### 610. PURCHASES SUBJECT TO BID

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.

### Supplies

- SC 120, 751, 807.1
- Furniture, equipment, and school supplies to be purchased by the district shall comply with all applicable legal requirements governing bidding & purchasing thresholds published annually by the Pennsylvania Department of Labor and Industry.

### Contracts

- SC 751
- All contracts for construction, reconstruction, repairs, maintenance or work on any school building as property shall comply with all applicable legal requirements governing bidding and purchasing thresholds published annually by the Pennsylvania Department of Labor and Industry and/or Federal guidelines, when applicable.

### Electronic Bidding

- 62 Pa. C.S.A. Sec. 4602, 4603
- The Board may receive bids electronically for competitive contracts, except for construction and design services, in compliance with applicable laws and Board policy.

- 62 Pa. C.S.A. Sec. 4603
- The district shall electronically maintain the confidentiality of the bid until the bid opening.

2. **Delegation of Responsibility**
   - SC 807.1
   - Bid specifications and bid documents shall be prepared by the administrator responsible for overseeing the purchase and reviewed by the solicitor.

   - SC 751, 807.1
   - Bid specifications shall provide for alternates wherever possible.

   - The administrator shall combine like items of supply and material whenever it is feasible, and permissible under statute, and not split purchases to avoid these
3. Guidelines
   SC 807.1

Bids shall be opened publicly by the administrator 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.

SC 751

The Board recognizes that emergencies may occur when imminent danger exists to persons or property or the 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:

School Code – 24 P.S. Sec. 751, 807.1

Uniform Grant Guidance - UGG

Local Government Unit Electronic Bid Act – 62 Pa. C.S.A. Sec. 4601 et seq.