

**Bids and Contracts**

Date Adopted: 11/16/2004

Date Revised: 5/13/2025

Date Reviewed: 5/13/2025

References: Education Code Section 81641 et seq.; California Public Contract Code Sections 20650 et seq.; Government Code Section 53060; 2 Code of Federal Regulations Part 200.318; Title 5 Sections 59130 et seq.

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 will be approved by the Board of Trustees prior to contract award/execution.
- When bids are required according to Public Contract 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.
- When the District determines that, according to Public Contract Code Section 20651.7, it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and the reduced administrative costs, the District may select and award the contract based on best value in accordance with AP 6340. The bidder shall give such security as the Board requires. The Board may 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 within the values specified in Public Contract Code 22000 through 22045. See AP 6345.

- When the Superintendent/President, or designee in consultation with the Chief Business Officer or designee, determines that, the District can obtain a contract for goods or services through the California Community Colleges Chancellor's Office CollegeBuys Program for the Procurement of Goods and Services for Community College Districts at a lower price upon the same terms, conditions and specifications, the Chief Business Officer or designee may proceed with the contract without conducting a formal bidding process.

If the Superintendent/President concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contract 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 Contract Code Section 20652, the Superintendent/President is authorized to proceed with a contract.

See Administrative Procedures 6340, 6350, 6360 and 6370.