

Board Policy Document

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## **BUSINESS PROCEDURE**

### ***Series 800***

**Policy Title: Purchasing**

**Code Number: 803.2**

There is a compelling public interest and need for accountability in the purchasing function of a public entity such as the Sioux City Community School District. There is also a need for consistent, expeditious and timely acquisition of verifiably needed supplies, equipment and services of acceptable value. The Board of Directors has established a centralized purchasing function in order to promote compliance with applicable laws and regulations, and consistency and openness of process.

The Purchasing Manager of the District is delegated functions by the Superintendent and is expected to comply with all relevant laws and regulations pertaining to the purchasing of capital goods, services and materials or supplies.

Assurance of value is sought through pricing comparisons coupled with consideration of availability and quality of service or repair, delivery, specifications and other factors deemed relevant by the Board or its designated agent in the Purchasing Office.

It shall be the responsibility of the Superintendent or his/her designee to approve purchases, except those requiring direct Board action as may be reserved by this policy. The Purchasing Manager may choose to time, coordinate and combine purchases within the District's schools and departments, and/or with other governmental bodies, to take advantage of volume price break, and is encouraged to do so. Joint purchases with other political subdivisions will be considered when an appropriate analysis shows an economic benefit to the District. The Purchasing Manager is encouraged to seek out such opportunities where available.

First Adoption: August 27, 1985  
Revision Adoption: September 23, 2003/November 26, 2007  
Legal Reference: Iowa Code Chapter 18.6(9); 23A; 28E.20; 72.3; 73; 73A;  
285.10(3), .10(7); 301 (1997), Section 38

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The Purchasing Manager may authorize purchases without competitive bids for goods and services costing under \$25,000 without prior Board approval. For goods and services costing \$25,000 or more, but less than \$57,000, the designated Purchasing Manager of the District shall, by solicitation, obtain a minimum of two quotes for such goods or services, share such data with the Board Finance Committee, but may then authorize a purchase without prior approval of the full Board. Goods or services estimated to cost \$57,000 or more, but less than \$100,000 require approval by the full Board, and generally shall be based on obtaining, by solicitation, a minimum of two quotes (preferably more) for such goods or services.

For public improvement projects with an estimated total cost of more than the competitive bid threshold as then set by law, the District shall follow the then current competitive quotations process as outlined by statute and administrative rule.

For goods or services that are estimated to be \$100,000 or more, including leases or multi-year contracts, joint purchases or public improvement contracts, a Board hearing may be required prior to awarding contracts and all cases the purchases and/or awards must be approved by the full Board, and will be based on competitive sealed bids obtained by solicitation or formal advertisement where required by law (unless otherwise specified by the Board).

Employees of the District are expected to comply with all procedures designated by the Purchasing Department and/or Superintendent as a means to implement the above Board stipulations. Requisitions for the purchase of goods and/or services shall identify the source of funding. In the event that the issue involves public improvement projects, the Superintendent or his/her designee shall identify the source of funding at the time a recommendation is made to the Board.

No contract for goods and/or services, implied or otherwise, shall be deemed to have effect without approval of the Board of Directors, the Superintendent or his/her designee in accordance with the above stipulations within the limits expressed in this policy. Purchases will be made based upon the cost of the goods and/or services, availability and quality of service and/or repair, delivery date, and other factors deemed relevant by the Superintendent or his/her designee.

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After appropriate advertising and solicitation for quality vendors or service providers, and comparison and analysis of all quotes and/or bids, preference may be given to local merchants or service providers, all else being equal.

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