

CRAWFORD CENTRAL SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO
BID/QUOTATION

ADOPTED: June 23, 2014

REVISED: January 23, 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>The base amount at which bidding is required under state law is adjusted for inflation annually, and the amount most recently established and published in the Pennsylvania Bulletin shall apply if other than \$19,100.</u>
	<u>Competitive Bids</u>
SC 751, 807.1	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. 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 \$19,100 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 \$19,100, unless exempt by law.
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.
	Whenever a contractor submits a bid for the performance of work and later claims a

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<p>SC 751</p>	<p>mistake, error or omission in preparing said bid, the contractor shall, before the bids are open, make known the fact and in such case the bid shall be returned unopened.</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>SC 751, 807.1</p>	<p><u>Price Quotations</u></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 \$10,300 but less than \$19,100.</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 \$10,300 but less than \$19,100.</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>SC 751</p>	<p><u>Work Performed By District Maintenance Personnel</u></p> <p>The Board may authorize district maintenance personnel to perform construction, reconstruction, repairs or work having a total cost or value of less than \$10,300.</p>
<p>3. Delegation of Responsibility SC 751, 807.1</p>	<p>The Board may grant the Business Office or designee the authority to purchase supplies in the amount and manner designated by applicable law.</p> <p>The Board authorizes the district to advertise for bids in accordance with legal requirements, without prior approval of the Board, but s/he shall inform the Board of such action at the next regular Board meeting. Records shall be kept in sufficient detail to show that a reasonable number of qualified vendors were invited to bid.</p>

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References:

School Code – 24 P.S. Sec. 120, 751, 807.1

Local Government Unit Electronic Bidding Act – 62 Pa. C.S.A. Sec. 4601 et seq.

Withdrawal of Bids – 73 P.S. Sec. 1602