

### Purchasing and Bidding Flowchart

Is this a public improvement project?

**"public improvement":** "building or construction work which is constructed under the control of [the District] and is paid for in whole or in part with funds of the [District] . . . but excluding . . . emergency work or repair or maintenance work performed by employees of [the District]." (Iowa Code § 26.2(3)); **"repair or maintenance work":** "the preservation of a building, storm sewer, sanitary sewer, or other public facility or structure so that it remains in sound or proper condition, including minor replacements and additions as necessary to restore the public facility or structure to its original condition with the same design." (Iowa Code § 26.2(4))

YES

NO

What is the "estimated total cost of [the] public improvement" project, as calculated by an "engineer," "architect" or "landscape architect"? (Iowa Code § 26.3)

< \$25,000

(1) Approval of Superintendent  
(2) Contract Recommended

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< \$25,000

> \$25,000

(1) Approval of Board  
(2) Performance Bond (§ 573.2)  
(3) Contract Required

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\$25,000-\$55,000

(1) Approval of Board  
(2) Performance Bond (§ 573.2)  
(3) Competitive Quotes  
(4) Contract Required

\$55,000 - \$135,000

(1) Approval of Board  
(2) Performance Bond (§ 573.2)  
(3) Competitive Sealed Bids  
(4) Contract Required

> \$135,000

**"competitive sealed bid"**- (a) advertise for bids by publishing a notice "at least once, not less than [4] and not more than [45] days before the date for filing bids, in a [general circulation] newspaper published at least once weekly . . ." (b) notice includes time/place for filing sealed bids, time/place sealed bids opened, general nature of project, when work must be completed, requirement for a bid security; (c) bidders provide bid security of 5-10%; (d) sealed bids are opened by District, the amount of the bid is announced, and the bid is filed at the time and place specified in the notice; (e) board resolution to award bid to "lowest responsive, responsible bid"; (f) public hearing to "approve[]" the proposed plans, specifications, and form of contract, and estimated total cost," (g) board resolution to approve project (Iowa Code §§ 26.3, 26.7, 26.8, 26.10, 26.12)

Is a board member attempting to secure the project?

Note: only applies to board members who are attempting to secure a project where the benefit to the board member is in excess of "\$2,500 in a fiscal year" (Iowa Code § 279.7A)

YES

NO

(1) "Competitive Bid" (means quote or bid, depending upon project amount)  
(2) Submitted in Writing  
(3) Bids Publicly Invited  
(4) Bids Publicly Opened

No additional action necessary.