## Board Policy 7405: Public Works Contracting and Procurement

**Status:** ADOPTED

**Original Adopted Date:** 08/21/2023 | **Last Revised Date:** 07/21/2025 | **Last Reviewed Date:** 01/14/2026

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

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| $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

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|---|---|---|
| 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

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| $0 to $100,000 | No bidding requirements | IC 67-2803(2) |
| $100,000 to $250,000 | 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. Accept low bid, or reject all bids. | IC 67-2805(1) |
| $250,000 and above | Formal bidding 2 **Options A & B:**<br><br>**Category A** – Open to all licensed contractors. Publication | IC 67-2805(2) |

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).)

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| **Legal References** | **Description** |
|---|---|
| IC § 33-601 | School Property - Real and Personal Property — Acquisition, Use or Disposal of the Same |
| IC § 54-1903 | Unlawful to Engage in Public Works Contracting Without License – Exemptions |
| IC § 67-2801, et seq. | Purchasing by Political Subdivisions |
| IC § 74-401 et seq. | Ethics in Government |

| **Other References** | **Description** |
|---|---|
| Idaho State Department of Education | Policies and Procedures Used Template |
| ISBA Policy Services | https://www.idsba.org/member-services/policy/ |

**Cross References**

| **Code** | **Description** |
|---|---|
| 7400 | Miscellaneous Procurement Standards |
| 7400 | Miscellaneous Procurement Standards |
| 7400 | Miscellaneous Procurement Standards |
| 7400 | Miscellaneous Procurement Standards |
| 7400 | Miscellaneous Procurement Standards |
| 7408 | Entering into Professional Service Contracts |
| 7409 | Acquisition of Real and Personal Property |