

# EASTON AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO  
BID/QUOTATION

ADOPTED: October 19, 2006

REVISED:

610. PURCHASES SUBJECT TO BID/QUOTATION	
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 or may result in monetary savings to the school district.
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 statute. 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 district costing more than \$4,000 but less than \$10,000 may be obtained on written or telephonic quotations, unless exempt by statute. 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 school building or property having a cost or value of more than \$10,000, unless exempt by statute.
SC 751	All contracts for construction, reconstruction, repairs, maintenance or work on any school 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 statute. 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.

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

<p>SC 751</p>	<p>The Board may authorize district employees to perform construction, reconstruction, repairs or work having a cost or value of less than \$5,000.</p>
	<p><u>Board Contract Approvals</u></p>
<p>SC 427, 433, 508</p>	<p>Except as specified in this policy, all contracts where the amount involved exceeds \$100, including items subject to \$10,000 bid requirements, shall require approval of the Board, evidenced by the affirmative vote of a majority of all members of the Board, and all such contracts shall be signed by the Board President and Board Secretary, as required by law.</p>
<p>Pol. 611, 612, 616</p>	<p>The Board shall delegate to the Superintendent or designee the authority to approve/negotiate and sign, on behalf of the Board, contracts representing an immediate need and all contracts that do not require written quotations or bids, provided that all such executed contracts shall be placed on the next available Board agenda for ratification by the Board. A summary list of contracts dealt with by the Superintendent or designee will be provided to the Board no later than the nearest scheduled meeting following the Superintendent's or designee's actions.</p>
	<p>Should quotations or bids be required, the Superintendent or designee, along with the Board solicitor, will review the contract and place it on the next available Board agenda for approval by the Board.</p>
<p>3. Delegation of Responsibility</p>	<p>No contracts for goods or services will be entered into on behalf of the district without first having the proper bid specifications prepared. Bid specifications shall be prepared by the Business Manager and shall provide for alternates wherever possible.</p> <p>The Business Manager shall combine like items of supply and material whenever it is feasible and permissible under statute 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 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.</p> <p>The Board shall appoint a Bid Committee for the purpose of receiving, opening, reviewing and recommending bids at the next following Board meeting.</p>

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

SC 807.1	Bids shall be opened publicly by the Bid Committee before one (1) or more witnesses. Contracts shall be awarded to the lowest responsible bidder upon resolution of the Board, unless the Board chooses to reject all bids. No bids will be awarded without first being brought before the Board for action.
SC 751	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.