

# BIG SPRING SCHOOL DISTRICT

NO: 610  
 SECTION: FINANCES  
 TITLE: PURCHASES SUBJECT TO  
 BID/QUOTATION  
 ADOPTED: May 20, 2013  
 REVISED:

	<b>610. PURCHASES SUBJECT TO BID/QUOTATION</b>
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.
	<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 \$18,900 (subject to adjustment) or more, unless exempt by statute. 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 \$10,200 but less than \$18,900 (subject to adjustment) may be obtained on written or telephonic quotations, unless exempt by statute. 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>Contracts</u>
SC 751	The Board shall, after due public notice advertising for competitive bids, contract for construction, reconstruction, repairs, maintenance or work on any school building or property having a cost or value of more than \$18,900 (subject to adjustment) unless exempt by statute.
SC 751	All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having a cost or value of more than \$10,200 but not more than \$18,900 (subject to adjustment), may be obtained on written or telephonic quotations, unless exempt by statute. 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.

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<p>SC 751</p> <p>2. Delegation of Responsibility</p> <p>SC 807.1</p> <p>SC 751</p> <p>73 P.S. Sec. 1602</p>	<p>The Board may authorize district employees to perform construction, reconstruction, repairs or work having a cost or value of less than \$10,200 (subject to adjustment).</p> <p>Bid specifications shall be prepared by the Business Manager or other Board designated representative.</p> <p>Bid specifications shall provide for alternates wherever possible.</p> <p>The Business Manager shall combine like items of supply and material whenever it is feasible and permissible under statute and shall not split purchases to avoid requirements for bidding.</p> <p>Bids shall be opened publicly by the Business Manager or designee before one (1) or more witnesses at a previously designated time and place. Contracts shall be awarded to the lowest responsible bidder upon resolution of the Board, unless the Board chooses to reject all bids.</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>Whenever a contractor shall submit a bid for the performance of work and the contractor later claims a 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 Department of Labor and Industry shall publish notice in the Pennsylvania Bulletin prior to January 1 of each calendar year 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 for the calendar year beginning on January 1. The dollar amounts in this policy will be automatically adjusted annually based on the notice published in the Bulletin.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 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</p>
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