

SHALER AREA SCHOOL DISTRICT

POLICY 713

SECTION: PROPERTY
 TITLE: CONTRACTS FOR MAINTENANCE, REPAIR,
 AND CONSTRUCTION
 ADOPTED: July 13, 1998
 REVISED:

713. CONTRACTS FOR MAINTENANCE, REPAIR AND CONSTRUCTION

1. Authority
SC 508,
751
Contracts for maintenance, repair, and construction shall require Board approval in accordance with Section 508 of the School Code.
 2. Guidelines
Bid specifications, where necessary, shall be prepared by the Buildings and Grounds Department. Such specifications shall provide for alternates whenever possible.

The Board acknowledges that it is unlawful to evade advertising requirements by making a series of purchases or contracts each for less than the advertising requirement price, or to make several simultaneous purchases or contracts each below said price, when in either case the transaction involved should have been made as one transaction for one price. No employee shall split contracts to avoid bidding requirements.
- SC 751
Contracts for construction, reconstruction, repairs, maintenance or work of any nature, including the introduction of plumbing, heating and ventilating, or lighting systems, upon any school building or upon any school property, where the entire cost, value or amount of such construction, reconstruction, repairs, maintenance of work, including labor and material, shall exceed \$10,000 shall be done under separate contracts to be entered into by the school district with the lowest responsible bidder upon proper terms, after due public notice has been given asking for competitive bids.

Upon approval of the Board, the Secretary is authorized to advertise for bids requiring public notice. The Board Secretary shall maintain a permanent file of the required public notice and all bids received as a result thereof.

Bids shall be opened publicly by the Board Secretary, or designated representative, before one or more witnesses in a previously designated time and place. Board members shall receive written notice or notice by voice mail of the date, time, and place of bid openings at least three (3) days in advance.

Contracts having a value of less than \$10,000 but more than \$4,000, unless otherwise exempt by statute, may be entered through bids requiring due public notice or, in the alternative, entered through written or telephonic price quotations from at least three (3) qualified and responsible contractors.

The Buildings and Grounds Department shall retain a permanent file of all written quotations so submitted. The Buildings and Grounds Department shall make a written memorandum as to each telephonic price quotation received containing at least:

1. The date of the quotation.
2. The name of the contractor.
3. The contractor's representative.
4. The construction, reconstruction, repair, maintenance or work which was the subject of the quotation.
5. The price quoted.

In instances when at least three (3) written or telephonic price quotations cannot be obtained, the Buildings and Grounds Department shall keep a file showing that fewer than three (3) qualified contractors existed in the market area within which it was practicable to obtain quotations.

Contracts having a value of \$4,000 or less may be awarded by either of the two (2) above referenced procedures. In addition, the Director of Business Services may authorize the awarding of such contracts without competitive bidding.

Any uncertainty as to the appropriate bidding procedure shall be referred to the Superintendent.

The Board shall accept the bid of the lowest responsible bidder (or the lowest responsible solicitation), kind, quality and material being equal, but shall have the right to reject any and all bids, or select a single item from any bid.

In the event of an emergency which could result in serious bodily injury or loss or destruction of school district property, or threaten the continuance of existing school classes, the Superintendent may authorize contract up to the amount of \$2,500 without Board approval.

Notwithstanding any provision to the contrary herein:

1. The district may choose to perform its own maintenance work under circumstances deemed to be appropriate by the district irrespective of the entire cost or value of such work.
2. Construction work having a value of less than \$5,000 may be performed by district employees.