

*Procurement**Business*

Note: All dollar thresholds referenced below are subject to adjustment on an annual basis in accordance with the percentage changes of the Consumer Price Index for All Urban Consumers, as determined by the Department of Labor and Industry, and annually published in the Pennsylvania Bulletin. To the extent that any dollar threshold outlined in this Administrative Regulation is in conflict with that most recently announced by the Pennsylvania Department of Labor and Industry, the threshold announced by the Pennsylvania Department of Labor and Industry shall control. The Superintendent is authorized to update the amounts as determined by the Department of Labor and Industry without the necessity to present the item for review to the Policy Committee.

Soliciting Prices (Bids and Quotations) – Furniture, Equipment, Supplies and Appliances

All purchases of and contracts for furniture, equipment, supplies and appliances for the use in schools costing \$22,500 or more shall be based on competitive bids, unless exempt by statute.

When not based on competitive bids, furniture, equipment, supplies and appliances to be purchased by the District, unless exempt by statute, costing \$12,200 or more, but less than \$22,500 may be let on written or telephonic price quotations. Price quotations from at least three (3) qualified and responsible vendors shall be requested. If it is not practicable to obtain three (3) price quotations, a memo must be kept on file for three (3) years showing that fewer than three (3) qualified contractors exist in the market area within which it is practicable to obtain quotations. The memo shall contain, at a minimum, the following: (1) date of quotation; (2) name of vendor and vendor's representative; (3) the items which were the subject of the quotation; and (4) price of the items.

Where competitive bidding is required, the Business Manager or designee shall arrange for the advertisement of the bid requests once a week for three (3) weeks in not less than two (2) newspapers of general circulation, as required by law.

The following items are exempt from the above provisions: maps, music, globes, charts, educational films, filmstrips, prepared transparencies and slides, pre-recorded magnetic tapes and disc recordings, textbooks, games, toys, prepared kits, flannel board materials, flash cards, models, projectuals and teacher demonstration devices necessary for school use.

Soliciting Prices (Bids and Quotations) – Construction, Reconstruction, Repairs, Maintenance or Work on School Buildings/Property

All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, including the introduction of plumbing, heating and ventilating, or

lighting systems, costing \$22,500 or more shall be done under separate contracts to be entered into with the lowest responsible bidder, upon proper terms, after due public notice asking for competitive bids, unless exempt by statute.

In the event that an emergency occurs causing a school plant or any part thereof to become unusable where proceeding with the repairs/replacement would otherwise require public competitive bidding, competitive bids for such repairs or replacement may instead 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 approved bid(s). The Business Manager or designee shall notify the Secretary of Education that an emergency has occurred and that a bid has been selected under the emergency process permitted by law.

When not based on competitive bids, all contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, including the introduction of plumbing, heating and ventilating, or lighting systems, having a cost or value of \$12,200 or more, but less than \$22,500 may be let on written or telephonic price quotations, unless exempt by statute. If it is not practical to obtain three (3) price quotations, a memo must be kept on file for three (3) years showing that fewer than three (3) qualified contractors exist in the market area within which it is practicable to obtain quotations. The memo shall contain, at a minimum, the following: (1) date of quotation; (2) name of contractor and contractor's representative; (3) the construction, reconstruction, repair, maintenance or work which was the subject of the quotation; and (4) price. Where competitive bidding is required, the Business Manager or designee shall arrange for the advertisement of the bid requests once a week for three (3) weeks in not less than two (2) newspapers of general circulation, as required by law.

Any construction, reconstruction, repairs, or work of any nature where the entire cost or value, including labor and material, is less than \$12,200 may be performed by the District's own staff. Additionally, the District's maintenance or other staff may perform maintenance work on behalf of the District, irrespective of the cost or value of such work.

Award of Contracts

When competitive bidding is required by law, the award of open-market orders or contracts shall be to the lowest responsible, qualified bidder, kind, quality, and material being equal, with consideration being given, to the extent permitted by law, to the qualities of the article to be supplied, their conformity with the specifications, their suitability to the requirements of the educational system, the delivery terms, and the past performance of vendors.

Bid Specifications

Bid specifications shall be prepared by the Business Manager or designee.

Bid specifications shall provide for alternates wherever possible.

The Business Manager 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.

Cooperative Purchasing

The Business Manager or designee may negotiate appropriate cooperative purchase agreements with other political subdivisions, in accordance with law and Board Policy.

Cooperative purchases require approval by the Board and the participating contracting body(s) which may specify:

1. Categories of equipment or supplies to be purchased.
2. Manner of advertising for bids and awarding contracts.
3. Method of payment by each participating party.
4. Other matters deemed necessary to carry out the purposes of the agreement.

All such agreements must conform to relevant provisions of the School Code.

Adopted: August 2007
Revised: September 29, 2009
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