

4100 CONTRACTS AND PURCHASING**4101 Building and Grounds**

Except as set forth below, all construction, reconstruction, repairs, maintenance or work of any nature involving the buildings and grounds of the District shall be performed pursuant to contract, work order, or purchase order approved by the Board **in compliance with 24 P.S. § 7-751**. The previous sentence notwithstanding, the Board hereby delegates to the Superintendent or his/her designee the authority to enter into contracts, execute purchase orders and work orders, and undertake the steps necessary to arrange for services and procure materials in association with Buildings and Grounds in the following circumstances:

- a. In emergency situations in order to preserve lives or property. In such circumstances, the Superintendent shall be guided by Policy Manual Section 3130 (pertaining to extraordinary powers of the Superintendent) as said section may be from time to time amended.
- b. The performance of any construction, reconstruction, repairs, maintenance or work on any school building or property, having a cost or value of more than \$10,000 but not more than \$18,500, may be obtained **pursuant to the requirements relative to written or telephonic quotations as set forth at 24 P.S. § 7-751.** ~~on written or telephonic quotations, unless exempt by statute. If it is not possible to obtain three (3) quotations, a memorandum must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.~~
- c. The performance of any construction, reconstruction, repairs or work of any nature where the entire cost or value including labor and material is less than \$10,000 when the same is performed by the District's own maintenance personnel. The aforesaid limitation of \$10,000 may be increased to the sum of \$18,500 provided that the Superintendent or his/her designee also obtains written or telephonic price quotations from at least three (3) qualified and responsible contractors for the contemplated work pursuant to subsection b, above, and provided that the Superintendent has good basis upon which to conclude that the District's maintenance personnel can perform the project for a sum equal to or less than the lowest written or telephonic price quotation.
- d. The performance of any maintenance work irrespective of the entire cost or value of such work provided that all of said maintenance work is performed by the District's

own personnel and provided that all of the materials utilized in said maintenance work shall cost less than \$10,000.

- e. The dollar thresholds referenced herein shall automatically be modified pursuant to 24 P.S. § 7-751 and the consumer price index set forth at 24 P.S. § 1-120 without the need to amend this Policy.**

The expenditures made pursuant to this policy section need not be separately approved by the Board, it instead being the intention of the Board to vest in the Superintendent or his/her designee the authority to expend funds and utilize District personnel for the purposes set forth herein. The Superintendent shall from time to time establish procedures for the implementation of this policy, and upon request by the Board, the Superintendent shall report to the Board details and information concerning projects engaged in pursuant to this policy.

The authority delegated to the Superintendent pursuant to this policy is limited to the restrictions of the annual budget adopted by the Board. The Superintendent shall have no authority to authorize the expenditure of any funds not allocated for in the budget.

Adoption Date	-	September 13, 1999
Revised	-	October 8, 2012, _____, 2014
Reviewed	-	
Legal Reference	-	24 P.S. § 7-751, 24 P.S. § 1-120
Cross Reference	-	Policy 3130