

**LUZERNE  
INTERMEDIATE  
UNIT #18**

**SECTION: FINANCES  
TITLE: PURCHASES SUBJECT TO BID  
ADOPTED: NOVEMBER 20, 2002  
REVISED: FEBRUARY 24, 2020**

610. Purchases Subject to Bid	
1. Authority	It is the policy of the Board to obtain competitive bids for products and services where such bids are required by law or may result in monetary savings to the intermediate unit.
SC 807.1	Furniture, equipment, school supplies and appliances to be purchased by the intermediate unit, unless exempt by statute, costing more than \$11,300 but less than \$21,000 may be let on written or telephonic quotations. If it is not possible to obtain three (3) quotations, a memo must be kept on file for three (3) years showing that fewer than three (3) qualified contractors exist in the market area.
SC 751	All contracts for construction, reconstruction, repairs, maintenance or work on any building as property, unless exempt by statute, having a cost or value of more than \$11,300 but not more than \$21,000 may be let on written or telephonic quotations. If it is not possible to obtain three (3) quotations, a memo must be kept on file for three (3) quotations, a memo must be kept on file for three (3) years showing that fewer than three (3) qualified contractors exist in the market area.
SC 751	Less than \$11,300 worth of work may be done by intermediate unit employees.
2. Delegation of Responsibility	<p>Bid specifications shall be prepared by the Executive Director or designee. Bid specifications shall provide for alternates wherever possible.</p> <p>The Executive Director or designee shall combine like items of supply and material whenever it is feasible and permissible under statute and shall not split purchases to avoid requirements for bidding.</p>
SC 807.1	The Board Secretary or designee is authorized to advertise for bids, in accordance with statutory procedures, without prior approval of the Board; but the Board shall be informed of such action at the next meeting. Records shall be kept in sufficient detail to show that a reasonable number of qualified vendors were invited to bid.
3. Guidelines	Bids shall be opened publicly by the Executive Director or designee 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 Board, unless the Board chooses to reject all bids.

SC 751

The Board recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing school classes is threatened, and 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.