

## Snake River School District #52

### FINANCIAL MANAGEMENT

7405

#### 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 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 \$100,000	No licensure requirement	IC 54-1903(9)
\$100,000 and above	Licensure required	IC 54-1903(9)

#### **Exemptions from Public Works Contractor Licensure**

Less than \$100,000 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, Chapter 10, Title 46 Idaho Code	IC 54-1903(11)

#### **Public Works Construction Bidding**

\$0 to \$100,000	No bidding requirements	IC 67-2803(2)
<b>\$100,000 to \$250,000</b>	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. <u>Accept low bid, or reject all bids.</u>	IC 67-2805(1)
\$250,000 and above	Formal bidding 2 <b>Options A &amp; B:</b>	IC 67-2805(2)

**Category A** – Open to all licensed contractors. Publication requirements. Written objections allowed. May request bid security/bond. Accept low bid, or reject all bids. See code for details. (IC 67-2805(2)(a).)

**Category B** – Open to pre-qualified contractors. After pre-qualification is determined, the bidding process is in the same manner as Category A. (IC 67-2805(2)(b).)

Legal References:	I.C. § 33-601	Real and Personal Property – Acquisition, Use or Disposal of Same
	I.C. § 54-1903	Unlawful to Engage in Public Works Contracting Without License – Exemptions

I.C. § 67-2801 *et seq.* Purchasing by Political Subdivisions  
I.C. § 74-401 *et seq.* Ethics in Government

Other Reference: Policies and Procedures Used Template  
Idaho State Department of Education, <http://www.sde.idaho.gov/sped/funding/>  
ISBA Policy Services: <https://www.idsba.org/member-services/policy/>

<u>Code</u>	<u>Description</u>
7400	Miscellaneous Procurement Standards
7400 P1	Federal Award Requirements
7400 P2	Procurement Methods Under a Federal Award
7400 P3	Requirements and Restrictions for Procurement Under a Federal Award - Competition
7400 P4	General Procurement Standards for Federal Awards, Contractor Oversight
7408	Entering into Professional Service Contracts
7409	Acquisition of Real and Personal Property

Policy History:

Adopted on: 10/20/2021

Revised on: 09/17/2025; 04/21/2026

Reviewed on: 08/20/2025; 03/18/2026; 04/21/2026