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| Book | Policy Manual |
| Section | 600 Finances |
| Title | Purchases Subject to Bid |
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Authority

It is the policy of the Board of School Directors ("Board") of Springfield School District ("District") 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 District.[\[1\]](#)[\[2\]](#)

Furniture, equipment, textbooks, school supplies and other appliances (herein called "supplies") to be purchased by the District, unless exempt by statute, with costs that are within the thresholds approved by Act 97 of 2011 in the School Code, may be let on 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.[\[2\]](#)

All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property (herein called "work"), unless exempt by statute, with costs that are within the thresholds approved by Act 97 of 2011 in the School Code, may be let on 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.[\[1\]](#)

Delegation of Responsibility

Bid specifications shall be prepared by the Purchasing Assistant and/or the Assistant Business Manager.

S/He shall combine like items of supply and material whenever it is feasible and permissible under statute and not split purchases to avoid these requirements for bidding.

The responsible administrator is authorized to advertise for bids in accordance with statutory procedures without prior approval of the Board, but shall inform the Board of such action at the meeting next following. Records shall be kept in sufficient detail to show that a reasonable number of qualified vendors were invited to bid.

Bids shall be opened publicly by the Purchasing Assistant and/or the Assistant 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.[\[2\]](#)

The Board also 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.[\[1\]](#)

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 bids shall be returned unopened.

DISCLAIMERS:

This policy is superseded by all current federal and state laws and mandates.

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Legal

1. 24 P.S. 751
2. 24 P.S. 807.1

24 P.S. 120

62 Pa. C.S.A. 4601 et seq