

**GREATER  
JOHNSTOWN  
CAREER &  
TECHNOLOGY CENTER**

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO  
BID/QUOTATION

ADOPTED: February 26, 2008

REVISED: May 26, 2015

610. PURCHASES SUBJECT TO BID/QUOTATION	
1. Authority SC 751, 807.1	It is the policy of the Joint Operating Committee 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 center.
2. Guidelines  SC 807.1	<u>Supplies</u>  The Joint Operating Committee 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 Joint Operating Committee 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 center 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 Joint Operating Committee 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 \$19,400, 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 \$10,500 but not more than \$19,399, 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

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

<p>SC 7-751(b.1)</p>	<p>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.</p> <p>The board of school directors in any school district may perform any construction, reconstruction, repairs, or work of any nature where the entire cost of value, including labor and material, is less than a base amount of ten thousand dollars (\$ 10,000), subject to adjustment under section 120, by its own maintenance personnel.</p>
<p>3. Delegation of Responsibility</p>	<p>Bid specifications shall be prepared by the Business Manager.</p> <p>Bid specifications 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 Joint Operating Committee Secretary or designee is authorized to advertise for bids, in accordance with statutory procedures, without prior approval of the Joint Operating Committee; but the Joint Operating Committee 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>SC 807.1</p>	<p>Bids shall be opened publicly 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 Joint Operating Committee, unless the Joint Operating Committee chooses to reject all bids.</p>
<p>SC 751</p>	<p>The Joint Operating Committee recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing 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.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 751, 807.1</p> <p>Local Government Unit Electronic Bidding Act – 62 Pa. C.S.A. Sec. 4601 et seq</p>