

**Business Services**

**1 BP 6340 BIDS AND CONTRACTS**

**2 References:**

- 3 Education Code, Sections 81641 et seq.;
- 4 Public Contract Code, Sections 20650 et seq., and all other applicable laws;
- 5 Government Code Section 53060;
- 6 2 Code of Federal Regulations Part 200.318
- 7 Title 5 Sections 59130 et seq.

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

- 11 • Contracts are not enforceable obligations until they are acted upon by the Board  
12 of Trustees.
- 13 • Contracts for work to be done, services to be performed or for goods, equipment  
14 or supplies to be furnished or sold to the District that exceed the amounts per  
15 applicable statutes, codes, and regulations shall require prior approval by the  
16 Board of Trustees or ratified, as appropriate. All other such transactions shall be  
17 reviewed by the Board of Trustees no less than every 60 days or as required by  
18 law.
- 19 • When bids are required according to applicable statutes, codes, and regulations,  
20 the Board of Trustees shall award each such contract to the lowest responsible  
21 bidder who meets the specifications published by the District or on the basis of  
22 “best value”, as applicable by law, and who shall give such security no less than  
23 as legally required, or reject all bids.
- 24 • When the District determines that, according to Public Contract Code Section  
25 20651.7, it can expect long-term savings through the use of life-cycle cost  
26 methodology, the use of more sustainable goods and materials, and reduced  
27 administrative costs, the District may select and award the contract based on best  
28 value in accordance with AP 6340. The bidder shall give such security as the  
29 District requires and may reject all bids.
- 30 • When the President/Superintendent, in consultation with the Vice President of  
31 Business Services, determines that the District can obtain a contract for goods and  
32 services through the California Community Colleges Chancellor’s Office  
33 CollegeBuys Program for the Procurement of Goods and Services for Community  
34 College Districts at a lower price upon the same terms, conditions and  
35 specifications, the Vice President of Business Services may proceed with the  
36 contract without conducting a formal bidding process.

37 If the President/Superintendent concludes that the best interests of the District will be  
38 served by pre-qualification of bidders in accordance with Public Contract Code, Section  
39 20651.5, pre-qualification may be conducted in accordance with procedures that provide  
40 for a uniform system of rating on the basis of a questionnaire and financial statements.

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

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

50 Office of Primary Responsibility: Vice President, Business Services

51 See also AP 6340 titled Bids and Contracts and AP 6365 titled Contracts – Accessibility  
52 of Information Technology.

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**Date Adopted:** March 21, 2007

**Dates Revised:** January 24, 2020; June 4, 2025

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