

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO
BID/QUOTATION

ADOPTED: May 29, 2004

REVISED: May 9, 2022
February 10, 2025

	610. PURCHASES SUBJECT TO BID/QUOTATION
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. <u>[1][2]</u>
Guidelines	The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on the Consumer Price Index.<u>[1][2][3]</u> <u>Competitive Bids</u> 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.<u>[1][2]</u> After due public notice advertising for competitive bids, the Board shall be authorized to: 1. Purchase furniture, equipment, school supplies and appliances that meet or exceeds the competitive bid limit as established annually by the Pennsylvania Department of Labor and Industry, unless exempt by law.<u>[2]</u> 2. Contract for construction, reconstruction, repairs, maintenance or work on any school building or property that meets or exceeds the competitive bid limit as established annually by the Pennsylvania Department of Labor and Industry, unless exempt by law.<u>[1]</u> The Board prohibits the practice of splitting purchases to avoid advertising and bidding requirements.<u>[1][2]</u> 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.<u>[1][2]</u> 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

610. PURCHASES SUBJECT TO BID/QUOTATION - Pg. 2

Delegation of Responsibility	legal requirements.[1] <u>Price Quotations</u> 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 the published written quote limit established annually by the Pennsylvania Department of Labor and Industry but less than the published competitive bid limit established annually by the Pennsylvania Department of Labor and Industry, as adjusted from time to time.[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 the published written quote limit established annually by the Pennsylvania Department of Labor and Industry but less than the published competitive bid limit established annually by the Pennsylvania Department of Labor and Industry, as adjusted from time to time.[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. <u>Work Performed by District Employees</u> The Board may authorize district employees to perform construction, reconstruction, repairs or work having a total cost or value of less than the published written quote limit established annually by the Pennsylvania Department of Labor and Industry, as adjusted from time to time.[1] The Board may grant the Director of Administrative Services the authority to purchase supplies and award contracts in the amount and manner designated by applicable law.[1][2] Bid specifications shall be prepared by the Director of Administrative Services. Bid specifications shall provide for alternates wherever possible. The Board Secretary or designee is authorized to advertise for bids, in accordance with statutory procedures, without prior approval of the Board; but the Board 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.
------------------------------	--

610. PURCHASES SUBJECT TO BID/QUOTATION - Pg. 3

	Bids shall be opened publicly by the Director of Administrative Services before one or more witnesses at a previously designated time and place. Contracts shall be awarded to the lowest responsible bidder 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 the bid, the contractor shall, before the bids are open, make known the fact and in such case the bid shall be returned unopened. Legal References 1. 24 P.S. 751 2. 24 P.S. 807.1 3. 24 P.S. 120 62 Pa. C.S.A. 4601 et seq
--	--