

## Northgate School District

Book	Policy Manual
Section	600 Finances
Title	Purchases Subject to Bid/Quotation
Code	610 Vol VI 2021
Status	First Reading
Adopted	September 15, 2008
Last Revised	January 20, 2014

610

**Authority**

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.[\[1\]](#)[\[2\]](#)

**Guidelines**

The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on the Consumer Price Index.[\[1\]](#)[\[2\]](#)[\[3\]](#)

**Competitive Bids**

When seeking competitive bids, the Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation.[\[1\]](#)[\[2\]](#)

After due public notice advertising for competitive bids, the Board shall be authorized to:

1. Purchase furniture, equipment, school supplies and appliances costing a base amount of **\$21,900** or more, unless exempt by law.[\[2\]](#)
2. Contract for construction, reconstruction, repairs, maintenance or work on any school building or property having a total cost or value of more than **\$21,900**, unless exempt by law.[\[1\]](#)

The Board prohibits the practice of splitting purchases to avoid advertising and bidding requirements.[\[1\]](#)[\[2\]](#)

With kind, quality and material being equal, the bid of the lowest responsible bidder meeting bid specifications shall be accepted upon resolution of the Board, unless the Board chooses to reject all bids.[\[1\]](#)[\[2\]](#)

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.[\[1\]](#)

### Electronic Bidding

The Board shall receive bids electronically for competitive contracts, except for construction and design services, in compliance with applicable laws and Board policy.[\[4\]](#)[\[5\]](#)

The district shall electronically maintain the confidentiality of the bid until the bid opening.[\[5\]](#)

### Competitive Electronic Auction Bidding

The Board shall adopt a resolution approving the use of competitive electronic auction bidding for contracts for supplies or services, but not for construction or design services.[\[4\]](#)[\[6\]](#)

An invitation for bids shall be issued and shall include:[\[6\]](#)

1. Procurement description.
2. All contractual terms, when practical.
3. Conditions applicable to procurement, including a notice that bids will be received in an electronic auction manner.

Public notice and advertisement of the invitation for bids shall be given in the manner required for non-electronic bidding.

Bids shall be accepted electronically at the time and in the manner designated in the invitation for bids.

During the auction, bidders shall be able to review their bid rank or the low bid price, and may reduce their bid prices during the auction.

At the conclusion of the auction, the record of the bid prices received and the name of each bidder shall be open to public inspection.

After the auction period has expired, the district shall grant in writing withdrawal of a bid when the bidder requests relief and presents credible evidence of a clerical mistake due to reasons permitted by law, within the time period established by the district.

The contract shall be awarded within sixty (60) days of the auction by written notice to the lowest responsible bidder, or all bids may be rejected. Extensions of the award date may be made by written, mutual consent of both parties.

### Price Quotations

Unless exempt by law, at least three (3) written or telephonic price quotations shall be requested by the Board for:[\[1\]](#)[\[2\]](#)

1. Furniture, equipment, school supplies and appliances costing a base amount of more than **\$11,800** but less than **\$21,900**.[\[2\]](#)
2. All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having a total cost or value of more than **\$11,800** but less than **\$21,900**.[\[1\]](#)

If it is not possible to obtain three (3) quotations, a memorandum 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 three (3) years.

### Work Performed by District Maintenance Personnel

The Board may authorize district maintenance personnel to perform construction, reconstruction, repairs or work having a total cost or value of less than **\$11,800.**[\[1\]](#)

### **Delegation of Responsibility**

The Board may grant the Board Secretary or Purchasing Agent the authority to purchase supplies and award contracts in the amount and manner designated by applicable law.[\[1\]](#)[\[2\]](#)

Act 4 of 1974 – Withdrawal of Bids – 73 P.S. Sec. 1602

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Legal

1. [24 P.S. 751](#)
2. [24 P.S. 807.1](#)
3. [24 P.S. 120](#)
4. [62 Pa. C.S.A. 4602](#)
5. [62 Pa. C.S.A. 4603](#)
6. [62 Pa. C.S.A. 4604](#)
- [62 Pa. C.S.A. 4601 et seq](#)

## Northgate School District

611

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Title	Purchases Budgeted
Code	611 Vol VI 2021
Status	First Reading
Adopted	September 15, 2008
Last Revised	January 20, 2014

**Authority**

It is the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid shall be made in a manner that ensures the best interests of the district.

[\[1\]](#)[\[2\]](#)

**Delegation of Responsibility**

All purchases that are within budgetary limits may be made upon authorization of the Business Manager, and/or Superintendent, unless the contemplated purchase is for more than **\$21,900**, in which case prior approval by the Board is required.[\[1\]](#)[\[2\]](#)[\[3\]](#)

All purchase order requests must be referred to the Purchasing Agent, department head, building principal, and business manager who shall check whether the proposed purchase is subject to bid; whether sufficient funds exist in the budget; and whether the material might be available elsewhere in the district.[\[1\]](#)[\[2\]](#)[\[3\]](#)

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Legal	1. <a href="#">24 P.S. 751</a>
	2. <a href="#">24 P.S. 807.1</a>
	3. <a href="#">24 P.S. 609</a>
	<a href="#">24 P.S. 508</a>