

Adopted
November 12, 2013
Last Revised
July 12, 2016
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July 12, 2016

BP 6340 BIDS AND CONTRACTS

References:

Education Code Sections 81641 et seq.;
Public Contract Code Sections 20650 et seq.;
Government Code Section 53060;
WASC/ACCJC Accreditation Standard III.D.16

The Board of Trustees delegates to the District Chancellor 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 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 bid threshold as specified by Public Contract Code Section 20651 shall require prior approval by the Board.
- 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.

If the District Chancellor 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 District Chancellor is authorized to proceed with a contract.

Consistent with the Board's general delegation of authority and State and Federal law, and subject to any reporting and ratification requirements, the District Chancellor are specifically empowered to execute orders that change or alter a contract entered into by the District pursuant to Public Contract Code Section 20651 and to authorize the contractor to proceed with performance without securing bids, if the agreed upon cost does not exceed the maximum allowed by Public Contract Code Section 20659 or ten percent of the original contract price. Changes are subject to ratification of the Board.

The District does not recognize and shall not be bound by verbal agreements nor does the District recognize and shall not be bound by written agreements signed on behalf of the District by an individual not authorized to bind, encumber, or contract on behalf of the District.