

**CHARTIERS-HOUSTON SCHOOL DISTRICT**

Policy No.: 607

Section: Finances

# **POLICY GUIDE**

Title: PURCHASES SUBJECT TO  
    **BID**

Adopted: 3/20/00

Revisions Adopted: 8/8/16

## **POLICY NO. 607**

### **PURCHASES SUBJECT TO BID**

#### **1. PURPOSE**

It is the Policy of the Board to follow all controlling law with respect to obtaining bids, proposals, and other procurement methods. Any additional requirements imposed under federal law with respect to procurements using funds from federal awards, to the extent those requirements are not inconsistent with the procurement requirements of the Pennsylvania Public School Code of 1949, as amended, shall also apply to procurements using funds from federal awards. (See Policy No. 607.1.)

When not otherwise required by law, the District obtains price quotations where such quotations may result in monetary savings to the School District.

#### **2. REQUIREMENTS**

##### **A. Supplies**

##### **1. Bidding**

The Board shall, after due public notice advertising for competitive bids, purchase furniture, equipment, school supplies and appliances costing a base amount of \$18,500, which cost shall be subject to annual adjustment in accordance with the provisions of the School Code and other prevailing law, unless exempt by statute. The Board shall advertise once a week for three (3) successive weeks in not less than two (2) newspapers of general circulation.

## **2. Quotations**

With the exception of those items exempt by statute, furniture, equipment, school supplies and appliances to be purchased by the District costing more than a base amount of \$10,000, subject to annual adjustment in accordance with the provisions of the School Code and other prevailing law, but less than the amount requiring advertising and competitive bidding as set forth above, may be obtained on written or telephonic quotations from at least three (3) qualified and responsible vendors. If it is not possible to obtain three (3) quotations, a written record must be kept on file showing that fewer than three (3) qualified vendors exist in the market area within which it is practicable to obtain quotations. The written price quotations, written records of telephonic price quotations and the written records relating to the unavailability of qualified vendors in the market area shall be kept on file for a period of three (3) years.

## **B. Construction Project/Repair Work**

### **1. Bidding**

The Board shall, after due public notice advertising for competitive bids, contract for construction, reconstruction, repairs, maintenance or work of any nature, upon any school building or school property, where the entire cost, value or amount of such work, including labor and material, shall exceed a base amount of \$18,500, subject to annual adjustment in accordance with the provisions of the School Code and other prevailing law.

### **2. Quotations**

All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having a cost or value of more than a base amount of \$10,000, subject to annual adjustment in accordance with the provisions of the School Code and other prevailing law, but less than the amount requiring advertising and competitive bidding as set forth above, may be obtained on written or telephonic quotations from at least three (3) qualified and responsible vendors. A written record of telephonic price quotations shall be made and shall contain at least the date of the quotation, the name of the contractor and the contractor's representative, the construction, reconstruction, repair, maintenance or work which was the subject of the quotation and the price.

If it is not possible to obtain three (3) quotations, a written record must be kept on file showing that fewer than three (3) qualified vendors exist in the market area within which it is practicable to obtain quotations. The written price quotations, written records of telephonic price quotations and the written records relating to the unavailability of qualified vendors in the market area shall be kept on file for a period of three (3) years.

## **C. Work to be Performed by the District**

The Board may authorize District employees to perform any construction, reconstruction, repairs or work of any nature where the entire cost or value, including labor and material, is less

than a base amount of \$10,000 subject to annual adjustment in accordance with the provisions of the School Code and other prevailing law.

**D. General Bidding Requirements**

Like items of supply and material shall be combined whenever it is feasible and permissible under statute. The District shall not split purchases to avoid requirements for bidding.

Bid specifications shall be prepared by the Business Manager of the District, and/or architect or other consultant where appropriate. Bid specifications shall provide for alternates wherever possible. The invitation for bids, which will include any specifications in pertinent attachments, must define the items or services in order for the bidder to properly respond. All bid specifications shall reserve to the School District the right to reject any and all bids.

The Board Secretary 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 as information on the Agenda.

Bids shall be opened publicly by the Business Manager or his designee before one or more witnesses at a previously designated time and place. Contracts shall be awarded to the lowest responsible bidder that meets specifications per item upon resolution of the Board, unless the Board chooses to reject all bids.

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.

The envelopes of any sealed bid may be examined by any interested bidder to assure that such envelope(s) is secured in the same manner as it was received.

The Board shall have the right to approve the use of a prefabricated unit, complete in itself, for a school building or other proper structure to be erected upon school property, in accordance with appropriate specifications detailing the size and material desired, including all utilities such as plumbing, heating and ventilating, and electrical work, and may advertise for a single bid on all the work.

If due to an emergency a school plant or any part thereof becomes unusable, competitive bids for repairs or replacements may be solicited from at least three responsible bidders, and upon the approval of any of these bids by the Board, the District may proceed at once to make the necessary repairs or replacements in accordance with the terms of the bids, without the need to publicly advertise for competitive bids, provided that the District shall notify the Secretary of Education that an emergency has occurred and that a bid has been selected.

**E. Services**

When requesting the provision of services, the Board shall decide whether, in any given situation, it is appropriate and in the best interests of the District to solicit proposals for such services, and/or whether to prepare a formal Request for Proposals. RFPs shall not be required, nor shall it be a requirement that solicitations be advertised, although the Board shall retain the right to request RFP's and/or to advertise. To the extent, if any, that RFPs are prepared and circulated, selection of the successful respondent, if any, shall be based on the criteria set forth in the RFP as required to be provided, and any additional information provided, and the Board's collective determination of which respondent's services will best meet the needs of the District. In this context, cost/ price shall be a consideration but shall not be controlling.

**F. COOPERATIVE PURCHASING**

The District is also authorized to engage in cooperative purchasing pursuant to District Policy No. 608, provided that all other procurement requirements of the Pennsylvania Public School Code of 1949, as amended, Policy No. 607.1, federal statutes and Regulations and this Policy are followed.