

No. 610

SECTION: Finances

TITLE: Purchases Subject to Bid/Quotation

CATASAUQUA AREA SCHOOL DISTRICT

ADOPTED: April 11, 2017

	610 – PURCHASES SUBJECT TO BID/QUOTATION	1
1. Purpose	It is the policy of the Board of School Directors 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 District.	2
School Code §§ 751, 807.1		3
2. Guidelines	A. <i>Changes in the Consumer Price Index.</i>	4
School Code § 120	The \$10,700 and \$19,700 amounts contained in this Policy are subject to adjustments based on the Consumer Price Index.	5
	B. <i>Competitive Bids.</i>	6
	When seeking competitive bids, the District shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation. The Business Supervisor is authorized to advertise for bids without prior approval of the Board of School Directors, but shall inform the Board at its next meeting. Bid specifications shall be prepared by the Business Supervisor or his/her designee. Bids shall be received in sealed envelopes and opened in public at the time and place indicated in the advertisement for bids.	7
	Unless there is a legal exemption from the requirement for bidding, the District may only—	8
	1. purchase furniture, equipment, textbooks, school supplies, or appliances costing a base amount of nineteen thousand seven hundred dollars (\$19,700.00) or more from; or	9
	2. contract for construction, reconstruction, repairs, maintenance, or work of any nature on any school building or school property where the entire cost, value, or amount of such work (including labor and materials) shall exceed a base amount of nineteen thousand seven hundred dollars (\$19,700.00) with,	10
	the lowest responsible and responsive bidder after due public notice advertising for competitive bids. The Board prohibits the practice of splitting purchases or contracts to avoid advertising and bidding requirements.	11
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Each bid shall be accompanied by a certified check, bank cashier’s check, money order, or bid bond, payable to the District, in the amount of ten percent (10%) of the total amount of the bid, to be retained and/or collected by the District if the successful bidder fails to enter into contract within ten (10) days after the award. The Superintendent or the Business Supervisor shall be permitted to waive or modify the bid security requirement when he/she believes there is an advantage to the District.

C. *Emergencies.*

If due to an emergency a school plant or any part thereof becomes unusable, and the time for advertising and bidding cannot be provided because of the need for immediate action, competitive quotations for repairs or replacement may be solicited from at least three responsible contractors, and upon the approval of any of these quotations by the Board of School Directors, the District may proceed at once to make the necessary repairs or replacements in accordance with the terms of the approved quotation. In that event, the District shall notify the Pennsylvania Secretary of Education that an emergency has occurred and a quotation has been selected under this emergency process.

D. *Price Quotations.*

Unless there is a legal exemption from the requirement for price quotations, the District may only—

1. purchase furniture, equipment, textbooks, school supplies, or appliances costing a base amount of more than ten thousand seven hundred dollars (\$10,700.00) but less than nineteen thousand seven hundred dollars (\$19,700.00); or
2. contract for construction, reconstruction, repairs, maintenance, or work of any nature on any school building or school property where the entire cost, value, or amount of such work (including labor and materials) shall exceed a base amount of ten thousand seven hundred dollars (\$10,700.00), but not exceed a base amount of nineteen thousand seven hundred dollars (\$19,700.00),

after soliciting written or telephonic price quotations from at least three (3) qualified and responsible contractors/vendors. However, if fewer than three (3) qualified contractors exist in the market area within which it is practical to obtain quotations, a memorandum to that effect shall be kept on file, and the District may proceed with the purchase or contract.

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A written record of telephonic price quotations shall be made and shall contain at least the date of the quotation, the name of the contractor/vendor, the contractor's/vendor's representative, the item(s) or work which was the subject of the quotation, and the price.

Written price quotations, written records of telephonic price quotations, and memoranda stating that there are fewer than three (3) qualified contractors in the market area, shall be retained for a period of at least three (3) years.

E. *Work Performed by District Maintenance Personnel.*

Notwithstanding the preceding provisions of this Policy, the Board of School Directors may utilize the District's own maintenance or other personnel to perform maintenance work, irrespective of the entire cost or value of such work.

62 Pa. Cons. Stat. ch. 46

F. *Electronic Bidding.*

The District may permit the electronic submission of bids and may receive bids electronically so long as the District has the electronic capability to maintain the confidentiality of the bid until the bid opening time.

Notwithstanding the preceding provisions of this Policy, if the Board of School Directors determines by resolution that use of competitive electronic auction bidding is in the best interests of the District, a contract for supplies, etc. under subparts B(1) or D(1) above (but not construction, etc. under subparts B(2) or D(2)), may be entered into by competitive electronic auction bidding in accordance with the requirements of 62 Pa. Cons. Stat. § 4604.

62 Pa. Cons. Stat. ch. 19

G. *State Contracts.*

When a state contract is in existence for supplies or equipment, purchasing under the state contract may be implemented in lieu of the bidding or quotation process.

H. *Protest Procedures.*

The Superintendent shall develop administrative regulations and procedures to handle and resolve disputes relating to procurements.

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