

BOARD POLICY

6340

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS AND FISCAL AFFAIRS

PURCHASING, CONTRACTS, AND BIDS

The Board delegates to the Chancellor, Vice Chancellor, Business Services, or Chancellor's designee the authority to enter into purchases and contracts on behalf of the District and to establish administrative regulations for all purchases, contract awards, and their management, subject to the following.

PURCHASES

- Only designated officials of the District, as defined in Board Policy (BP) and Administrative Regulation (AR) 6100 – *Delegation of Authority* and BP/AR 6150 *Designation of Authorized Signers*, are specifically delegated the authority to approve the purchase of supplies, materials, apparatus, equipment, and services, and sign the purchase orders, contracts, and other purchasing documents as necessary for the efficient operation of the District. No such purchase shall exceed the amounts authorized in BP 2430 – *Delegation of Authority to the Chancellor*, as amended from time to time.
- A summary of all purchasing transactions shall be reviewed by the Board at each regularly scheduled Board meeting.

CONTRACTS AND BIDS

- The Chancellor, Vice Chancellor, Business Services, or Chancellor's designee are authorized to approve contracts up to the maximum limit authorized in BP 2430 – *Delegation of Authority to the Chancellor*.
- Contracts for work to be done, services to be performed, or for goods, equipment, or supplies to be furnished or sold to the District in excess of the limits specified in BP 2430 – *Delegation of Authority to the Chancellor* shall require prior approval by the Board.
- Contracts are not enforceable obligations until they are approved and/or ratified by the Board.
- When bids are required according to Public Contract Code Section 20651, the Board shall award each such contract to the lowest responsive and responsible bidder who meets the specifications published by the District and who shall give such security as the District requires, or reject all bids.
- When contracting for public projects, the District is subject to Public Contract Code Section 22000, which outlines the California Uniform Public Construction Cost

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Accounting Act (CUPCCAA) procedures and requirements as defined in AR 6345 – *Bids and Contracts Utilizing CUPCCAA*.

- If the Chancellor 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 Contract Code Section 20652, the designated District officials are authorized to proceed with a contract.
- When the Chancellor 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 Chancellor or designee may proceed with the contract without conducting a formal bidding process, subject to prior approval by the Board of Trustees to utilize such agreement in excess of the limits established in Public Contract Code Section 20652.
- In accordance with Government Code Section 53060, if the best interests of the District will be served by a contract or purchase order for special services and advice in financial, economic, accounting, engineering, legal, or administrative matters if such persons are specially trained and experienced and competent to perform the special services required, the designated District officials are authorized to proceed with a contract as defined in AR 6370 – *Contracts – Independent Contractor, Professional, and Consultant Services*.

References:

Education Code Sections 81656 and 81641 et seq.

Public Contract Code Sections 20650 and 22000 et seq.

Government Code Sections 53060 et seq.

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