# FOX CHAPEL AREA SCHOOL DISTRICT

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| Book | Policy Manual |
| Section | 600 Finances |
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## 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]

### Supplies

The Board shall, after due public notice advertising for competitive bids, purchase furniture, equipment, school supplies and appliances costing $24,500 or more, unless exempt by law or available under a cooperative purchasing program. The Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation.[1][2]

Furniture, equipment, school supplies and appliances to be purchased by the district costing more than $13,200 but less than $24,500 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.[2]

### Contracts

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 $24,500, unless exempt by law.[1]

All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having a cost or value of more than $13,200 but not more than $24,500, 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. [1]

The Board may authorize district employees to perform construction, reconstruction, repairs or work having a cost or value of less than $13,200.[1]

Electronic Bidding

The Board may receive bids electronically for competitive contracts, except for construction and design services, in compliance with applicable laws and Board policy.[3][4]

The district shall electronically maintain the confidentiality of the bid until the bid opening.[4]

Competitive Electronic Bidding

The Board may adopt a resolution approving the use of competitive electronic bidding for contracts for supplies, but not for construction or design services.[3][5]

An invitation for bids shall be issued and shall include:[5]

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 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.

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

After the bidding 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 electronic bid 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.

**Delegation of Responsibility**

Bid specifications shall be prepared by the Director of Finance.

Bid specifications shall provide for alternates wherever possible.

The Director of Finance 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.[1][2]

Bids shall be opened publicly before one (1) 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.[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]

Legal

1. 24 P.S. 751

2. 24 P.S. 807.1

3. 62 Pa. C.S.A. 4602

4. 62 Pa. C.S.A. 4603

5. 62 Pa. C.S.A. 4604

24 P.S. 120

62 Pa. C.S.A. 4601 et seq