

CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO BID

ADOPTED: September 8, 2014

REVISED:

610. PURCHASES SUBJECT TO BID	
<p>1. Purpose</p>	<p>It is the policy of the Capital Area School for the Arts Charter School 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.</p>
<p>2. Authority SC 751 (a) (b), 807.1 Act 38 of 1990</p>	<p>Materials or supplies to be furnished, sold, or leased to the school, unless exempt by statute, having an aggregate value that exceeds the School Code limit in effect at the time of purchase are subject to competitive bid; and all contracts for work to be done, unless exempt by statute, having a value that exceeds the School Code limit at the time of contract shall also be subject to competitive bids, except where such work is valued at less than the amount permitted by School Code to be performed by school employees.</p> <p>Written or telephonic price quotations shall be required from at least three (3) qualified and responsible contractors for all contracts that exceed the School Code limit in effect at the time of contract but less than the amount requiring competitive bidding. A written record shall be made of these quotations and shall contain the date of the quotation; name of contractor; contractor's representative; and the construction, reconstruction, repair, maintenance or work of the quotation. The written price quotations, records or telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.</p> <p>In lieu of price quotations, the Board shall keep on file a memorandum showing that fewer than three (3) qualified contractors exist in the market area in which it is practicable to obtain quotations.</p>
<p>3. Delegation of Responsibility</p> <p>SC 512, 807.1</p>	<p>Bid specifications shall be prepared by the Board Finance Committee, who shall combine like items of supply and material whenever it is feasible, and permissible under statute, and not split purchases to avoid these requirements for bidding.</p> <p>Bid specifications shall provide for alternates whenever possible.</p> <p>The Principal 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</p>

