 67-2803 (1)
Less than \$50,000	Contracts or purchases of goods or services	IC 67-2803 (2)
Any Amount	Payments of Wages	IC 67-2803 (3)
Any Amount	Personal of 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 of 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	Emergency Expenditures	IC 67-2808 (1)

Legal Reference: I.C. § 67-2801 et seq. Purchasing by Political Subdivisions

#### Policy History:

Adopted on: June 26, 2018

Revised on: