

PURCHASING PROCEDURES

The Centennial School Board recognizes the District's fiscal responsibility and obligation under the law to obtain competitive bids and quotations for materials and services when required or when cost savings might occur.

The Superintendent shall be responsible for implementing this policy.

Policy: 7.31

Adopted:.....12/08/98

Amended:10/14/03

PURCHASING PROCEDURES

I. Purpose

- A. It is the policy of the Board to obtain competitive bids and quotations for materials and services where they are required by law or where they may provide cost savings to the school district.
- B. The Board of School Directors shall comply with the Pennsylvania School Code in the purchasing of materials or contracting for services costing \$10,000 or more in that these items shall be purchased only after the Board of School Directors has properly advertised and received sealed, competitive bids, unless competitive bidding is not required by School Code.
- C. The Board of School Directors shall follow those prescribed regulations set in the Pennsylvania School Code concerning purchasing. Through prudent ordering and good quality control, the Board of School Directors can be assured that revenues are being spent wisely.

II. Authority

Materials or contracted services to be furnished sold or leased to the District, unless exempt by statute, having an aggregate value of more than \$10,000 shall be subject to competitive bids.

III. Soliciting Prices (Bids and Quotations)

- A. All purchases of materials and contracts for services involving more than \$10,000 shall be based on competitive bids. Quotations shall be required on the same for all purchases over \$4,000, but less than \$10,000.
- B. In the event that a service is required, for which qualified District personnel are available, competitive quotes must be solicited and compared with the cost of providing the service on an in-house basis. Award to an outside firm should only be made if the cost is lower than providing the service on an in-house basis.
- C. Bids shall be sealed and shall be opened by the Purchasing Agent or a delegated representative in the presence of at least one (1) witness.
- D. The Board may reject any or all bids.
- E. Quotations shall be on District "Request for Quotations" form, BO-40, the date of the quotation, name of vendor, vendor's representative, and itemized details of the materials or services to be provided. All quotes shall be kept on file for a period of three (3) years.
- F. In the event it becomes impossible to secure three quotations, the Business Office shall keep on file a memorandum showing that fewer than three (3)-qualified vendors exist in the market area.

G. The following shall be exempt from the formal bidding requirements:

Charts	Music
Disk recordings	Prepared kits
Educational films	Prepared transparencies and slides
Educational software	Pre-recorded magnetic tapes
Flash cards	Projectiles
Games	Teacher demonstrations necessary for school use
Globes	Textbooks
Maps	Toys
Models	Videos

H. Employees are encouraged to secure several quotes under those circumstances where the acquisition is less than \$4,000.00 to insure that the District is receiving the lowest available price. If the acquisition is more than \$4,000, but less than \$10,000, at least three written quotations shall be solicited.

IV. Awarding of Bids

All bid items shall be awarded to the lowest responsible and responsive bidder.

V. Guarantees by Bidders

- A. The Business Administrator shall require that bidders submitting proposals to the School District for equipment, contract work, materials, or supplies exceeding a total cost of \$10,000 attach a certified check or surety bond in the amount of ten percent of the total bid, payable to the Centennial School District. This requirement shall be stipulated in the bidding documents distributed to vendors by the Business Office.
- B. The base amount for computing the size of bond or check shall be the total amount of the bid. If alternate bids are submitted, the base amount is to be the total of the highest of the alternate bids.
- C. These bonds or checks will be returned to the unsuccessful bidders immediately after the award of the contracts. The bonds or checks for the successful bidders will be returned upon completion of the contract.

VI. Non-Collusion

- A. The District will not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price, and delivery with past service being a factor if all other considerations are equal.
- B. No purchase will be made from a member of the Board or employee nor from a member of his/her immediate household, nor from any enterprise in which s/he holds a substantial interest, except for public utilities.
- C. To insure the District is receiving the specified product and/or work at the lowest price available, each bidder must submit as part of the bid requirements, a non-collusion affidavit. (See attachment A)

VII. Local Purchasing

Local purchasing will be favored whenever the value of the purchase is less than \$4,000 and the following factors are equal between local and non-local vendors:

1. quality of product
2. suitability of product
3. price
4. conformance with specifications
5. convenience of delivery
6. general reputation of business firm
7. past services to the school district

VIII. Joint Purchasing

- A. The Board recognizes the advantages of centralized purchasing. The Board, therefore, encourages the administration to seek advantages in savings that may accrue to the District through joint agreements for the purchase of supplies, equipment, or services with the Intermediate Unit and/or other political subdivisions.
- B. The Board authorizes the Business Administrator (or his/her designee) to negotiate such cooperative purchase agreements for services, supplies, and equipment as may be appropriate in accordance with law and the policies of this Board.
- C. Cooperative purchases require an Agreement which:
 1. conforms to School Code,
 2. is approved by the Board,
 3. is approved by the other participants.
- D. The Agreement must also specify:
 1. the categories of equipment or supplies to be purchased,
 2. the manner of advertising for bids and the award of contracts,
 3. the method of payment by each party, and other matters as may be necessary to carry out the Agreement,
 4. any other matters as may be necessary to carry out the Agreement.

IX. Non-Bid Items

- A. It is the policy of the Board that when funds are available, all purchases contemplated within the current budget and not subject to bid be made in a manner that ensures the best interests of the District.
- B. All purchase order requests must be referred to the Business Administrator, who shall ascertain whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, or whether the material is available elsewhere in the District.
- C. All purchases that are within budgetary limits may be made upon authorization of The Business Administrator or his/her designee.
- D. In the interests of the economy, fairness, and efficiency in its business dealings, The Board requires that:
 - 1. commonly used items be standardized, whenever possible;
 - 2. opportunity be provided to as many responsible suppliers as possible. Lists of potential suppliers of equipment and services be maintained;
 - 3. no purchase request will be honored unless made in conformance with current Business Office forms and/or procedures;
 - 4. the Business Office shall, upon placement of a purchase order, encumber the expenditure against a specific budget line item to prevent liabilities in excess of appropriations.

X. Blanket Purchase Orders

The Board hereby recognizes the desirability of on-going purchasing arrangements with specific vendors. In keeping with this recognition, authorization is given to issue blanket purchase orders to such vendors to cover frequently needed items required for the routine operation of the District. This approval is given contingent upon the requirement that the administration set limits on the dollar amounts of single purchases under the blanket purchase order number, and that such purchase order be reviewed and updated at least on an annual basis provided the blanket purchase order complies with the procurement obligations imposed upon the District by the School Code.

XI. Emergency Purchases

- A. When a situation arises where the delay necessary to conform to formal purchasing guidelines would not be in the District's best interests, the Superintendent may authorize the purchase on an emergency basis.
- B. The District may take advantage of other bids such as the Commonwealth bid list or other suitable bid lists where materials or products can be acquired without the formal bidding process.

NON-COLLUSION AFFIDAVIT

Contract/Bid No. _____

Date of _____ :
: **S.S.**
County of _____ :

I state that I am _____ of _____
(Title) (Name of my firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers, I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
- (2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor the approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before the bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit an intentionally high or noncompetitive bid or other form of complementary bid.
- (4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
- (5) _____, its affiliates,

subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and
(Name of my firm)

acknowledges that the above representations are material and important, and will be relied on by the Centennial School District when recommending for award the contract(s) for which this bid is submitted, I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Centennial School District of the true facts relating to the submission of bids for this contract.

(Name of Company Position)

Sworn to and subscribed before
me this _____ day of
_____, 20____

Notary Public

My commission Expires _____