

# ALLENTOWN SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO BID

ADOPTED: 11/19/92

REVISED: 6/25/98

610. PURCHASES SUBJECT TO BID	
1. Purpose	<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>
2. Authority SC 807.1	<p>Unless exempt by statute SC 807.1(c), the district's purchase of furniture, equipment, textbooks, school supplies and other appliances (herein called "supplies") costing more than \$4,000 but less than \$10,000, shall be made only after solicitation of written or telephonic quotations from at least three (3) qualified and responsible vendors, in accordance with School Code Section 807.1(a.1). 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 vendors exist in the market area within which it is practicable to obtain quotations.</p> <p>Competitive bids for supplies and equipment costing \$10,000 or more shall be solicited in accordance with School Code Section 807.1(a).</p>
SC 751	<p>Unless exempt by statute, all contracts for construction, reconstruction, repairs, maintenance or work on any school building or property (herein called "work"), having a cost of more than \$4,000 but not more than \$10,000 shall be made only after solicitation of written or telephonic quotations from at least three (3) qualified and responsible vendors, in accordance with School Code Section 751(a.1). 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 within which it is practicable to obtain quotations.</p> <p>Competitive bids for construction, reconstruction, repairs, maintenance, or work on any school building or property, having a cost exceeding \$10,000, shall be solicited via bid proposals in accordance with School Code Section 751(a). Exceptions may be made in emergencies. An emergency shall be defined as an imminent danger for persons or property or a threat to the continuance of existing school classes, which restricts the time needed to obtain bids.</p>

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<p>3. Responsibility</p> <p>SC 807.1</p> <p>Act 4 of 1974</p>	<p>In accordance with School Code Section 751(b), the Board reserves the right to have its maintenance personnel perform any construction, reconstruction, repairs, or work of any nature, where the entire cost or value including labor and materials, is less than five thousand dollars (\$5,000).</p> <p>The preparation of bid specifications shall be coordinated by the Business Manager. S/He shall combine like items of supply and materials whenever it is feasible, and permissible under statute, and not split purchases to avoid these requirements for bidding.</p> <p>The Business Manager or her/his designee is authorized to advertise for bids in accordance with statutory procedures without prior approval of the Board, but shall inform the Board of such action 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>At a previously designated time and place, bids shall be opened publicly in a special meeting which shall be attended by at least one (1) district administrator and one (1) administrative designee. Bid openings may be attended by Board members.</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>When fewer than three (3) competitive bids are received for supplies and equipment costing \$10,000 or more and/or when fewer than three (3) competitive bids are received for construction, reconstruction, repairs, maintenance or work on any school building or property having a cost exceeding \$10,000, the Business Manager shall review the bid specifications and a recommendation shall be made to the Board to either award the bid or reject all bids.</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>
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<p>SC 707</p>	<p><u>Process for Award of Bids/Quotes</u></p> <p>In the event of a tie for lowest price on specification, where two (2) or more qualified vendors submit equal prices on specification for a particular item or contract, award priority shall be as follows:</p> <ol style="list-style-type: none"><li>1. For bids on supplies or equipment, award will be made using the following criteria in priority order:<ol style="list-style-type: none"><li>a. Award to a district-based vendor (official business address within district).</li><li>b. Award to the incumbent bidder (bidder who satisfactorily provided similar item in prior year).</li><li>c. Earliest bid receipt date (all bids/quotations received by district shall be date/time stamped).</li></ol></li><li>2. For bids on contracted services -- when bid.<ol style="list-style-type: none"><li>a. Award to a district-based bidder (official business address within district).</li><li>b. Award to the incumbent bidder (bidder who satisfactorily provided similar item in prior year).</li><li>c. Earliest bid receipt date (all bids/quotations received by district shall be date/time stamped).</li></ol></li></ol> <p><u>State Contracts</u></p> <p>Where a State Contract is in existence for supplies or equipment, purchasing under this State Contract may be implemented in lieu of the bidding or quotation process.</p> <p><u>Sale of Land and Buildings</u></p> <p>When it is determined that district-owned land or buildings are no longer required for district purposes and the Board authorizes the sale of same, such sale shall be conducted in accordance with provisions of Section 707 of the School Code.</p>
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Sale of Used Equipment or Obsolete Supplies

Where the total value of such equipment and/or supply items is less than or equal to \$4,000, it/they may only be sold after the acquisition of at least three (3) written or telephonic proposals for the purchase of the equipment and/or supply items.

Where the total value of such equipment and/or supply items is in excess of \$4,000, it/they may only be sold after the publicly advertised solicitation of proposals during three (3) consecutive weeks, or via auction.

In all cases, sale shall be made to the highest responsible bidder.