LENAPE TECHNICAL SCHOOL

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO BID/QUOTATION

ADOPTED: November 15, 2007

REVISED: February 18, 2016; February 17, 2022; March 19, 2026

610. PURCHASES SUBJECT TO BID/QUOTATION

Authority

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 school.[1][2]

Guidelines

The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on the Consumer Price Index.[1][2][3]

Competitive Bids

When seeking competitive bids, the School shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation.[1][2]

After due public notice advertising for competitive bids, the Joint Operating Committee shall be authorized to:

1. Purchase furniture, equipment, school supplies and appliances costing a base amount of **$24,500** or more, unless exempt by law.[2]

2. Contract for construction, reconstruction, repairs, maintenance or work on any school building or property having a total cost or value of more than **$24,500**, unless exempt by law.[1]

The Joint Operating Committee prohibits the practice of splitting purchases to avoid advertising and bidding requirements.[1][2]

With kind, quality and material being equal, the bid of the lowest responsible bidder meeting bid specifications shall be accepted upon resolution of the Joint Operating Committee, unless the Joint Operating Committee chooses to reject all bids.[1][2]

The Joint Operating Committee 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]

	Electronic Bidding The Joint Operating Committee may receive bids electronically for competitive contracts, except for construction and design services, in compliance with applicable laws and Joint Operating Committee policy.[4][5] The school shall electronically maintain the confidentiality of the bid until the bid opening.[5] Price Quotations Unless exempt by law, at least three (3) written or telephonic price quotations shall be requested by the Joint Operating Committee for:[1][2] 1. Furniture, equipment, school supplies and appliances costing a base amount of more than **$13,200** but less than **$24,500**.[2] 2. All contracts for construction, reconstruction, repairs, maintenance or work of any school building or property, having a total cost or value of more than **$13,200** but less than **$24,500**.[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 of file for three (3) years. Work performed by School Maintenance Personnel The Joint Operating Committee may authorize school maintenance personnel to perform construction, reconstruction, repairs or work having a total cost or value of less than **$13,200**.[1]
Delegation of Responsibility	The Joint Operating Committee may grant the Administrative Director or Business Manager the authority to purchase supplies and award contracts in the amount and manner designated by applicable law.[1][2] **PSBA Revision 12/25 © 2025 PSBA** Legal References 1. 24 P.S. 751 2. 24 P.S. 807.1 3. 24 P.S. 120 4. 62 Pa. C.S.A. 4602 5. 62 Pa. C.S.A. 4603 6. 62 Pa. C.S.A. 4604 62 Pa. C.S.A. 4601 et seq Copyright PSBA 2025