



## **BP 6340 Bids and Contracts**

No member of the Governing Board, officer, or employee of the District may make or enter into any contract on behalf of the District unless specific authorization is given by the Governing Board. Only those individuals who are authorized according to the District's Signatory List may contractually bind the District.

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:

- Contracts are not enforceable obligations until they are ratified by the Governing Board.
- 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 per applicable statutes, codes, and regulations shall require prior approval by the Governing Board.
- When bids are required according to applicable statutes, codes, and regulations, the Governing Board shall award each such contract to the lowest responsible bidder who best meets the specifications published by the District and who shall give such security as the Governing Board requires, or reject all bids.
- When the District determines that, according to Public Contract Code Section 20651.7, it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may select and award the contract based on best value in accordance with AP 6340. The bidder shall give such security as the Governing Board requires and may reject all bids.
- When the Superintendent/President, in consultation with the Chief Business Officer or designee, determines that the District can obtain a contract for goods or services through the California Community Colleges Chancellor's Office CollegeBuys Program for the Procurement of Goods and Services for Community College Districts at a lower price upon the same terms, conditions and specifications, the Chief Business Officer or designee may proceed with the contract without conducting a formal bidding process.

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.



**BP 6340 Bids and Contracts**

Page 2 of 2

References: Education Code Sections 81390 et seq., 81520 et seq., and 81641 et seq.;  
Public Contract Code Sections 20650 et seq., 22030, and all other applicable laws;  
Government Code Section 53060;  
WASC/ACCJC Accreditation Standard III.D.16;  
2 Code of Federal Regulations Part 200.318;  
Title 5 Sections 59130 et seq.

Policy

Category: Executive Expectations

Adopted: 4/24/14  
*(Replaces former Board Policy 6.2.7)*

Revised: 12/15/22