

A. W. BEATTIE CAREER CENTER

SECTION: FINANCES
TITLE: PURCHASES SUBJECT TO
BID

ADOPTED: June 15, 2000

REVISED: April 26, 2012

APPROVED: May 24, 2012

APPROVED: 8/23/2012 (Per PDE Revision)

REVISED &

APPROVED: June 22, 2017

610 PURCHASES SUBJECT TO BID

1. Authority

It is the policy of the Joint Operating Committee to obtain competitive bids for products and services where such bids are required by law or may result in monetary savings to the Career Center.

SC751

A. Furniture, equipment, textbooks, school supplies and other appliances to be purchased by the school, unless exempt by statute, will be subject to the Pennsylvania Department of Labor and Industry posted requirements for competitively sealed bids and written or telephone quotations.

These guidelines also apply to contracts for construction, reconstruction, repairs, maintenance or work on any school building.

Construction, reconstruction repairs or work less than \$10,000 may be done by school employees.

2. Delegation of Responsibility

Bid specifications shall be prepared by the Executive Director or his/her designee.

3. Guidelines

In such cases where bids are required by law, purchases may be made only after public notice has been given by advertisement once a week for three (3) weeks in one (1) newspaper of general circulation and on the Career Center website.

Such advertisement or notice shall give all necessary information, or give notice of convenient access thereof, in such a manner that bidders may intelligently make bids for such contracts.

<p>SC751 SC 807.1 (b)</p> <p>SC 807.1</p>	<p>The time for receipt and opening of bids shall be contained in the public notices given by advertisement.</p> <p>The Joint Operating Committee shall accept the lowest responsible bid, when the kind and quality of equipment, supplies and materials offered are equal, but shall have the right to reject any and all bids or select a single item from any bid.</p> <p>If a notice is required to be published, it shall be published in at least one (1) newspaper of general circulation published in the area or circulating generally throughout the participating school districts.</p> <p>When such notice relates to any proceedings or matter in court or holding an election for the increase in indebtedness or the sale of bonds to be paid by taxation, such notice shall also be published in the legal newspaper designated by the rules of the court of the county for the publication of legal notices and advertisement.</p> <p>Auditor's statements, advertisements, for public contracts and for bids for materials and supplies shall be published only in newspapers of general circulation.</p> <p>Proof of publication of any notice required to be given by the posting of handbills, or statements shall be made by attaching an original copy of such handbill or statement actually printed and posted to an affidavit made by the person posting such notice. Such affidavit shall not be made by an interested party or an employee of any person or persons interested in the subject matter of said notice.</p> <p>The affidavit shall state where and when the notices were posted and where the notice was published in newspapers. A printed copy, exactly as published in said newspaper, shall be securely attached to the affidavit.</p> <p>All bids shall be submitted in sealed envelopes, addressed to the A. W. Beattie Career Center and plainly marked with the name of the bid and the time of the bid opening. The time of the opening shall be publicly announced with prior notice to all bidders and the other person.</p> <p>The bids shall be opened in public with the Joint Operating Committee Secretary, Director of Finance and at least one (1) administrator (Executive Director, Principal/Assistant Director) in attendance to witness receipt of the bids. The Solicitor will be in attendance as deemed necessary.</p>
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Bids shall be tabulated and financial responsibility of bidders will be checked by the appropriate administrator. Bids will be reviewed by the administration and presented to the subcommittee if appropriate, for subsequent submission to the Joint Operating Committee.

The Joint Operating Committee recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing school classes is threatened, and the time for bidding cannot be provided because of the need for immediate action.

Whenever a contractor submits a bid for performance of work and later claims a mistake, error or omission in preparing said bid, the contractor shall, before the bids are open, make known the fact, in such case the bid shall be returned unopened.

The capitalization amount shall be \$5,000.00. Any equipment with a purchase price of \$5,000.00 or greater will be capitalized and categorized as a fixed asset purchase, under \$5,000 shall be expensed.