SHALER AREA SCHOOL DISTRICT No: 610

SECTION: FINANCES TITLE: PURCHASES SUBJECT TO BID **ADOPTED: JUNE 18, 1998**

REVISED: OCTOBER 13, 2010; SEPTEMBER 19, 2012; MAY 15, 2013; MARCH 19, 2014

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	610. PURCHASES SUBJECT TO BID
1. Authority SC 751, 807.1	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.
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.
	Competitive Bids
SC 751, 807.1	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.
	After due public notice advertising for competitive bids, the Board shall be authorized to:
SC 807.1 SC 751	1. Purchase furniture, equipment, school supplies and appliances costing a base amount of \$19,100 or more, unless exempt by law.
	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.
	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.
SC 751	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.

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	Price Quotations
SC 751, 807.1	Unless exempt by law, at least three (3) written or telephonic price quotations shall be requested by the Board for:
SC 807.1 SC 751	1. Furniture, equipment, school supplies and appliances costing a base amount of more than \$10,300 but less than \$19,100.
	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.
	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
SC 751	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.
3. Delegation of Responsibility SC 751, 807.1	The Board may grant the Board Secretary or Purchasing Agent the authority to purchase supplies and award contracts in the amount and manner designated by applicable law.
	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.
	NOTES: The Department of Labor and Industry shall publish notice, in the Pennsylvania Bulletin prior to January 1 of each calendar year, of 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, respectively, for the calendar year beginning the first day of January after publication of the notice. This policy will be adjusted annually based on the notice published in the Pennsylvania Bulletin.
	Act 4 of 1974 – Withdrawal of Bids – 73 P.S. Sec. 1602