Bids and Contracts

Date Adopted: 11/16/2004
Date Revised: 2/9/2016
Date Reviewed: 2/9/2016
References: Education Code Section 81641 et seq.; California Public Contract Code Sections 20650 et seq.; Government Code Section 53060; and ACCJC Accreditation Standard III.D.16

The Board of Trustees delegates to the Superintendent/President the authority to enter into contracts on behalf of the District, and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are approved or ratified by the Board.
- Contracts for work to be done, services to be performed, or for goods, equipment, or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651, shall require prior approval by the Board.
- When bids are required according to Public Contracts Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.
- The Board of Trustees elected on June 13, 2006 to be subject to the Uniform Public Construction Cost Accounting Act (“UPCCAA” or “Informal Bid Act”) and use informal bidding procedures to award public works, repair and maintenance projects for contracts valued at less than $175,000 as described in Public Contract Code 22000 through 22045. See AP 6345.

If the Superintendent/President concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contracts Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.
If the best interests of the District will be served by a contract, lease, requisition or purchase order through any other public corporation or agency in accordance with Public Contracts Code Section 20652, the Superintendent/President is authorized to proceed with a contract.

See Administrative Procedures 6340, 6350, 6360, 6370.