

§ 14-1

CONTRACTS

§ 14-2

**Chapter 14**

**CONTRACTS**

**§ 14-1. Exempted contracts and purchases.**

**§ 14-2. Awarding to best bidder required.**

**§ 14-3. Advertising for bids.**

**[HISTORY: Adopted by the Board of Supervisors of the Township of West Deer 1-17-1980 by Ord. No. 135. Amendments noted where applicable.]**

**§ 14-1. Exempted contracts and purchases.**

No bids shall be required for any contract or purchase not in excess of \$1,000.

**§ 14-2. Awarding to best bidder required. [Amended 11-14-1990 by Ord. No. 207; 3-21-2001 by Ord. No. 305]**

All contracts or purchases greater than \$1,000 but not in excess of \$10,000, except those enumerated in Article XII, Section C-1164 of the Home Rule Charter, shall be made with or from the best responsible bidder after the Township Secretary has received written or telephonic price quotations from at least three qualified and responsible contractors. In lieu of price quotations, a memorandum shall be kept on file showing that fewer than three qualified contractors exist in the market area within which it is practicable to obtain price quotations. Such bids shall not require an accompanying bid bond unless the Board of Supervisors or Township Secretary so requires. The Township Secretary shall keep a record of the bids and submit them to the Board of Supervisors for acceptance. A written record of telephonic price quotations shall be made and

shall contain at least the date of the quotation, the name of the contractor and the contractor's representative, the construction, reconstruction, repair, maintenance or work which was the subject of the quotation and the price. All such records shall be retained for a period of three years.

**§ 14-3. Advertising for bids.**

All contracts or purchases in excess of \$5,000, except those enumerated in Article XII, Section C-1164, of the Home Rule Charter, shall be made with or from the best responsible bidder after the Township Manager/Secretary has advertised for bids on such contract or purchase at least once in a newspaper of general circulation in the township at least one week prior to the date on which the bids are to be received. Such bids shall be submitted in writing and accompanied by a bid bond, unless the Board of Supervisors determines that the writing and bid bond requirements are unnecessary in view of the particular contract or purchase.