

PURCHASING, CONTRACTS, AND BIDS

The Board delegates to the Chancellor, Vice Chancellor of Business Services, or Chancellor's designee the authority to enter into purchases and contracts on behalf of the District and to establish administrative regulations for all purchases, contract awards, and their management, subject to the following:

PURCHASES

- Only designated officials of the District, as defined in BP/AR 3001 Delegation of Authority and BP/AR 3005 Designation of Authorized Signers, are delegated the authority to purchase supplies, materials, equipment, and services as necessary for the efficient operation of the District. No such purchase shall exceed the amounts specified by California Public Contract Code §20651, as amended from time to time. The Chancellor is responsible for developing and implementing the necessary purchasing procedures and controls.
- A summary of all purchasing transactions shall be reviewed by the Board at each regularly scheduled Board meeting.
- The designated officials of the District are specifically given the authority by the Board to approve and sign purchase orders, contracts, and other purchasing documents and instruments as deemed necessary.

CONTRACTS AND BIDS

- The Chancellor, Vice Chancellor of Business Services, or Chancellor's designee is authorized to approve contracts up to the maximum limit authorized in BP-2100 Delegation of Authority to the Chancellor.
- Contracts are not enforceable obligations until they are approved and/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 Contracts Code §20651 shall require prior approval by the Board.
- Contracts that do not exceed the limits specified in BP-2100 Delegation of Authority to the Chancellor shall not require prior approval by the Board but shall be presented to the Board for ratification.

- When bids are required according to Public Contract Code Section §20651, the Board shall award each such contract to the lowest responsive and responsible bidder who meets the specifications published by the District and who shall give such security as the District requires, or reject all bids.
- When contracting for public projects, the District is subject to Public Contract Code §22000, which outlines the California Uniform Public Construction Cost Accounting Act (CUPCCAA) procedures and requirements
- If the Chancellor or designee 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 §20652, the designated District officials are authorized to proceed with a contract.
- In accordance with Government Code §53060, if the best interests of the District will be served by a contract or purchase order for special services and advice in financial, economic, accounting, engineering, legal, or administrative matters if such persons are specially trained and experienced and competent to perform the special services required, the designated District officials are authorized to proceed with a contract.

Reference:

Education Code Section 81656; 81641, et seq.

Public Contract Code Section 20650; 22000, et. Seq.

Government Code Section 53060, et seq

Adopted: 4-28-08

Revised: 10-29-18

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Revised: 8-26-08

Revised: 3-28-16