

NORTHERN TIER CAREER CENTER

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO
BID/QUOTATION

ADOPTED: August 23, 2012

REVISED:

610. PURCHASES SUBJECT TO BID/QUOTATION	
1. Authority SC 751, 807.1	It is the policy of the Joint Operating Committee 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 center.
2. Guidelines SC 807.1	<u>Supplies</u> The Joint Operating Committee shall, after due public notice advertising for competitive bids, purchase furniture; equipment; school supplies; and appliances costing \$18,500 or more, unless exempt by law. The Joint Operating Committee shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation.
SC 807.1	Furniture, equipment, school supplies and appliances to be purchased by the center costing more than \$10,000 but less than \$18,500 may be obtained on 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.
SC 751	<u>Contracts</u> The Joint Operating Committee 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 \$18,500, unless exempt by statute.
SC 751	All contracts for construction; reconstruction; repairs; maintenance; or work on any school building or property, having a cost or value of more than \$10,000 but not more than \$18,500, may be obtained on written or telephonic quotations, unless exempt by law. If it is not possible to obtain three (3) quotations, a memo must be

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<p>SC 751</p> <p>3. Delegation of Responsibility</p> <p>SC 751, 807.1</p> <p>SC 807.1</p> <p>SC 751</p>	<p>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>The Joint Operating Committee may authorize center employees to perform construction, reconstruction, repairs or work having a cost or value of less than \$10,000.</p> <p>Bid specifications shall be prepared by the Administrative Director or Business Administrator.</p> <p>Bid specifications shall provide for alternates wherever possible.</p> <p>The Director or Business Administrator 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>The Joint Operating Committee Secretary or designee is authorized to advertise for bids, in accordance with statutory procedures, without prior approval of the Joint Operating Committee; but the Joint Operating Committee shall be informed of such action at the next meeting. Records shall be kept in sufficient detail to show that a reasonable number of qualified vendors were invited to bid.</p> <p>Bids shall be opened publicly before one (1) or more witnesses at a previously designated time and place.</p> <p>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.</p> <p>The Joint Operating Committee recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing 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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