

FAIRVIEW SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO BID

ADOPTED: June 20, 1994

REVISED: November 20, 2000

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 and enhanced service to the school district.
2. Authority SC 807.1	Furniture, equipment, textbooks, school supplies and other appliances (herein called "supplies") to be purchased by, or leased to the district, unless exempt by statute, having an aggregate value of more than \$10,000 are subject to competitive bid; supplies to be furnished, sold or leased to the district costing more than \$4,000 but less than \$10,000, 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.
SC 751	All contracts for the construction, reconstruction, repairs, maintenance or work on any school building's property (hereinafter called "work"), unless exempt by statute, having an aggregate cost or value of more than \$10,000 shall also be subject to competitive bid. Work having a cost or value of more than \$4,000 but not more than \$10,000 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.
SC 751	Work having a cost or value of less than \$5,000 may be performed by district employees.
A.P. 610, 610.1	For any matters subject to competitive bidding, a non-collusion affidavit shall be completed by the bidder pursuant to the school district bidding procedure.
SC 511(e)	All purchases of materials or supplies made by any student organization, club, society, or group, or by any school or class, in excess of \$1,000 shall be made upon solicitation of quotations or bids from three (3) or more responsible manufacturers of or dealer in such materials or supplies. All such purchases shall be made from the lowest responsible bidder on the basis of price, quality and service.

<p><u>Malloy v.</u> <u>Boyertown Area</u> <u>School Board,</u> 540 Pa. 308, 657 A. 2d 915 (1995); <u>Stratton v.</u> <u>Allegheny County</u> 245 Pa. 519, 91 A. 894 (1914)</p>	<p>Upon receipt and review of the bids and/or quotations, each item from every vendor will be compared for price and quality. After comparing the item, if a local (Erie, Fairview, Girard, Edinboro) and the out-of-town vendor has offered equal quality, the price will be the deciding factor for award. If the out-of-town vendor has the low price, this price must be better than five percent (5%) of the local vendor to be granted the award. This variance will be considered to a maximum of \$200.00 of the out-of-town vendor's bid. Bids on items in excess of \$4,000 or more do not qualify for the five percent (5%) variance allowance and will be awarded based upon lowest bid price. This stipulation is to be made part of all bidding specifications.</p> <p><u>Custodial and General Classroom Supplies</u></p> <p>These classification of materials will be bid during February and awarded in April preceding the school year to be used. Purchase orders will be issued indicating shipping and invoicing to take place after July first of the given year.</p> <p><u>Services</u></p> <p>Professional services are not subject to bidding requirements of the Public School Code.</p>
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