



SECTION: FINANCES

TITLE: PURCHASES  
SUBJECT TO BID

ADOPTED:

REVISED: July 3, 1990

# Lackawanna Trail 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

Materials or supplies to be furnished, sold, or leased to the district, unless exempt by statute, having an aggregate value of more than \$10,000 are subject to competitive bid; and all contracts for work to be done, unless exempt by statute, having a value of more than \$10,000 shall also be subject to competitive bid, except where such work is valued at less than \$5,000 and performed by district employees.

Written or telephonic price quotations shall be required from at least three (3) qualified and responsible contractors for all contracts that exceed \$4,000 but are less than the amount requiring competitive bidding. A written record shall be made of these quotations and shall contain the date of the quotation, name of contractor, contractor's representative, and the construction, reconstruction, repair, maintenance or work of the quotation. The written price quotations, records or telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.

Sc 751 (a) (b)  
307.1  
Act 38 of 1990

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3. Responsibility

In lieu of price quotations, the Board shall keep on file a memorandum showing that fewer than three (3) qualified contractors exist in the market area which it is practicable to obtain quotations.

Bid specifications shall be prepared by the Business Manager.

The Secretary 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 at a public school Board meeting. contracts shall be awarded to the lowest responsible bidder upon resolution of the Board, unless the Board gives cause for doing otherwise.

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 bid ding cannot be provided because of the need for immediate action.

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 know the fact and in such case the bid shall be returned unopened.

SC 512  
807.1

SC 751

Act 4 of 1974