## **Administrative Procedures**

Chapter 6, Business and Fiscal Affairs

## AP 6350 Contracts – Construction

The Superintendent/President or designee shall be responsible for the planning and programming of new construction, alterations and repairs of existing plants, and leasing of facilities that require state approval. This includes the planning and programming of college-initiated new construction, additions to existing plants, and major alterations and repairs of buildings and grounds.

The Superintendent/President or designee shall be responsible for preparation of drawings and specifications for new buildings, leased facilities, additions, major alterations and improvements of buildings and grounds together with estimates of costs.

When required by statute, working drawings, specifications, and cost estimates will be submitted for approval to the State Chancellor's Office, State Department of General Services Division of State Architect, and/or any other appropriate agency. A Construction/Facilities Report will be presented annually to the Governing Board.

The letting of contracts for construction shall comply with procedures of the District regarding contracts that exceed the statutory minimums for competitive bidding. (See AP 6340 titled Bids and Contracts)

References: Education Code Section 81800;

Public Contract Code Sections 20650 et seg. and 22000 et seg.

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