

Business Services

1 BP 6340 BIDS AND CONTRACTS

2 References:

- 3 Education Code, Sections 81390 et seq., 81520 et seq., and 81641 et seq.;
- 4 Public Contract Code, Sections 20650 et seq., 22030, and all other applicable
- 5 laws;
- 6 Government Code Section 53060;
- 7 ACCJC Accreditation Standard III.D.16
- 8 2 Code of Federal Regulations Part 200.318

9 The President/Superintendent is delegated the authority to enter into contracts on behalf
10 of the District and to establish administrative procedures for contract awards and
11 management, subject to the following:

- 12 • Contracts are not enforceable obligations until they are acted upon by the Board
13 of Trustees.
- 14 • Contracts for work to be done, services to be performed or for goods, equipment
15 or supplies to be furnished or sold to the District that exceed the amounts per
16 applicable statutes, codes, and regulations shall require prior approval by the
17 Board of Trustees or ratified, as appropriate. All other such transactions shall be
18 reviewed by the Board of Trustees no less than every 60 days or as required by
19 law.
- 20 • When bids are required according to applicable statutes, codes, and regulations,
21 the Board of Trustees shall award each such contract to the lowest responsible
22 bidder who meets the specifications published by the District or on the basis of
23 “best value”, as applicable by law) and who shall give such security no less than
24 as legally required, or reject all bids.
- 25 • When the District determines that, according to Public Contract Code Section
26 20651.7, it can expect long-term savings through the use of life-cycle cost
27 methodology, the use of more sustainable goods and materials, and reduced
28 administrative costs, the District may select and award the contract based on best
29 value in accordance with AP 6340. The bidder shall give such security as the
30 District requires and may reject all bids.

31 If the President/Superintendent concludes that the best interests of the District will be
32 served by pre-qualification of bidders in accordance with Public Contract Code, Section
33 20651.5, pre-qualification may be conducted in accordance with procedures that provide
34 for a uniform system of rating on the basis of a questionnaire and financial statements.

35 The President/Superintendent or designee may settle debt, make tax and other
36 governmental payments, allow required government reports to be filed so that they do not
37 violate law, regulation, or generally accepted business practices.

38 If the best interests of the District will be served by a contract, lease, requisition, or
39 purchase order through any other public corporation or agency in accordance with
40 applicable statutes, codes, and regulations, the President/Superintendent or his/her/their
41 designee is authorized to proceed with a contract. During the term of the contract or
42 lease, a copy of all worksheets and documents upon which such decision is made shall
43 be kept available in District records.

44 Office of Primary Responsibility: Vice President, Business Services

45 See also AP 6340 titled Bids and Contracts and AP 6365 titled Contracts – Accessibility
46 of Information Technology.

Date Adopted: March 21, 2007

Date Revised: January 24, 2020

Date Reviewed: March 20, 2019; June 3, 2020

(Replaces former Cerritos CCD Policies 5002, 5002.1, 5002.2, 5002.3, and 5002.4)