

# York Adams Academy

Section: Finances  
 Title: Purchases Subject to Bid/Quotation  
 Adopted: January 29, 2013  
 Revised: January 29, 2013

	610. PURCHASES SUBJECT TO BID/QUOTATION
1. Authority SC 751, 807.1	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.
SC 807.1	<u>Supplies</u> The Board 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 Board 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 school 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 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.
SC 751	The Board may authorize school employees to perform construction, reconstruction, repairs or work having a cost or value of less than \$10,000.
	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.

2. Delegation of Responsibility	Bid specifications shall be overseen by the Superintendent of Record or designee.
	Bid specifications shall provide for alternates wherever possible.
SC 751, 807.1	The Business Manager 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.
	Bids shall be opened publicly before one (1) or more witnesses at a previously designated time and place.
SC 807.1	Contracts shall be awarded to the lowest responsible bidder upon resolution of the Board, unless the Board chooses to reject all bids.
SC 751	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.
	References:
	<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>