BP 6340 – Contracts

Reference: Education Code Sections 81641, et seq.;
Public Contracts Code Sections 20650, et seq.

The 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 the Board ratifies them,
- 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 Contracts 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, and
- when bids are required for the purchase or maintenance of electronic data processing systems and equipment, electronic telecommunication equipment, supporting software, and related materials, goods and services, the Board may award such contract to one of the three lowest responsible competitive bidders.

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

In the event of malfeasance in office, the community college employee who enters a contract on behalf of the governing board shall be personally liable for any and all monies the District paid out as a result of such malfeasance.

See Administrative Procedure 6340

Last Board Review/Adoption: November 12, 2008