

COUNCIL ROCK SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO
BID/QUOTATION
Rev 92612

Replaces **Board Policy 610**
Adopted February 20, 1997

ADOPTED: October 3, 2012

REVISED:

610. PURCHASES SUBJECT TO BID/QUOTATION	
1. Authority SC 751, 807.1	Competitive bids and price quotations for products and services will be solicited according to the terms of this policy.
2. Guidelines SC 120, 751, 807.1	The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments pursuant to 24 P.S. § 1-120.
SC 751, 807.1 PDE Mandate Waiver	<p><u>Competitive Bids</u></p> <p>When soliciting for competitive bids, the Board shall advertise bid notices on the School District’s website and notify interested vendor(s), where such vendor has notified the District to send these bid notices.</p> <p>Subject to the exceptions to public bidding allowed by applicable law, the Board, after due public notice advertising for competitive bids, shall be authorized to:</p>
SC 807.1	1. Purchase furniture, equipment, school supplies and appliances costing a base amount of \$18,500 or more, as adjusted each year pursuant to 24 P.S. § 1-120. When made available each year by the State of Pennsylvania, the new base amount for bidding will be published in an updated Administrative Regulation to accompany this Board Policy.
SC 751	2. Contract for construction, reconstruction, repairs, maintenance or work on or relating to any school building or property owned/leased by the District or related to a capital project having a total cost or value of more than \$18,500.
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 affirmative vote of the Board, unless the Board chooses to reject all bids.
	Notwithstanding anything herein to the contrary, contracts for personal services are not subject to the bid requirements set forth in this policy.

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SC 751	<p>The Board recognizes when exigent circumstances exist, the time for bidding cannot be provided because of the need for immediate action. Bidding decisions in the event of such exigent circumstances shall be made in accordance with existing legal requirements.</p>
62 Pa. C.S.A. Sec. 4602, 4603	<p><u>Electronic Bids.</u></p> <p>The Board may receive bids electronically for competitive contracts, except for construction and design services, in compliance with applicable laws and Board policy.</p>
62 Pa. C.S.A. Sec. 4603	<p>The district shall electronically maintain the confidentiality of the bid until the bid opening.</p>
62 Pa. C.S.A. Sec. 4602, 4604	<p><u>Competitive Electronic Auction Bidding</u></p> <p>The Board may vote to approve the use of competitive electronic auction bidding for a contract(s) for supplies or service(s), but not for construction or design services.</p>
62 Pa. C.S.A. Sec. 4604	<p>An invitation for bids shall be issued and shall include:</p> <ol style="list-style-type: none"> 1. Procurement description. 2. All contractual terms, when practical. 3. Conditions applicable to procurement, including a notice that bids will be received in an electronic auction manner. <p>Public notice and advertisement of the invitation for bids shall be given in the manner required for non-electronic bidding.</p> <p>Bids shall be accepted electronically at the time and in the manner designated in the solicitation for bids. During the auction, each bidder shall have the capability to view their bid rank or the low bid price. Bidders may reduce their bid prices during the auction.</p> <p>At the conclusion of the auction, the record of the bid prices received and the name of each bidder shall be open to public inspection.</p> <p>After the auction period has expired, the District shall permit, by written determination, withdrawal of a bid when the bidder requests relief and presents credible evidence of a clerical mistake (and not a judgment mistake) due to an unintentional arithmetical error or an unintentional omission of a substantial quantity of work, labor, material or services made directly in the compilation of the bid. The</p>

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	<p>request for relief and the supporting evidence must be submitted within the time period established by the District.</p> <p>The Board will vote to award the contract to the lowest responsible bidder meeting specifications within sixty (60) days of the auction by written notice to the lowest responsible bidder, or all bids may be rejected. Extensions of the award date may be made by written, mutual consent of both parties.</p> <p><u>Price Quotations</u></p>
<p>SC 807.1</p>	<p>Except as otherwise allowed by applicable law, at least three (3) written or telephonic price quotations shall be requested for:</p>
<p>SC 807.1</p>	<p>1. Furniture, equipment, school supplies and appliances costing a base amount of more than \$10,000 but less than \$18,500.</p>
<p>SC 751</p>	<p>2. All contracts for construction, reconstruction, repairs, maintenance or work on or relating to any school building or property owned/leased by the District or related to a capital project having a total cost or value of more than \$10,000 but less than \$18,500.</p>
	<p>If it is impracticable 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><u>Work Performed By District Maintenance Personnel</u></p>
<p>SC 751</p>	<p>The Board may authorize district maintenance personnel to perform construction, reconstruction, repairs, services or work having a total cost or value of less than \$10,000.</p>
<p>3. Delegation of Responsibility SC 751, 807.1</p>	<p>The Board may grant the Director of Business Administration the authority to purchase supplies and award contracts in the amount and manner provided by applicable law or valid mandate waiver.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 120, 751, 807.1</p> <p>Local Government Unit Electronic Bidding Act – 62 Pa. C.S.A. Sec. 4601 et seq.</p>

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, through an updated Administrative Regulation, based on the notice published in the Pennsylvania Bulletin.

Act 4 of 1974 – Withdrawal of Bids – 73 P.S. Sec. 1602

PSBA Revision 7/12