

AP 6340 Contracts – Bids

Reference: Education Code Sections 81641, et seq;
Public Contracts Code Sections 20112 and 20650 et seq, 22000 et
seq.;;
Labor Code 1770 et seq..

1. Limits

- a. Bids or quotations shall be secured as may be necessary to obtain the lowest possible prices as follows:
 - 1) Purchase of goods or services in excess of the (limits set out in the Public Contracts Code) will require documented quotes.
 - 2) Purchase of goods or services in excess of the (limits set out in the Public Contracts Code) will require formal advertised bids.
- b. Contracts involving expenditures that require competitive bidding require approval by the Board of Trustees prior to award.

2. 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.

3. Notice Calling for Formal Advertised Bids

- a. The District shall publish at least once a week for two weeks in a newspaper of general circulation circulated within the District or if there is no such paper, then in some newspaper of general circulation, circulated in the county, and may post on the District's website or through an electronic portal a notice calling for bids or proposals, stating the materials or supplies to be furnished and the time and place when bids will be opened. The District may accept a bid that is submitted either electronically or on paper.
- b. Bid and contract forms shall be prepared and maintained by Administrative Services. All applicable statutory provision and board policies shall be observed in preparation of the forms.
- c. The Assistant Superintendent/Vice President of Administrative Services shall be responsible for insuring that the bid specifications' are sufficiently broad to encourage and promote open competitive bidding.

- d. All bid notices for work to be done shall contain an affirmative statement requiring compliance with California Labor Code Sections 1775 and 1776 governing payment of prevailing wages and California 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 documentations shall cause any such bid to be deemed incomplete.
- e. 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.
- f. The Assistant Superintendent/Vice President of Administrative Services 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.
- g. A deposit for sets of plans and specifications may be required and may be refunded when such documents are returned.

4. Awarding of Bids and Contract Awards. The awarding of bids and contracts shall be subject to the following conditions:

- a. Any and all bids and contract proposals may be rejected by the District for good and sufficient reason.
- b. All bids shall be opened publicly and bidder shall be given the opportunity to make record of the bids received.
- c. Bid and contract award recommendations to the Board shall show tabulation of the bids received in reasonable detail.
- d. Bid and 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.

5. Purchase without Advertising for Bids

- a. The Assistant Superintendent/Vice President of Administrative Services is authorized to make purchases from firms holding county contracts with out calling for bids where it appears advantageous to do so.
- b. The Assistant Superintendent/Vice President of Administrative Services may, without advertising for bids within the same district purchase or lease from other public agencies materials or services by authorization of contract or purchase order.
- c. The Assistant Superintendent/Vice President of Administrative Services may make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services.

6. Duration of Continuing Contracts for Services and Supplies. Continuing contracts for work or service furnished to the District are not to exceed five years. Contracts for materials and supplies are not to exceed three years.

7. 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 Assistant Superintendent/Vice President of Administrative Services may make a contract in behalf of the District for labor, materials and supplies without advertising for or inviting bids, subject to ratification by the Board.

8. 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 provision of the Public Contract Code requiring work to be done by contract after competitive bidding.

Approved/Adopted: 4/02/2008