

PALISADES SCHOOL DISTRICT

No. 610-AR

ADMINISTRATIVE REGULATION

1. Products that exceed the state mandated bid threshold, must be competitively bid. The threshold changes annually and is updated by the Department of Labor and Industry in December and effective January 1 each year. For the 2017 year the following thresholds are effective:
 - a. Public Bid = **\$19,700**
 - b. Written or Telephonic Quotes = **\$10,700**

2. There are a few exceptions to the requirement to formally bid purchases that exceed the bid threshold. If an item is on COSTARS or PEPPM or any other state approved bid, the bidding requirement is not required since the state has already done the bidding. Occasionally, the District will also work with an Intermediate Unit or similar Local Governmental Unit to cooperatively bid certain items (Diesel Fuel, Heating Oil, Supplies, Food, etc...). In order to participate in the bid and purchase from the bid, the bid must follow all bidding requirements as specified in the Public School Code (24 P.S. section 1-120, 7-751, and 8-807.1). If the IU or other Local Government has followed the bidding requirement, formal District bidding is not required.

3. If the District is required to go out to bid to purchase something, the Public School Code is specific about the legal requirements for formal bidding. The Administration should work closely with the District Solicitor to verify all requirements are met. The list below is not an all inclusive list and anyone publicly bidding a purchase should work closely with the Business Office to verify all necessary procedures are followed.
 - a. All bids must be advertised once a week for three (3) weeks in not less than two (2) newspapers of general circulation.
 - b. Bids will be solicited using bid documents sent to the companies responding to the advertisement of the bid and any other company for which the District directs distribution.
 - c. Vendors who have defaulted on a previously awarded contract, or are otherwise not qualified, may be refused the opportunity to participate in future bids.
 - d. The bid opening will be held in a meeting open to all vendors at an advertised date, location and time. A summary of bid tabulations will be prepared and made available upon request.
 - e. Some bids may require a Performance Bond or Payment Bond. Administration will work closely with the District Solicitor to determine the necessity for this bonding.
 - f. The lowest, responsible and responsive bidder will be awarded the contract. If there is any question to a vendor meeting these requirements, the Administration will work directly with the District Solicitor.
 - g. If there is any reason a bidder is determined not to meet the above legal requirements, documentation must be made and kept in accordance with the

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Right to Know Law and Board Policy #801.

4. Any purchase that is between the quote and bid threshold, three (3) written quotes are required. These quotes can be formal quotes received directly from the vendor or can be obtained over the phone and documented accordingly by the Employee. This documentation must be kept separately and available for the time frame specified in Board Policy #801 and the corresponding Administrative Regulation. Quotes from different vendors must be comparable and include all costs (shipping and handling or any other fees associated with the purchase).