

# BIDDING POLICY AND THRESHOLDS



According to the Pennsylvania Department of Labor and Industry, the Authority bidding thresholds for 2018/2019 under Act 90 of 2011 are as follows:

- Purchases and contracts below \$10,900.00 require no formal bidding or written/telephonic quotations.
- Purchases and contracts between \$10,900.00 and \$20,000.00 require three written/telephonic quotations.
- Purchases and contracts over \$20,100.00 require formal bidding.

Bidding requirements only apply to construction, labor and/or supplies. Competitive bidding is not required for professional services. All construction, reconstruction, repair or work of any nature made by the Authority that exceeds a base amount of \$20,100.00 shall be done only under contract - to be entered into by the Authority with the lowest responsible bidder upon proper terms after public notice asking for competitive bids.

Bidding procedures shall promote fair and equal competition among contractors.

A written response from a qualified contractor/vendor, who is unable or unwilling to bid after confirmation that they would bid, shall be considered a valid bid response.

The scope of work for bidders must be clear and concise and be identical for all bidders.

General bids for work under \$20,100.00 may be transmitted to the Authority in any written manner, such as fax, email and postal mail.

Formal bids for work greater than \$20,100.00 must remain sealed until opened in presence of Engineer and Authority Manager on specified date. All bids will be tabulated and awarded to the lowest qualified bidder. Receipt of bid does not imply any obligation on the part of the Authority to award the contract to any bidder, to the lowest bidder, or to award contract at all.

All contract work will be awarded to a licensed and insured company.

Contracts will be entered into by the Authority Manager with approval from the Board of Directors.

A sole source may be used for the following conditions:

- Emergency situation with costs under \$20,100.00
- Only known source
- Similar construction not available from another contractor

Emergency construction and repairs may be made for the following conditions:

- There exists a threat to public health, welfare or safety.

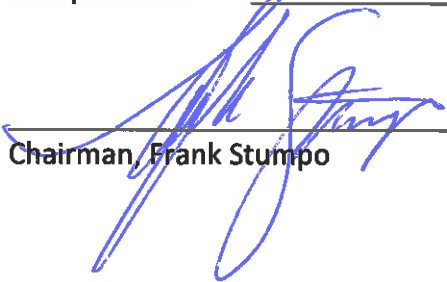
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- Circumstances outside the control of the Authority create an urgency of need which does not permit the delay involved in the bidding process.
- The Authority Manager will commence actions to rectify an emergency situation along with notifying the Authority Board of Directors, Solicitor and Engineer.

The Authority will maintain all bids, contracts and project specifications for terms according to the Pennsylvania Office of Open Records.

Accepted this date 12/19/2018

  
Chairman, Frank Stumpo

  
Treasurer, John McLane