AP 6340  Bids and Contracts

Limits

Bids or quotations shall be secured as may be necessary to obtain the lowest possible price or best value. Procedures related to bids or quotations are contained in the District’s Purchasing Manual and shall reflect applicable legal codes, statutes, and regulations.

Contracts involving expenditures that require competitive bidding require approval by the Governing Board prior to award.

Bid Specifications

Bid specifications shall include a definite, complete statement of what is required and, insofar as practical, shall include pertinent details of size, composition, construction, and/or texture of what is specified, and minimum standards of efficiency, durability, and/or utility required of what is specified.

Notice Calling for Formal Advertised Bids

The District shall advertise in a manner consistent with applicable legal codes, statutes, and regulations.

Bid and contract forms shall be prepared and maintained by the Purchasing Services Department. All applicable statutory provisions and board policies shall be observed in preparation of the forms.

The Purchasing Services Department shall be responsible for insuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding.

All bid notices for work to be done shall contain an affirmative statement requiring compliance with Labor Code Sections 1775 and 1776 governing payment of prevailing wages and Labor Code Section 1777.5 governing employment of apprentices. All bid submissions shall contain all documents necessary to assure compliance with these California Labor Code Sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

When required or determined to be appropriate, bids shall be accompanied by cash payment, a certified or cashier's check, or bid bond, in the amount specified in the bid form, as a guarantee that the bidder will enter into contract and furnish the required contract bonds.
AP 6340  Bids and Contracts

The Purchasing Services Department shall make available to the prospective bidders bid forms with sets of specifications and drawings and shall provide a place where bidders, subcontractors, and materiel personnel may examine the specifications and drawings.

The Governing Board shall award bids and contracts in accordance with applicable legal codes, statutes, and regulations.

Awarding of Bids and Contracts

The awarding of bids and contracts shall be subject to the following conditions:

- Any and all bids and contract proposals may be rejected by the District.
- All bids shall be opened publicly and bidder shall be given the opportunity to make record of the bids received.
- Bid and contract award recommendations to the Board shall show a tabulation of the bids received in reasonable detail.
- Bid and contract awards shall be made to the lowest responsible bidder substantially meeting the requirements of the specifications. The District reserves the right to make its selection of materials or services purchased based on its best judgment as to which bid substantially complies with the quality required by the specifications.
- For the purposes of bid evaluation and selection when the District determines that 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 provide for the selection of the lowest responsible bidder on the basis of best value pursuant to policies and procedures adopted by the governing board in accordance with this section.
- "Best value" means the most advantageous balance of price, quality, service, performance, and other elements, as defined by the Board, achieved through methods in accordance with this section and determined by objective performance criteria that may include price, features, long-term functionality, life-cycle costs, overall sustainability, and required services.

Purchase without Advertising for Bids

The Chief Purchasing Officer is authorized to make purchases from firms holding agency contracts without calling for bids where it appears advantageous to do so.
AP 6340  Bids and Contracts

The Chief Purchasing Officer may, without advertising for bids, purchase, or lease from other public agencies materials or services by authorization of contract or purchase order.

The Chief Purchasing Officer may make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services.

Duration of Continuing Contracts for Services and Supplies

Continuing contracts for work or services furnished to the District are not to exceed five years. Contracts for materials and supplies are not to exceed three years.

Emergency Repair Contracts without Bid

When emergency repairs or alterations are necessary to continue existing classes or to avoid danger of life or property, the Superintendent/President or designee may make a contract on behalf of the District for labor, materials, and supplies without advertising for or inviting bids, pursuant to Public Contract Code Sections 20654 et seq.

Unlawful to Split Bids

It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the Public Contract Code requiring work to be done by contract.

References:  Education Code Sections 81641 et seq.;
Public Contract Code Sections 20103.7, 20112, 20650 et seq., 20651.17, and 22000 et seq.;
Labor Code Sections 1770 et seq.
Chaffey Community College District California Uniform Public Construction Cost Accounting Act (CUPCCAA) Manual

Approved:  12/17/13