BP 6340  BIDS AND CONTRACTS

References:

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

The President/Superintendent is delegated 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 acted upon by the Board of Trustees.
• 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 of Trustees.
• When bids are required according to Public Contract Code, Section 20651, the Board of Trustees shall award each such contract to the lowest responsible bidder who meets the specifications published by the District.
• The Board of Trustees reserves the right to reject all bids at its sole discretion.

If the President/Superintendent 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 President/Superintendent is authorized to proceed with a contract. During the term of the contract or lease, a copy of all worksheets and documents upon which such decision is made shall be kept available in District records.

Office of Primary Responsibility: Vice President, Business Services

Also see AP 6340 titled Bids and Contracts and AP 6365 titled Contracts – Accessibility of Information Technology.

Date Adopted: March 21, 2007
(Replaces former Cerritos CCD Policies 5002, 5002.1, 5002.2, 5002.3, and 5002.4)