

FINANCE AND ADMINISTRATIVE SERVICES

New 8/15/2020

AP 6330 Purchasing**References:**

Education Code Sections 81641 et seq.

Public Contract Code Sections 20101 and 20650 et seq.

Palomar College Purchasing Manual

AP 6340 and AP 6345

The Director of Business Services is responsible for Purchasing. In the absence of the Director of Business Services, the Vice President of Finance and Administrative Services will designate another Director.

The Director of Business Services is delegated the authority to purchase supplies, materials, apparatus, equipment and services as necessary for the efficient operation of the District.

No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code as amended by the Board of Governors of the California Community Colleges.

The Director of Business Services is authorized to make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Service, the Foundation for California Community Colleges and via liaison systems established with other state, county, city public agencies, schools and community colleges. These types of purchases will be executed when they are in the best interest of the district relative to optimum pricing, delivery, and purchasing logistics.

The Director of Business Services shall issue a Purchasing Manual to detail the procedures.

All such transactions shall be reviewed by the Board every 60 days.

Office of Primary Responsibility: Finance and Administrative Services

Approved:*(New Board Policy to work in conjunction with Purchasing Manual)*

FINANCE AND ADMINISTRATIVE SERVICES

REV 1/17/19

BP 6340 BIDS AND CONTRACTS

References:

Education Code Sections 17605 and 81641 et seq.;

Public Contracts Code Sections 20650 et seq.

Government Code Section 53060

ACCJC Accreditation Standard III.D.16

2 Code of Federal Regulations Part 200.318

The Governing Board delegates to the Superintendent/President, or designee, 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 ratified by the Board, unless such authority has been delegated by board action per Education Code 17605.
- ~~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 (excluding construction or public works) 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 to constitute an enforceable agreement.
- 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 or designee 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

Date Adopted: 5/13/2008; Revised: 3/10/2015; Revised:

(Replaces all previous versions of BP 6340.)

47 Contract Code Section 20652, the Superintendent/President or designee is authorized
48 to proceed with a contract.

49
50 Also See AP 6340 titled Bids and Contracts, AP 6345 CUPCCAA, BP 6330 titled
51 Purchasing.