



SECTION 704
 TITLE: BID PROCEDURES

NESHAMINY SCHOOL DISTRICT

		<u>POLICY #704 - BID PROCEDURES</u>		
1	I. PURPOSE			1
2		<u>The School Laws of Pennsylvania</u> outline that certain items purchased by the		2
3		School District are subject to competitive bidding and advertising.		3
4		The bidding and advertising procedures listed below are intended to obtain		4
5		the required and specified items in a timely and cost effective manner.		5
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7		A. All purchases and all contracts for work of any nature, except professional		7
8		services, where the entire cost or value exceeds the current limit as		8
9		permitted by Pennsylvania Statue shall require competitive bidding.		9
10		B. All purchases and all contracts for work of any nature, except professional		10
11		services where the entire cost or value to one vendor exceeds fifty thousand		11
12		dollars (\$50,000), shall be reviewed with the Business Practices Committee		12
13		prior to the presentation of bids for Board approval.		13
14		C. All purchases and contracts for work of any nature, where the entire cost or		14
15		value is less than the current limit as permitted by Pennsylvania Statute		15
16		may be made by the Business Office based upon the best price available.		16
17		D. Additional purchase of like material or equipment may be made from		17
18		vendors previously awarded bids during the same fiscal year, unless lower		18
19		prices would result from competitive bidding.		19
20		E. Purchases or contracts made through the State contract process, the Bucks		20
21		County Intermediate Unit or Lower Bucks Purchasing Cooperative must		21
22		receive the prior approval of the Board of School Directors before a		22
23		purchase order is issued.		23
24		F. Bids shall be advertised in accordance with the requirement of the Public		24
25		School Code. Bids shall also be solicited through the direct mailing of the		25
26		bid specifications to at least six vendors, if possible, who customarily deal		26
27		in the products or services sought by the bid. The Business Practices		27
28		Committee, via the Chairperson, shall be notified when the bids are		28
29		advertised.		29
30		G. Bid specifications shall initially be prepared by the department requesting		30
31		the purchase, and thereafter shall be finalized by the Purchasing		31
32		Department prior to advertisement. All specifications shall be drafted so		32
33		as to encourage responses from as many vendors as possible, except where		33
34		a manufacturer-identified product is to be purchased.		34

1	H. Bid specifications shall always be available for review by members of the	1
2	Board of School Directors upon request.	2
3	I. Bid openings shall occur at the time, date, and place set forth in the bid	3
4	specifications and shall be open to the public.	4
5	J. Bids failing to comply with the requirements of the Public School Code shall	5
6	be rejected. Bids may also be rejected for other good cause, including by	6
7	way of illustration and not limitation, the following reasons:	7
8	1. The failure of the bid to meet the designated specifications.	8
9	2. The receipt of the bid after the required submission date or time; or	9
10	3. The posting of inadequate or improper security in conjunction with	10
11	the bid.	11
12	K. The Purchasing Department and the department requesting the purchase	12
13	shall review all bids and award the bid to the lowest, responsible bidder,	13
14	subject to final approval of the bid by the Board of School Directors at a	14
15	Public Meeting. No purchase order shall be issued until final approval of	15
16	the bid has occurred and no work or material shall be accepted by the	16
17	District until a purchase order has been issued.	17
18	L. The Business Practices Committee may review any bid prior to its being	18
19	recommended to the board for final approval.	19
20	M. Bids presented to the Board for approval shall include but not be limited	20
21	to the following information.	21
22	1. Bid number.	22
23	2. Brief description of the bid and the amount to be awarded.	23
24	3. Date, time, and place of the bid opening and pre-bid meeting (if any	24
25	was held).	25
26	4. A list of the next two lowest bids received or an explanation for less	26
27	than three bids received.	27
28	5. A list of vendors from which bids were solicited.	28
29	6. Budget accounts to be charged.	29
30	N. The Purchasing Department shall submit quarterly reports to the Board	30
31	of School Directors and shall list all quotations accepted since the previous	31
32	report. The reports shall contain the following information:	32
33	1. A brief description of the quotation accepted.	33
34	2. A brief description of the material or work purchased including the	34
35	number of the purchase order issued.	35
36	3. A list of the next two lowest quotations received or an explanation	36
37	for less than three quotes.	37
38	O. Pre-bid meetings shall only be scheduled for complex bids for contracts	38
39	requiring a site inspection. In the latter event, pre-bid meetings shall be	39

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Policy #704 (Continued)

scheduled so as to not disrupt or disturb classes or school activities.

P. The Board of School Directors shall be informed of the dates and times of any site inspections for proposed contracts and of all site inspections intended to review work being performed under an awarded contract.

Q. The procedures set forth above are incorporated by reference Policy 104.

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