

Procurement & Bidding Policy

Adopted by: Dormont Stormwater Authority

Board of Directors

Date Approved: 1/20/21

Nancy Klovorn

Chairman Signature

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Manager Signature

Statement of Intent: The Dormont Stormwater Authority is committed to fair, cost-effective, and transparent purchasing for the procurement and purchase of products, projects, programs and services for the Authority's functions and activities.

Purpose: This policy provides procedures and guidelines for the procurement of supplies, services, and construction under the authority of the Municipalities Authorities Act and Act 90 of 2011. It is designed to achieve maximum practicable uniformity and efficiency for procurements by the Authority.

Competitive Sealed Bidding: Bidding requirements apply to construction (labor and/or supplies) for all construction, reconstruction, and repair work of any nature. Contracts must, as a general practice, be awarded through the competitive sealed bidding method of award. Competitive sealed bidding is the traditional and usual method of contractor selection. It is normally used when the supply, service, or construction can be satisfactorily described and price is the only factor to be considered in the award, after bidder responsibility is determined. Discretion is limited to: (1) Discretion in determining bidder responsibility. (2) Discretion in determining whether the bid is responsive. (3) Discretion to reject all bids.

Bidding Thresholds (Effective Jan. 1, 2021): The Pennsylvania Department of Labor & Industry published the authority and municipal bidding thresholds for 2021. Under Act 90 of 2011, the bidding thresholds provide for an annual inflation adjustment based on the Consumer Price Index for All Urban Consumers. The percentage change for the 12-month period ending September 30, 2020, is 1.4%. Beginning January 1, 2021, the bidding thresholds for municipal authorities will be as follows:

- Purchases and contracts below **\$11,500** require no formal bidding or written/telephonic quotations.
- Purchases and contracts between **\$11,500 and \$21,300** require three written/telephonic quotations.
- Purchases and contracts **over \$21,300** require formal bidding.

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Bidding Procedures – Quest CDN Online: The scope of work for bidders must be clear and concise and be identical for all bidders. Bonds, insurance, and guaranties must be included as required by the Authority Solicitor. For competitive sealed bidding, the Authority will utilize the Online Bidding process through the QuestCDN Portal. The QuestCDN Online Bidding allows for prospective bidders to download all bid information electronically as well as submit bids.

1. Proposed projects are advertised in the municipality's newspaper of general circulation for at least two (2) consecutive weeks, and the advertisement includes the QuestCDN information, including the specific project number as assigned by Quest.
2. Prospective bidders may log onto the QuestCDN website, input the project number, and review all bid documents and requirements for said project.
3. If the Prospective bidder is interested in submitting a bid, then the bidder may download the required documents by making the required deposit for bid specifications. Contractors may submit bids up to the bid opening time.
4. Bids are sealed and inaccessible to any party other than the bidder who submitted a bid until the time of the bid opening.
5. Once the bid opening time and date is reached, no other bidder may submit a bid for the project.
6. As part of the bidding process, QuestCDN allows the option to require certain documents to be submitted as part of the bid. If these documents are not included, then the bid cannot be submitted.
7. In an effort to limit the need for public gatherings, and in accordance with Commonwealth of PA COVID 19 health advisories, a public bid opening is held via a virtual meeting.
8. All plan/bid holders are notified regarding the virtual meeting information, allowing the option for a representative to attend. The virtual bid information is also available from the Authority office in the event a resident of the community would like to attend.
9. Once the bid opening begins, the Authority or Authority representative logs into the QuestCDN website to accept all submitted bids.
10. QuestCDN provides a summary of bids submitted. These bids are publicly read aloud during the virtual meeting for all those in attendance. QuestCDN also provides a bid report that is publicly available directly after conclusion of the bid opening.

Exemptions from Bidding Process: Competitive bidding is not required for:

1. Professional services including but not limited to management, financial, engineering, technology, and legal.
2. Sole source contractors where no other contractor or vendor can supply the product or service to the Authority.
3. Emergency construction or repairs under the competitive sealed bid threshold.

An emergency shall exist if there is a threat to public health, welfare, or safety and the circumstances are outside the control of the Authority and don't permit a delay to conform with the bidding process.

Contracting: All competitive bidding contracts will be awarded to the lowest responsible bidder. Contracts will be executed by the Authority Manager upon approval by the Board. The contract shall be in a form that is acceptable and approved by the Authority Solicitor.