



Book	Siskiyou Joint Community College District Board Policies
Section	Chapter 6: Business and Fiscal Affairs
Title	Bids and Contracts
Code	BP 6340
Status	Active
Legal	Title 5 Sections et seq. 2 Code of Federal Regulation Part 200.318 ACCJC Accreditation Standard III.D.16 Education Code Sections 81641 et seq. Public Contract Code Sections 20650 et seq.
Adopted	November 4, 2008
Last Revised	May 17, 2022
Prior Revised Dates	07/01/2014, 11/3/2015
Origin	Vice President, Administrative Services
Office	Administrative Services

The 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 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 in Public Contract Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contract Code Section 20651, the 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 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 Board requires and may reject all bids.
- When the Superintendent/President, in consultation with Vice President, Administrative Services or Director of Facilities and Maintenance or designee, determines that, the District can obtain a contract for goods or services through the California Community Colleges Chancellor's Office

College Buys Program for the Procurement of Goods and Services for Community College Districts at a lower price upon the same terms, conditions and specifications, the Vice President, Administrative Services or Director of Facilities and Maintenance or designee, may proceed with the contract without conducting a formal bidding process.

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.

The District commits to achieving diversity, equity, and inclusion with regard to its vendors. The Board delegates to the Superintendent/President the authority to create a Vendor Diversity Plan to increase diversity, equity, and inclusion in the District's vendors.