

**EAST
STROUDSBURG
AREA
SCHOOL DISTRICT**

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO BID

ADOPTED: August 19, 2002

REVISED: October 15, 2007
October 15, 2012

610. PURCHASES SUBJECT TO BID	
1. Authority	<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 may result in monetary savings to the school district.</p> <p><u>Supplies</u></p>
SC 807.1	<p>The Board shall, after due public notice advertising for competitive bids, purchase furniture, equipment, school supplies and appliances whose costs exceed the currently established State threshold for required bidding, 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. The District may also participate in cooperative purchasing programs that meet State bidding requirements.</p> <p>Furniture, equipment, school supplies and appliances to be purchased by the district exceeding the currently established State threshold for quotations, but less than the State threshold for required bids may be obtained on written or telephonic quotations. If it is not possible to obtain three (3) quotations, a memo 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 a period of three (3) years.</p> <p><u>Contracts</u></p>
SC 751	<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 exceeding the currently established State threshold for required bidding, unless exempt by statute. The District may also participate in cooperative purchasing programs that meet State bidding requirements.</p>
SC751	<p>All contracts for construction, reconstruction, repairs, maintenance or work on any school building as property, unless exempt by statute, exceeding the currently established State threshold for quotations, but less than the State threshold for required bids may be obtained on written or telephonic quotations. If it is not possible to obtain three (3) quotations, a memo must be kept on file showing that</p>

610. PURCHASES SUBJECT TO BID - Pg. 2

<p>2. Delegation of Responsibility</p> <p>SC 807.1</p> <p>SC 751</p>	<p>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>The Board may authorize district employees to perform construction, reconstruction, repairs or work having a cost or value of less than the State threshold.</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 shall not split purchases to avoid 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. Contracts shall be awarded to the lowest responsible bidder provided that the low bidder is considered to be qualified to supply the specified materials and perform the service upon resolution of the Board, unless the Board chooses to reject all bids. Whenever a contract is not awarded to the lowest bidder, the school district is obligated to explain and document its decision.</p> <p>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.</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>
--	---