

MUHLENBERG SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO
BID/QUOTATION

ADOPTED: May 11, 2011

REVISED:

	<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 may result in monetary savings 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, textbooks, school supplies and other appliances costing \$10,000 or more, unless exempt by law. 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 to be purchased by the district costing more than \$4,000 but less than \$10,000 may be obtained by written or telephonic quotations, unless exempt by law. 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>
<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 law.</p>
<p>SC 751</p>	<p>All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having a cost or value of more than \$4,000 but not more than \$10,000, may be obtained by written or telephonic quotations, unless exempt by law. 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>

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

<p>SC 751</p> <p>2. Delegation of Responsibility</p>	<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> <p>Board members shall not have any direct interest in a bid or a contract with the school district.</p> <p>If any Board member is an employee of a firm or company that is supplying goods or services to the school district, that member should abstain from voting on a resolution directly connected with the firm.</p> <p>Bid specifications for the following areas shall be prepared for consideration by the Superintendent and Board by the designated administrators:</p> <table border="0" data-bbox="511 766 1299 1417"> <thead> <tr> <th style="text-align: center;"><u>Area</u></th> <th style="text-align: center;"><u>Position</u></th> </tr> </thead> <tbody> <tr> <td>Business and Related Areas</td> <td>Business Manager</td> </tr> <tr> <td>Transportation</td> <td>Director of Buildings, Grounds and Transportation</td> </tr> <tr> <td>Operations and Maintenance</td> <td>Director of Buildings, Grounds and Transportation</td> </tr> <tr> <td>Food Service</td> <td>Food Service Coordinator</td> </tr> <tr> <td>Instructional Areas</td> <td>Building Principal(s)</td> </tr> <tr> <td>Athletics</td> <td>Athletic Director</td> </tr> <tr> <td>Technology</td> <td>Technology Director</td> </tr> </tbody> </table> <p>Bid specifications shall provide for alternates wherever possible.</p>	<u>Area</u>	<u>Position</u>	Business and Related Areas	Business Manager	Transportation	Director of Buildings, Grounds and Transportation	Operations and Maintenance	Director of Buildings, Grounds and Transportation	Food Service	Food Service Coordinator	Instructional Areas	Building Principal(s)	Athletics	Athletic Director	Technology	Technology Director
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<p>SC 751, 807.1</p> <p>3. Guidelines</p>	<p>The designated administrators shall combine like items of supply and material whenever it is feasible and permissible under law and shall not split purchases to avoid requirements for bidding.</p> <p><u>Receiving Bids</u></p> <p>Bids will be received no later than the time designated in the advertisement for bids. All bids must be submitted by bidder on the forms provided for this purpose by the school district.</p>																

SC 807.1	<p><u>Opening Bids</u></p> <p>Bids and quotations may be received and opened at a regular or special meeting of the Board. All bidders, and where appropriate, the amount of each bid, shall be publicly announced and thereafter recorded in the minutes of this meeting.</p> <p>Bids and quotations may be received and opened in the Business Office at the advertised time and in the presence of at least one Administrator and one additional district business office employee, with the opportunity of witnessing and examining said bids. Thereafter, the bids shall be presented to the Board at its next meeting and the bids shall be recorded in the minutes of the meeting.</p> <p><u>Bonds</u></p> <p>The Board may, at its discretion, require a bid bond to be submitted with bids as a part of the requirements for acceptable bids.</p> <p>A performance bond and a payment bond will be required in the case of all contracts of \$5,000.00 for construction, reconstruction, alteration, or repairs; and such bonds may be required by the Board in the case of any other contracts.</p> <p><u>Awarding Bids</u></p> <p>The Board may exercise the right to reject any and all bids, to select a single item from any bid, to waive informalities or irregularities in the bids received and to accept that bid proposal which is in the best interest of the district.</p> <p>The Board may direct the Superintendent to review the bids to determine the lowest responsible bidder. In such cases, the Superintendent shall present to the Board, at an official Board meeting, a bid analysis summary sheet. All items recommended other than the low bid shall have an adequate written explanation as to why the low bid is not equal or not suitable for the intended purpose.</p> <p>All bids shall be awarded at a regular or special meeting of the Board.</p> <p><u>Reporting</u></p> <p>All bids received and bid awards shall be recorded in the Board minutes.</p>
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<p>SC 751</p>	<p><u>Emergencies</u></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>
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