Sierra College
ADMINISTRATIVE PROCEDURE

Bids and Contracts

Date Adopted: 11/16/2004

Date Revised: 5/10/2019

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Limits
Bids or quotations shall be secured as may be necessary to obtain the lowest possible prices as follows:

- Purchase of goods or services up to the limits set out in the Purchasing Handbook and in accordance with Public Contract Code will require documented quotes.

- Purchase of goods or services in excess of the limits set out in Public Contract Code will require formal advertised bids.

In securing bids or quotations, the District will avoid acquisition of unnecessary or duplicative items. Contracts involving expenditures that require competitive bidding will be approved by the Board of Trustees prior to contract award/execution.

The bid thresholds are annually adjusted by the Board of Governors as required by Public Contract Code Section 20651 subdivision (d). The current bid thresholds can be found at http://www.cde.ca.gov/fg/ac/co/.

Bid Specifications
Bid specifications shall include a definite, complete statement of what is required and, insofar as practical, shall include pertinent details of size, composition, construction, and/or texture of what is specified, and minimum standards of efficiency, durability, and/or utility required of what is specified.
Notice Calling for Formal Advertised Bids
The District shall publish at least once a week for two weeks in a newspaper of general circulation published within the District a notice calling for bids or proposals, stating the work to be done or materials or supplies to be furnished and the time and place when bids will be opened, or if there is no such paper, then in some newspaper of general circulation, circulated in the country, and may post on the District’s website or through an electronic portal. The District may accept a bid that was submitted either electronically or on paper.

Bids and contract forms shall be prepared and maintained by the Chief Business Officer. All applicable statutory provisions and board policies shall be observed in preparation of the forms.

The Chief Business Officer shall be responsible for insuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding.

All bid notices for work to be done shall contain an affirmative statement requiring compliance with Labor Code Section 1775 and 1776 governing payment of prevailing wages and Labor Code Section 1777.5 governing employment of apprentices. All bid submissions shall contain all documents necessary to assure compliance with these California Labor Code Sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

For Public Works or repair/maintenance/installation projects, the contractor or subcontractor performing the work shall be a registered contractor with the California Department of Industrial Relations (DIR) and shall comply with all DIR regulations throughout the course of this entire Agreement.

When required or determined to be appropriate, bids shall be accompanied by a certified or cashier’s check, or bid bond, in the amount specified in the bid form, as a guarantee that the bidder will enter into contract and furnish the required contract bonds. When no longer required for the protection of the District, any certified or cashier’s check received shall be returned to the respective bidder.

The Chief Business Officer shall make available to the prospective bidders bid forms with sets of specifications and drawings and shall provide a convenient place where bidders, subcontractors and material personnel may examine the specifications and drawings.

The Chief Business Officer shall provide an electronic copy of the plans and specifications and other contract documents to a contractor plan room service at no charge upon request from that contractor plan room.

When permitted, a deposit for sets of plans and specifications may be required and may be refunded when such documents are returned.

Awarding of Bids and Contracts Awards
The awarding of bids and contracts shall be subject to the following conditions:
- Any and all bids and contracts proposals may be rejected by the District.
• All bids shall be opened publicly and bidder shall be given the opportunity to make record of the bids received.

• Bid and contract award recommendations to the Board shall show a tabulation of the bids received in reasonable detail.

• Bid contract awards shall be made to the lowest responsible bidder substantially meeting the requirements of the specifications. The District reserves the right to make its selection of materials or services purchased based on its best judgment as to which bid substantially complies with the quality required by the specifications.

• For the purposes of bid evaluation and selection when the District determines that it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may provide for the selection of the lowest responsible bidder on the basis of best value pursuant to policies and procedures adopted by the governing board in accordance with this section.

• "Best value" means the most advantageous balance of price, quality, service, performance, and other elements, as defined by the Board, achieved through methods in accordance with this section and determined by objective performance criteria that may include price, features, long-term functionality, life-cycle costs, overall sustainability, and required services.

**Purchase Without Advertising for Bids**
The Chief Business Officer is authorized to make purchases from firms holding public agency contracts without calling for bids where it appears advantageous to do so.

The Director of Finance may, without advertising for bids within the same county, city, town or district, purchase or lease from other public agencies materials or services by authorization of contract or purchase order, upon confirmation the agency’s procurement process satisfies District purchasing policies and procedures.

The Chief Business Officer may make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services.

The Chief Business Officer is authorized to make purchases with a value between $5,000 and $250,000 from a certified small business, microbusiness, or disabled veteran business enterprise.

**Duration of Continuing Contracts for Services and Supplies**
Continuing contracts for work or services furnished to the District are not to exceed five (5) years.

Contracts for materials and supplies are not to exceed three (3) years.

**Emergency Repair Contracts Without Bid**
When emergency repairs or alterations are necessary to continue existing classes or to avoid danger of life or property, the Superintendent/President may make a contract on behalf of the District for labor, materials and supplies without advertising for or inviting bids, subject to ratification by the Board.
Unlawful to Split Bids
It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the Public Contact Code requiring work to be done by contract after competitive bidding.

Record Retention
The District will retain records sufficient to detail the history of procurement. These records include: rationales for the method of procurement, selection of contract type, contractor selection and rejection, and the basis for the contract price. The District will retain the related procurement records in accordance with BP/AP 3310, Records Retention and Destruction.

See Board Policy 6340.