

## Finance and Administrative Services

**BP 6340 BIDS AND CONTRACTS****References:**

Education Code Sections 81641 et seq.;  
Public Contracts Code Sections 20650 et seq.

The Governing Board delegates to the Superintendent/President 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:

- Upon ratification by the Governing Board, contracts are enforceable obligations and all such transactions shall be ratified by the Governing Board at least every 60 days
- 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 Governing Board
- When bids are required according to Public Contract Code Section 20651, the Governing Board 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 Governing Board requires or rejects all bids
- All such transactions shall be reviewed by the Governing Board at least every 60 days.

If the Superintendent/President 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 Superintendent/President is authorized to proceed with a contract.

See AP 6340 titled Bids and Contracts

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**Date Adopted: 05/13/2008**

*(This is a new policy recommended by the CC League and the League's legal counsel)*