



Section: FINANCES
Title: PURCHASES
SUBJECT TO BID

Adopted: August 19, 2003

Revised: June 17, 2008

608. PURCHASES SUBJECT TO BID		
1. Purpose	<p>It is the policy of the Joint Operating Committee 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 savings to the school.</p> <p>It is also the intent of the Business Office of the Career and Technology Center in the interest of promoting free enterprise, not to endorse or promote any one product, or favor any one company in purchasing supplies, tools and equipment for use in the educational process.</p>	
2. Authority	<p>Materials or supplies to be furnished, sold, or leased to the district, unless exempt by statute, having an aggregate value of more than \$10,000 are subject to competitive bid; and all contracts for work to be done, unless exempt by statute, having a value of more than \$10,000 shall also be subject to competitive bid.</p> <p>Unless exempt School Code, 24 P.S. 807.1(c), written or telephonic price quotations shall be required from at least three (3) qualified and responsible vendors for all purchases and contracts that exceed \$4,000 but are less than the amount requiring competitive bidding. A written record shall be made of these quotations and shall contain the date of the quotation, name of the vendor, vendor's representative, and the materials, supplies, construction, reconstruction, repair, maintenance or work specified in the quotation. The written price quotations, records or telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.</p> <p>In lieu of price quotations, the Joint Operating Committee shall keep on file a memorandum showing that fewer than three (3) qualified contractors exist in the market area which it is practicable to obtain quotations.</p> <p>In accordance with School Code, 24 P.S. 751(b), the Joint Operating Committee reserves the right to have its maintenance personnel perform any construction, 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>	§751 (a) (b) 807.1 Act 38 of 1990
3. Responsibility	<p>Bid specifications shall be prepared by the Business Administrator.</p>	

608. PURCHASES SUBJECT TO BID

The Secretary is authorized to advertise for bids in accordance with statutory procedures without prior approval of the Joint Operating Committee, but shall inform the Joint Operating Committee of such action at the following meeting. Records shall be kept in sufficient detail to show that a reasonable number of qualified vendors were invited to bid.

§512, 807.1

Bids shall be opened publicly by the Business Administrator before one or more witnesses at a previously designated time and place. Contracts shall be awarded to the lowest responsible bidder upon resolution of the Joint Operating Committee, unless the Joint Operating Committee chooses to reject all bids.

The Joint Operating Committee 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.

§751

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.

Act 4 of 1974

State Contracts/Cooperative Purchasing Program

When a State Contract/Cooperative Purchasing Program is in existence for supplies or equipment, purchasing under the State Contract/Cooperative Purchasing Program may be implemented in lieu of the bidding or quotation process.

Mandate Waiver

Upon PDE approval of mandate waiver applications to raise the threshold for obtaining quotations and bids, the Joint Operating Committee will require quotations and bids at the thresholds approved by PDE.