

MANHEIM CENTRAL SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO BID/
QUOTATION

ADOPTED: May 23, 1995

REVISED: August 28, 2007

REVIEWED:

| | |
|---------------------------------------|--|
| | <p>610. PURCHASES SUBJECT TO BID/QUOTATION</p> |
| <p>1. Authority SC 751, 807.1</p> | <p>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 where such bids may be believed to bring about a cost saving to the school district.</p> |
| | <p><u>Supplies</u></p> |
| <p>SC 807.1</p> | <p>The Board shall, after due public notice advertising for competitive bids, purchase furniture, equipment, school supplies and appliances costing \$10,000 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.</p> |
| <p>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 \$4,000 but less than \$10,000, may be obtained 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. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.</p> |
| | <p><u>Contracts</u></p> |
| <p>SC 751</p> | <p>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 \$10,000 unless exempt by statute.</p> |
| <p>SC 751</p> | <p>All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, unless exempt by statute, having a cost or value of more than \$4,000 but not more than \$10,000 may be obtained 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. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.</p> |

610. PURCHASES SUBJECT TO BID/QUOTATION - Pg. 2

| | |
|----------------------------------|---|
| SC 751 | <p>The Board may authorize district employees to perform construction, reconstruction, repairs or work having a cost or value of less than \$5,000.</p> |
| 62 Pa. C.S.A. Sec. 4602, 4603 | <p><u>Electronic Bidding</u></p> <p>The Board shall receive bids electronically for competitive contracts, except for construction and design services, in compliance with applicable laws and Board policy.</p> <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 shall adopt a resolution approving the use of competitive electronic auction bidding for contracts for supplies or services, but not for construction or design services.</p> <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 invitation of bids.</p> <p>During the auction, bidders shall be able to review their bid rank or the low bid price, and 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 grant in writing withdrawal of a bid when the bidder requests relief and presents credible evidence of a clerical mistake due to reasons permitted by law, within the time period established by the district.</p> |

610. PURCHASES SUBJECT TO BID/QUOTATION - Pg. 3

| | |
|--|---|
| <p>2. Delegation of Responsibility</p> <p>SC 807.1</p> <p>SC 751</p> | <p>The contract shall be awarded 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>Bid specifications shall be prepared by the Business Manager.</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 not split purchases to avoid these requirements for bidding.</p> <p>Bids shall be opened publicly by the Business Manager before one (1) or more witnesses at a previously designated time and place.</p> <p>The bid of the lowest responsible bidder, when kind and quality offered are the same or equal to that specified, shall be accepted. The Board reserves the right to reject any or 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. Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements.</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> |
|--|---|