

Book	Policy Manual
Section	600 Finances
Title	Copy of Purchases Subject to Bid/Quotation
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Prior Revised Dates	03/21/2022

### **Authority**

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.[\[1\]](#)[\[2\]](#)

### **Guidelines**

The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on the Consumer Price Index.[\[1\]](#)[\[2\]](#)[\[3\]](#)

### **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.[\[1\]](#)[\[2\]](#)

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

1. Purchase furniture, equipment, school supplies, and appliances costing a base amount of \$22,500 or more, unless exempt by law.[\[2\]](#)
2. Contract for construction, reconstruction, repairs, maintenance, or work on any school building or property having a total cost or value of more than \$22,500, unless exempt by law.[\[1\]](#)

The Board prohibits the practice of splitting purchases to avoid advertising and bidding requirements.[\[1\]](#)[\[2\]](#)

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.[\[1\]](#)[\[2\]](#)

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.[\[1\]](#)

### Electronic Bidding

The Board shall receive bids electronically for competitive contracts, except for construction and design services, in compliance with applicable laws and Board policy.[\[4\]](#)[\[5\]](#)

The district shall electronically maintain the confidentiality of the bid until the bid opening.[\[5\]](#)

### Price Quotations

Unless exempt by law, at least three (3) written or telephonic price quotations shall be requested by the Board for:[\[1\]](#)[\[2\]](#)

1. Furniture, equipment, school supplies, and appliances costing a base amount of more than \$12,200 but less than \$22,500.[\[2\]](#)
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 \$12,200 but less than \$22,500.[\[1\]](#)

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.

### Work Performed by District Maintenance Personnel

The Board may authorize district maintenance personnel to perform construction, reconstruction, repairs, or work having a total cost or value of less than \$12,200.[\[1\]](#)

### **Delegation of Responsibility**

The Board may grant the Superintendent or his/her designee the authority to purchase supplies and award contracts in the amount and manner designated by applicable law.[\[1\]](#)[\[2\]](#)

Bid specifications shall be prepared by the Superintendent.

Bid specifications shall provide for alternates wherever possible.

The Superintendent shall combine like items of supply and material whenever it is feasible and permissible under statute.

Bids shall be opened publicly by the Superintendent or his/her designee before one (1) or more witnesses at a previously designated time and place.[\[2\]](#)

Legal	1. 24 P.S. 751
	2. 24 P.S. 807.1
	3. 24 P.S. 120
	4. 62 Pa. C.S.A. 4602
	5. 62 Pa. C.S.A. 4603
	62 Pa. C.S.A. 4601 et seq
	73 P.S. 1602