

Public Works Contracting and Procurement

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 School 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 to 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, Charter 11 Title 46 Idaho Code	IC 54-1903

Public Works Construction Bidding

\$0 to \$50,000	At least two quotes must be obtained if there is more than one qualified contractor available. Purchases must be approved in advance by the Superintendent and/or Business Manager.	IC 67-2803 (2)
\$50,000 to \$200,000	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. School Board must accept lowest responsive bid, or reject all bids.	IC 67-2805 (2)
\$200,000 and above	Formal bidding 2 Options A & B: Category A – Open to any licensed contractors. Publication required. Written objections must be received. Sealed bids will be delivered to the Superintendent or Business Manager. May request bid security/bond. School Board must accept lowest responsive bid, or reject all bids. See code for details. Category B – Open to pre-qualified contractors.	IC 67-2805(2)

After Pre-qualification is determined, the bidding process is in the same manner as Category A.

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.

Legal Reference: I.C. § 54-1903 Unlawful to engage in public works contracting without license
I.C. § 67-2801 et seq. Purchasing by Political Subdivisions

Policy History:

Adopted on: June 26, 2018

Revised on: