

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO BID

ADOPTED: January 16, 2001

REVISED: December 7, 2009

# AVON GROVE SCHOOL DISTRICT

610. PURCHASES SUBJECT TO BID	
1. Purpose	It is the policy of the Board to obtain competitive bids for products and services where such bids are required by law or where such bids may be believed to bring about a cost saving to the school district.
2. Authority SC 807.1, 1714-B	Furniture, equipment, textbooks, school supplies and other appliances (herein called "supplies") must be purchased in accordance with State Law, or as contained within and approved through the waiver process.
SC 751	All contracts for construction, reconstruction, repairs, maintenance or work on any school building as property (herein called "work"), unless exempt by statute, having a cost or value of more than \$4,000 but not more than \$10,000 may be let on three (3) written or telephonic quotations. However, if it is not possible to obtain three (3) quotations, a memo must be kept on file for three (3) years showing that fewer than three (3) qualified contractors exist in the market area.
SC 751	Less than \$5,000 worth of work may be done with district employees.
3. Responsibility	<p>Bid specifications shall be prepared by the Business Manager or his/her designated representative.</p> <p>The Board Secretary or designee shall be 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>Bids shall be opened publicly by the Business Manager before one 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.</p>
73 P.S. § 1602, et seq.	Whenever a contractor shall submit a bid for the performance of work and the contractor later claims a mistake, error or omission in preparing said bid, the contractor shall, before the bids are open, make known the fact and in such case the bid shall be returned unopened.