

# ST. MARYS AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO  
BID/QUOTATION

ADOPTED: November 8, 2010

REVISED: January 9, 2017

610. PURCHASES SUBJECT TO BID/QUOTATION	
1. Authority SC 751, 807.1	It is the policy of the Board to obtain competitive bids and price quotations for products and services where such bids or quotations are required by law or may result in monetary savings to the school district.
2. Guidelines SC 120, 751, 807.1	The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on the Consumer Price Index.
	<u>Supplies</u>
SC 807.1	The Board shall, after due public notice advertising for competitive bids, purchase furniture, equipment, school supplies and appliances costing \$19,400 or more, unless exempt by law. The Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation.
SC 807.1	Furniture, equipment, school supplies and appliances to be purchased by the district costing more than \$10,500 but less than \$19,400 may be obtained on written or telephonic quotations, unless exempt by law. If it is not possible to obtain three (3) quotations, a memo must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.
	<u>Competitive Bids</u>
SC 751, 807.1	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:
SC 807.1	1. Purchase furniture, equipment, school supplies and appliances costing a base amount of \$19,400 or more, unless exempt by law.
SC 751	2. Contract for construction, reconstruction, repairs, maintenance or work on any school building or property having a total cost or value of more than \$19,400, unless exempt by law.

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SC 751, 807.1	The Board prohibits the practice of splitting purchases to avoid advertising and bidding requirements.
SC 751, 807.1	With kind, quality and material being equal, the bid of the lowest responsible bidder meeting bid specifications shall be accepted upon resolution of the Board, unless the Board chooses to reject all bids.
SC 751	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 for immediate action. Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements.
62 Pa. C.S.A. Sec. 4602, 4603	<p><u>Electronic Bidding</u></p> <p>The Board may receive bids electronically for competitive contracts, except for construction and design services, in compliance with applicable laws and Board policy.</p>
62 Pa. C.S.A. Sec. 4603	The district shall electronically maintain the confidentiality of the bid until the bid opening.
62 Pa. C.S.A. Sec. 4604	<p><u>Competitive Electronic Auction Bidding</u></p> <p>An invitation for bids shall be issued and shall include:</p> <ol style="list-style-type: none"> <li>1. Procurement description.</li> <li>2. All contractual terms, when practical.</li> <li>3. Conditions applicable to procurement, including a notice that bids will be received in an electronic auction manner.</li> </ol> <p>Public notice and advertisement of the invitation for bids shall be given in the manner required for non-electronic bidding.</p> <p>Bids may be accepted electronically at the time and in the manner designated in the invitation for bids.</p> <p>After the auction period has expired, the district shall grant in writing withdrawal of a bid when the bidder requests relief and presents credible evidence of a clerical mistake due to reasons permitted by law, within the time period established by the district.</p> <p>The contract shall be awarded within sixty (60) days of the auction by written notice to the lowest responsible bidder, or all bids may be rejected. Extensions of the award date may be made by written, mutual consent of both parties.</p>

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	<p><u>Price Quotations</u></p>
<p>SC 751, 807.1</p>	<p>Unless exempt by law, at least three (3) written or telephonic price quotations shall be requested by the Board for:</p>
<p>SC 807.1</p>	<p>1. Furniture, equipment, school supplies and appliances costing a base amount of more than \$10,500 but less than \$19,400, or as set by law.</p>
<p>SC 751</p>	<p>2. All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having a total cost or value of more than \$10,500 but less than \$19,400, or as set by law.</p>
	<p>If it is not possible to obtain three (3) quotations, a memorandum must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for three (3) years.</p>
	<p><u>Work Performed By District Maintenance Personnel</u></p>
<p>3. Delegation of Responsibility SC 751, 807.1</p>	<p>The Board may grant the Board Secretary or Purchasing Agent the authority to purchase supplies and award contracts in the amount and manner designated by applicable law.</p>
	<p>Bid specifications shall be prepared by the Business Manager.</p>
	<p>Bid specifications shall provide for alternates wherever possible.</p>
<p>SC 751, 807.1</p>	<p>The Business Manager shall combine like items of supply and material whenever it is feasible and permissible under law and shall not split purchases to avoid requirements for bidding.</p>
	<p>Bids shall be opened publicly before one (1) or more witnesses at a previously designated time and place.</p>
<p>SC 807.1</p>	<p>Contracts shall be awarded to the lowest responsible bidder upon resolution of the Board, unless the Board chooses to reject all bids.</p>
<p>SC 751</p>	<p>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 for immediate action. Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements.</p>
	<p>References:</p>
	<p>School Code – 24 P.S. Sec. 751, 807.1</p>

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	<p>Local Government Unit Electronic Bidding Act – 62 Pa. C.S.A. Sec. 4601 et seq.</p> <p>NOTES:</p> <p>The Department of Labor and Industry shall publish notice, in the Pennsylvania Bulletin prior to January 1 of each calendar year, of the annual percentage change and the unadjusted or final adjusted base amounts at which competitive bidding is required and written or telephonic price quotations are required, respectively, for the calendar year beginning the first day of January after publication of the notice. This policy will be adjusted annually based on the notice published in the Pennsylvania Bulletin.</p> <p>Act 4 of 1974 – Withdrawal of Bids – 73 P.S. Sec. 1602</p>
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