

AP 6340 Bids and Contracts

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

1. The Board of Trustees delegates to the Superintendent/President and/or the Chief Business Officer the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract award and management, subject to the following:
 - a. Contracts are not enforceable obligations until they are ratified by the Board of Trustees.
 - b. Contracts for work to be done or services to be performed; for the District that exceed the amounts specified in Public Contracts Code Section 20651 shall require prior approval by the Board of Trustees.
 - c. When bids are required according to Public Contracts 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 and who shall give such security as the Board requires, or reject all bids. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bid security: cash; cashier's check made payable to the District; certified check made payable to the District; bidder's bond executed by an admitted surety insurer, made payable to the District. Upon award to the lowest bidder, the security shall be returned in a reasonable period of time, but in no event shall the security be held beyond 60 days from the time the award is made.
 - d. Bid security of 10% is typical for public projects. Bid security is returned upon receipt of executed contract along with 100% payment and performance bonds from the successful contractor.
 - e. If any change or alteration of a contract is ordered by the Superintendent/ President and/or the Chief Business Officer, such change or alteration shall be specified in writing. The Superintendent/President and/or the Chief Business Officer may authorize the contractor to proceed with performance of the change or alteration without the formality of security bids, if the cost agreed upon does not exceed the greater of either the amount specified in PCC 20651 or 20655, whichever is applicable to the original contract or ten percent of the original contract price (PCC 20659).
2. Limits: Bids or quotations shall be secured as may be necessary to obtain the lowest possible prices as follows:
 - a. Purchase of goods or services up to the limits set out in the Public Contracts Code will require documented quotes.
 - b. Purchase of goods or services in excess of the limits set out in the Public Contracts Code will require formal advertised bids.
 - c. Contracts involving expenditures that require competitive bidding require approval by the Board of Trustees prior to award.
3. 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,

