

CHESTER COUNTY
 INTERMEDIATE
 UNIT 24

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO
 BID/QUOTATION

ADOPTED: MARCH 16, 2011

REVISED: FEBRUARY 17, 2016

610. PURCHASES SUBJECT TO BID/QUOTATION	
<p>1. Authority P.L. 400, No. 97</p>	<p>It is the policy of the Board 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 Intermediate Unit.</p>
<p>2. Guidelines SC 807.1</p>	<p><u>Supplies</u></p> <p>The Board shall purchase all supplies in accordance with the Act of Nov. 3, 2011, P.L. 400, No. 97, which defines the supplies subject to the Act and establishes the base cost of supplies subject to public bid at \$18,500 and the base cost of supplies subject to written and/or telephonic quotes at \$10,000. The annually established threshold for required bidding shall be provided annually by the Department of Labor and Industry as published in the Pennsylvania Bulletin on December 31st of each year to be effective on January 1 through December 31 of the upcoming year.</p> <p>The Board will publicly advertise a request for competitive bids and price quotations in accordance with the Act of Nov. 3, 2011, P.L. 400, No. 97.</p> <p>The executive director or his/her designee will annually adjust the threshold of the minimum dollar amount of purchases that must be made via competitive bid or written and telephonic quotes based on the CPI-U as provided annually by the Department of Labor and Industry and as published in the Pennsylvania Bulletin.</p>
<p>SC 751</p>	<p><u>Contracts</u></p> <p>The Board shall, after due public notice advertising for competitive bids, contract for construction, reconstruction, repairs, maintenance or work on any Intermediate Unit building or property in accordance with the Act of Nov. 3, 2011, P.L. 400, No. 97</p>
<p>SC 751</p>	<p>All contracts for construction, reconstruction, repairs, maintenance or work on any Intermediate Unit building or property will be in accordance with the Act of Nov. 3, 2011, P.L. 400, No. 97</p>
<p>SC 751</p>	<p>The Board may authorize Intermediate Unit employees to perform construction,</p>

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<p>3. Delegation of Responsibility</p> <p>SC 751, 807.1</p> <p>SC 807.1</p> <p>SC 751</p>	<p>reconstruction, repairs or work in accordance with the Act of Nov. 3, 2011, P.L. 400, No. 97</p> <p>The contract shall be awarded within sixty (60) days of the auction by written notice to the lowest responsible bidder, or all bids may be rejected. Extensions of the award date may be made by written, mutual consent of both parties.</p> <p>It shall be the responsibility of the Executive Director or designee to ensure that all purchases of necessary supplies, equipment, materials and services for all Intermediate Unit programs are completed expeditiously and at the lowest defensible cost and in accordance with the Act of Nov. 3, 2011, P.L. 400, No. 97. All purchases, contracts, quotations, leases, bids and requests for proposals shall be executed consistent with the Act of Nov. 3, 2011, P.L. 400, No. 97 and other laws governing procurement for public entities.</p> <p>Bid specifications shall be prepared by the Executive Director or designee.</p> <p>Bid specifications shall provide for alternates wherever possible.</p> <p>The Executive Director or designee shall combine like items of supply and material whenever it is feasible and permissible under law and shall not split purchases to avoid requirements for bidding.</p> <p>Bids shall be opened publicly before one (1) or more witnesses at a previously designated time and place.</p> <p>Contracts shall be awarded to the lowest responsible bidder upon resolution of the Board, unless the Board chooses to reject all bids.</p> <p>The Board recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing programs or services 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>The Act of Nov. 3, 2011, P.L. 400, No. 97</p> <p>School Code – 24 P.S. Sec. 751, 807.1, 964</p> <p>Local Government Unit Electronic Bidding Act – 62 Pa. C.S.A. Sec. 4601 et seq.</p>
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