

MIDDLE BUCKS
INSTITUTE OF
TECHNOLOGY

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO BID

ADOPTED: July 1, 1991

REVISED:

610. PURCHASES SUBJECT TO BID	
1.Purpose	<p>It is the policy of the Executive Council 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.</p>
2.Authority	<p>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 bids, except where such work is valued at less than \$5,000 and performed by school employees.</p> <p>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.</p> <p>In lieu of price quotations, the Executive Council shall keep on file a memorandum showing that fewer than three (3) qualified contractors exist in the market area from which it is practicable to obtain quotations.</p>
3.Responsibility	<p>Bid specifications shall be prepared by the Business Supervisor or a designee, who shall combine like items of supply and material whenever it is feasible, and permissible under statute, and not split purchases to avoid these requirements for bidding.</p> <p>The Secretary is authorized to advertise for bids in accordance with statutory procedures without prior approval of the Executive Council, but s/he shall inform the Executive Council of such action at the meeting next following. Records shall be kept in a sufficient detail to show that a reasonable number of qualified vendors were invited to bid.</p>

610. PURCHASES SUBJECT TO BID - Pg. 2

4.Guidelines	<p>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 Executive Council, unless it chooses to reject all bids.</p> <p>The Executive Council 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 bidding cannot be provided because of the need for immediate action.</p>
--------------	--