

**NORTHEASTERN  
EDUCATIONAL  
INTERMEDIATE  
UNIT 19**

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO  
BID/QUOTATION

ADOPTED: June 19, 2012

REVISED:

610. PURCHASES SUBJECT TO BID/QUOTATION	
1. Authority SC 751, 807.1, 914-A	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 Intermediate Unit.
2. Guidelines  SC 807.1	<u>Supplies</u>  The Board shall, after due public notice advertising for competitive bids, purchase furniture, equipment, school supplies and appliances costing \$10,000 or more, unless exempt by law. The Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation.
SC 807.1	Furniture, equipment, school supplies and appliances to be purchased by the Intermediate Unit costing more than \$4,000 but less than \$10,000 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.
SC 751	<u>Contracts</u>  The Board shall, after due public notice advertising for competitive bids, contract for construction, reconstruction, repairs, maintenance or work on any Intermediate Unit building or property having a cost or value of more than \$10,000, unless exempt by law.
SC 751	All contracts for construction, reconstruction, repairs, maintenance or work on any Intermediate Unit building or property, having a cost or value of more than \$4,000 but not more than \$10,000, 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.

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<p>3. Delegation of Responsibility</p> <p>SC 751, 807.1</p> <p>SC 807.1</p> <p>SC 751</p> <p>73 P.S. Sec. 1602</p>	<p>The Board may authorize Intermediate Unit employees to perform construction, reconstruction, repairs or work having a cost or value of less than \$5,000.</p> <p>Bid specifications shall be prepared by the Fiscal Director or designee.</p> <p>Bid specifications shall provide for alternates wherever possible.</p> <p>The Fiscal Director or designee 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.</p> <p>The Board Secretary or designee is authorized to advertise for bids, in accordance with statutory procedures, without prior approval of the Board; but s/he shall inform the Board 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.</p> <p>Bids shall be opened publicly before one (1) or more witnesses at a previously designated time and place.</p> <p>Contracts shall be awarded to the lowest responsible bidder upon resolution of the Board, unless the Board chooses to reject all bids.</p> <p>The Board recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing programs or services 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.</p> <p>Whenever a contractor submits a bid for performance of work and later claims a mistake, error or omission in preparing the bid, the contractor shall, before the bids are open, make known the fact; in such case the bid shall be returned unopened.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 751, 807.1, 914-A</p> <p>Withdrawal of Bids – 73 P.S. Sec. 1602</p> <p>Local Government Unit Electronic Bidding Act – 62 Pa. C.S.A. Sec. 4601 et seq.</p>
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