

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 610

Section FINANCES

Title PURCHASES SUBJECT TO
BID/QUOTATION

Adopted AUGUST 21, 1989

Last Revised FEBRUARY 18, 2025

POLICY NO. 610 PURCHASES SUBJECT TO BID/QUOTATION		
Section 1	<p><u>Purpose</u></p> <p>It is the policy of the Board 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 savings to the School District.</p>	SC 751, 807.1
Section 2	<p><u>Guidelines</u></p> <p>The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on the Consumer Price Index.</p> <p>Act 57 of 1998 allows for the District to enter into cooperative purchasing programs such as COSTARS, PEPPM, and KPN. Items or services purchased using any of these programs are not subject to the bidding/quotation requirements as described in this policy.</p> <p><u>Competitive Bids</u></p> <p>When seeking competitive bids for an amount greater than or equal to the base amount for competitive bidding [\$23,800]¹ per law, the Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation and on the District website.</p> <p>After due public notice advertising for competitive bids, the Board shall be authorized to:</p>	<p>SC 120, 751, 807.1</p> <p>SC 751, 807.1</p>

	<p style="text-align: center;">POLICY NO. 610 PURCHASES SUBJECT TO BID/QUOTATION</p>	
	<p>1. Purchase furniture, equipment, school supplies and appliances costing greater than or equal to the base amount for competitive bidding [\$23,800]¹ per law unless exempt by law.</p>	SC 807.1
	<p>2. Contract for construction, reconstruction, repairs, maintenance or work on any school building or property having a total cost or value greater than or equal to the base amount for competitive bidding [\$23,800]¹ per law unless exempt by law.</p>	SC 751
	<p>The Board prohibits the practice of splitting purchases to avoid advertising and bidding requirements.</p>	SC 751, 807.1
	<p>With kind, quality, and material being equal, the bid of the lowest responsible bidder meeting bid specifications shall be accepted upon resolution of the Board, unless the Board chooses to reject all bids.</p>	SC 751, 807.1
	<p>Not having sufficient quotes from multiple bidders on a line item basis (i.e. a significant number of items would be “sole sourced”) may be a basis for rejection of all bids.</p>	
	<p>The Board 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. Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements.</p>	SC 751
	<p><u>Electronic Bidding</u></p>	
	<p>The Board may receive bids electronically in compliance with applicable laws and Board policy.</p>	62 Pa. C.S.A. 4602, 4603
	<p>The District shall electronically maintain the confidentiality of the bid until the bid opening.</p>	62 Pa. C.S.A. 4603
	<p><u>Competitive Electronic Auction Bidding</u></p>	
	<p>The Board shall adopt a resolution approving the use of competitive electronic auction bidding for contracts for supplies or services.</p>	62 Pa. C.S.A. 4602, 4604

	<p style="text-align: center;">POLICY NO. 610 PURCHASES SUBJECT TO BID/QUOTATION</p> <p>Previously Revised: November 24, 2014; March 19, 2011</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 120, 751, 807.1</p> <p>Local Government Unit Electronic Bidding Act – 62 Pa. C.S.A. Sec. 4602, 4603, 4604</p> <p>Notes:</p> <p>[]¹ Indicates the values for 2025</p> <p>The Department of Labor and Industry will publish notice, in the Pennsylvania Bulletin prior to January 1 of each calendar year, of the annual percentage change and the unadjusted or final adjusted base amounts at which competitive bidding is required and written or telephonic price quotations are required, respectively, for the calendar year beginning the first day of January after publication of the notice. This policy will be adjusted annually based on the notice published in the Pennsylvania Bulletin.</p>	
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