

The board supports economic development in Iowa. Purchases by the school district will be made in Iowa for Iowa goods and services from a locally-owned business located within the school district or from an Iowa-based company which offers these goods or services if the cost and other considerations are relatively equal and they meet the required specifications.

All Projects

It shall be the responsibility of the superintendent to approve purchases, except those authorized by or requiring direct board action. The superintendent shall have the authority to authorize purchases without competitive proposals for goods and services costing under \$25,000 without prior board approval. For all purchases for goods and services costing over \$25,000, the superintendent shall seek, at a minimum, competitive quotations, and shall submit all quotations to the board for its review.

The superintendent may coordinate and combine purchases with other governmental bodies to take advantage of volume price breaks. Joint purchases with other political subdivisions will be considered in the purchase of equipment, accessories or attachments with an estimated cost of \$50,000 or more.

Public Improvement Projects

For goods and services utilized in public improvement projects, as defined under Iowa law, costing \$50,000 or less, the superintendent shall receive quotes of the goods and services to be purchased prior to approval by the superintendent or the board.

For goods and services utilized in public improvement projects, as defined under Iowa law, costing more than \$50,000 and less than \$130,000, the superintendent shall receive competitive quotations of the goods and services to be purchased prior to approval by the board. The purchase will be made from the party submitting the lowest responsive, responsible quotation based upon total cost considerations including, but not limited to, the cost of the goods and services being purchased, availability of service and/or repair, delivery date, and other factors deemed relevant by the Board.

For goods and services utilized in public improvement projects, as defined under Iowa law, costing more than \$130,000, the superintendent shall receive competitive sealed bids of the goods and services to be purchased prior to approval of the Board. The purchase will be made from the party submitting the lowest responsive, responsible bid based upon total cost considerations including, but not limited to, the cost of the goods and services being purchased, availability of service and/or repair, delivery date, and other factors deemed relevant by the Board.

The board and the superintendent shall have the right to reject any or all quotations or bids, or any part thereof, and to seek additional quotations or bids. The board will enter into such contract or contracts as the board deems in the best interests of the school district.

Purchase Orders

The procurement of all supplies, equipment, and services shall be initiated by the issuance of an official purchase order signed by the superintendent or by an authorized staff member. Only those supplies, equipment, and services procured by formal contract shall be exempt.

Date of Adoption: 1967

Reviewed and Amended: 2/10/03; 12/22/08; 2/24/14