

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO BID

ADOPTED: AUGUST 18, 2014

REVISED: 8620

# TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

610. PURCHASES SUBJECT TO BID	
<p>1. Purposes SC 751, 807.1</p>	<p>It is the policy of the Board to obtain competitive bids for products and services where such bids are required by law or where such bids may be believed to bring about a cost saving to the school district.</p>
<p>2. Authority SC 807.1</p>	<p>Furniture, equipment, textbooks, school supplies and other appliances (herein called "supplies") to be purchased by the district, unless exempt by statute, costing more than \$18,000, may be let on written or telephonic quotations. However, if it is not possible to obtain three (3) quotations, a memo must be kept on file for three (3) years showing that fewer than three (3) qualified contractors exist in the market area.</p>
<p>SC 751</p>	<p>All contracts for construction, reconstruction, repairs, maintenance or work on any school building as property (herein called "work"), unless exempt by statute, having a cost or value of more than \$18,000 may be let on written or telephonic quotations. However, if it is not possible to obtain three (3) quotations, a memo must be kept on file for three (3) years showing that fewer than three (3) qualified contractors exist in the market area.</p>
<p>SC 751</p>	<p>Less than \$5,000 worth of work may be done with district employees.</p> <p>When it becomes necessary to seek bids or quotations for any materials, equipment, supplies, construction, reconstruction and repair according to the Pennsylvania School Code, the Superintendent or his/her designee shall request permission from the Board to conduct such business.</p> <p>The conduct of such business shall, ordinarily, include the preparation of specifications, the preparation and placement of advertising notices, the solicitation of bids from interested parties, the tabulation and evaluation of bid responses and the recommendations leading to the award of bids. The Board, upon consideration of the tabulations and recommendations, shall award all bids.</p>

<p>3. Responsibility</p> <p>SC 807.1</p> <p>SC 751</p> <p>73 P.S. Sec. 1602</p>	<p>Bid specifications shall be prepared by the Business Administrator.</p> <p>Bid specifications shall provide for alternates wherever possible.</p> <p>The Business administrator is authorized to advertise for bids in accordance with statutory procedures subject to approval of the Board. S/He shall ordinarily obtain such approval prior to advertising, but may, in extraordinary circumstances, advertise and inform the Board at the meeting next following. Records shall be kept in sufficient detail to show that a reasonable number of qualified vendors were invited to bid.</p> <p>Bids shall be opened publicly before one or more witnesses at a previously designated time and place.</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>The Board also recognizes that emergencies may occur when imminent danger exists to persons or property or the continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action.</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 opened, make known the fact and in such case the bid shall be returned unopened.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 751, 807.1</p> <p>Local Government Unit Electronic Bidding Act – 62 Pa. C.S.A. Sec. 4601 et seq.</p> <p>Withdrawal of Bids – 73 P.S. Sec. 1602</p>
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**TURKEYFOOT VALLEY AREA SCHOOL DISTRICT**

**WORK DONE UNDER CONTRACT BIDS**

**8620**

**8620.1 Work to be Done Under Contract let on Bids; Exceptions. See School Laws of Pennsylvania, Section 751.**

**8620.2 Additional Bond for Payment of Labor, Materials, Etc. See School Laws of Pennsylvania, Section 756.**

**8620.3 Stipulation for Minimum Wages. See School Laws of Pennsylvania, Section 753.**

**8620.4 Actions by Sub contractors or Performance Bonds. See School Laws of Pennsylvania, Section 757.**

**8620.5 Purchase of Supplies. See School Laws of Pennsylvania, Section 807.1.**

**Reviewed 6/28/01**

*Reviewed 6/19/06*