

**BLOOMSBURG AREA SCHOOL DISTRICT  
Policy Manual**

Section: FINANCES

Title: PURCHASES SUBJECT TO BID

Date Adopted: August 17, 1981

Date Last Revised: 19 November 2012

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**610. PURCHASES SUBJECT TO BID**

- .1 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 saving to the school district.
- .2 The amounts related to competitive bids, price quotations, and work performed by district maintenance personnel are subject to adjustments based on the Consumer Price Index. The Department of Labor and Industry shall give notice in the Pennsylvania Bulletin prior to January 1 or each year in which the base amounts for competitive bids, price quotations, and work performed by district maintenance personnel are to change. For current aggregate values, the Bloomsburg Area School District Business Administrator should be contacted.
- .3 Bid specifications shall be prepared under the direction of the Business Administrator.
- .4 The Secretary is authorized to advertise for bids in accordance with statutory procedures without prior approval of the Board, but shall inform the Board of such action at the meeting next following. Records shall be kept in sufficient detail to show that a reasonable number of qualified vendors were invited to bid.
- .5 Bids shall be opened publicly by the Business Administrator, 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.
- .6 The Board also 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.
- .7 Whenever a contractor shall submit a bid for the performance of work and the contractor later claims a mistake, error or omission in preparing said bid, the contractor shall, before the bids are opened, make known the fact and in such case the bid shall be returned unopened.