

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: November 15, 2012

REVISED:

## 610-AR-0. PURCHASES SUBJECT TO BID/QUOTATION

Competitive bids and price quotations will be advertised and sought by designated district employees when required by law and when they may result in monetary savings to the district.

The Business Manager or Purchasing Agent will be responsible to prepare bid specifications and price quotations. Such specifications will provide for alternatives wherever possible.

### Price Quotations

A written record of all price quotations will be made and will contain at least, as applicable:

1. Date of quotation.
2. Name of contractor or vendor.
3. Name of the contractor's or vendor's representative.
4. Supplies, construction, reconstruction, repair, maintenance or work which was the subject of the quotation.
5. Price.

### Competitive Bids

The Business Manager or Purchasing Agent will advertise all bids in accordance with law and Board policy. The bid notice will state the bid specifications and the dates, times and places for receiving and opening bids.

The Business Manager or Purchasing Agent will maintain and update a list of suppliers and contractors who are potential and eligible bidders, and bid notices will be sent to them when applicable.

Bid specifications, notices and forms for all bids will be made available in the Business Manager's office or Purchasing Agent's office.

All bids must be submitted in writing, be sealed and be submitted to the Business Office by the stated deadline. Bids received after the deadline will be returned unopened to the bidder.

Bids will be opened publicly by the Business Manager or Purchasing Agent before one (1) or more witnesses at a previously designated time and date. All bids will be recorded by the Business Manager or Purchasing Agent.

The Business Manager or Purchasing Agent will tabulate and review all bids received and determine the lowest responsible bidder who meets the stated bid specifications.

The Superintendent and/or Business Manager or Purchasing Agent will make a recommendation to the Board pertaining to the lowest responsible bidder. The Board reserves the right to accept or reject any and all bids.

The Board must give final approval at a public meeting.

The Business Office will inform all bidders of the results of the Board's award of the bid.

When a contractor submits a bid for performance of work and later claims a mistake, error or omission, the contractor may, before the bids are opened, inform the Business Manager or Purchasing Agent.

The district will return the bid unopened to the contractor, and the contractor may not submit a revised bid.

All bids and supporting documents will be retained in accordance with established procedures and applicable law.

#### Protest By Bidder

A bidder may protest a bid award if s/he believes that the award was inconsistent with Board policy or administrative regulations or the bid's specifications, or was not done in compliance with law.

The bidder must file a written protest with the Superintendent or designee within five (5) working days after receipt of notification of the bid award. The bidder must submit with the protest, all documents supporting or justifying the protest.

A bidder's failure to file the protest documents in the given time period will constitute a waiver of his/her right to protest the award of a bid.

The Superintendent or designee will review the protest and supporting documents and render a written decision within thirty (30) working days. The Superintendent or designee may arrange a meeting with the protester to attempt to resolve the issue.

The bidder may submit a written appeal of the Superintendent or designee's decision to the Board. The Board will provide reasonable notice to the bidder of the Board's timeline for consideration of the appeal.

The Board's decision will be final.