

SUGAR VALLEY RURAL CHARTER SCHOOL

POLICY NUMBER: 610
SECTION: FINANCES
TITLE: **PURCHASES SUBJECT TO BID**
DATE ADOPTED: NOVEMBER 1998
DATE LAST REVISED: JANUARY 2019

PURCHASES SUBJECT TO BID

AUTHORITY

It is the policy of the Board to obtain competitive bids and price quotations for products and services where such bids are required by law or may result in monetary savings to the school.

GUIDELINES

The amounts related to competitive bids and price quotations are subject to adjustments based on the Consumer Price Index. The Department of Labor and Industry shall give notice in the Pennsylvania Bulletin prior to January 1 of each year in which the base amounts for competitive bids and price quotations are to change.

Competitive Bids

When seeking competitive bids, the Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation.

After due public notice advertising for competitive bids, the Board shall be authorized to:

1. Purchase furniture, equipment, school supplies and appliances costing more than \$20,600.00 or the base amount for competitive bids published more recently in the Pennsylvania Bulletin, unless exempt by law.
2. Contract for construction, reconstruction, repairs, maintenance, or work on any school building or property having a total cost or value of more than \$20,600.00 or the base amount for competitive bids published most recently in the Pennsylvania Bulletin, unless exempt by law.

The Board prohibits the practice of splitting purchases to avoid advertising and bidding requirements.

Bids shall be opened publicly by the Business Manager or his/her designee, before one or more witnesses at a previously designated time and place.

Whenever a contractor submits a bid for performance of work and later claims a mistake, error or omission in preparing said bid, the contractor shall, before the bids are open, make known the fact; in such case the bid shall be returned unopened.

With kind, quality and material being equal, the bid of the lowest responsible bidder meeting the bid specifications shall be accepted upon resolution of the Board, unless the Board chooses to reject all bids.

The Board recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need of immediate action. Bidding decisions on the event of such emergencies shall be made in accordance with existing legal requirements.

Price Quotations

Unless exempt by law, at least three (3) written or telephonic price quotations shall be requested by the Board for:

1. Purchase furniture, equipment, school supplies and appliances having a cost exceeding \$11,100.00 but no greater than \$20,600.00 or in the range for price quotations published most recently in the Pennsylvania Bulletin.
2. All contracts for construction, reconstruction, repairs, maintenance, or work on any school building or property having a total cost or exceeding \$11,100.00 but no greater than \$20,600.00 or in the range for price quotations published most recently in the Pennsylvania Bulletin.

A written record of telephonic price quotations shall be made and shall contain at least the date of the quotation, the name of the vendor and the vendor's representative, the supplies which were the subject of the quotation and the price of the supplies. Written price quotations, written records of telephonic price quotations and memoranda shall be retained for a period of three (3) years.

If it is not possible to obtain three (3) quotations, a memorandum must be kept on file showing that few than three (3) qualified vendors exist in the market area.

Work Performed by District Maintenance Personnel

The Board may authorize district maintenance personnel to perform construction, reconstruction, repair or work having a total cost or value of equal to or less than \$11,100.00 or the base amount for price quotations published most recently in the Pennsylvania Bulletin.

DELEGATION OF RESPONSIBILITY

Bid specifications shall be prepared by the administration.

Bid specifications shall provide for alternates wherever possible.

The Board Secretary or designee is authorized to advertise for bids, in accordance with statutory procedures, without prior approval of the Board; but s/he shall inform the Board of such action at

the next meeting. Records shall be kept in sufficient detail to show that a reasonable number of qualified vendors were invited to bid.

REFERENCES:
SC 751, SC 807.1