

# NAZARETH AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO BID

ADOPTED: APRIL 25, 2005

REVISED: SEPTEMBER 24, 2012  
SEPTEMBER 22, 2014

610. PURCHASES SUBJECT TO BID	
1. Authority	It is the policy of the Board to obtain competitive bids for products and services where such bids are required by law or may result in monetary savings to the school district.
SC 807.1 Act 82 of 2012	Furniture, equipment, school supplies and appliances to be purchased by the district, unless exempt by statute, costing more than \$10,300 but less than \$19,100 may be let on written quotations. 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 Act 82 of 2012	All contracts for construction, reconstruction, repairs, maintenance or work on any school building as property, unless exempt by statute, having a cost or value of more than \$10,300 but not more than \$19,100 may be let on written quotations. 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 Act 82 of 2012	Less than \$10,300 worth of work may be done by district employees.
2. Delegation of Responsibility	These amounts shall be revised through an annual adjustment of these limits as calculated by the Department of Labor and Industry.  Bid specifications shall be prepared by the Business Administrator/Board Secretary or designee.  Bid specifications shall provide for alternates wherever possible.  The Business Administrator/Board Secretary or designee 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.

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SC 807.1	The Business Administrator/Board Secretary or designee is authorized to advertise for bids, in accordance with statutory procedures, without prior approval of the Board; but the Board 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.
3. Guidelines	Bids shall be opened publicly 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.
SC 751	The Board recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action.