

The board of trustees delegates to the superintendent/president the authority to enter into purchases and contracts on behalf of the district and to establish administrative procedures for all purchases, contract awards, and their management, subject to the following:

1. Contracts are not enforceable obligations until they are ratified by the board.
2. 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 Contracts Code §20651 shall require prior approval by the board.
3. 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.
4. 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 the board may reject all bids.
5. Contracts for fiscal audit and legal services shall require prior approval by the board, except in the unusual situation that it is deemed in the best interest of the district by the superintendent/president to retain legal counsel on an emergency basis prior to a board meeting.
6. With the exception of contracts for fiscal audit and legal services, contracts that do not exceed the amounts specified in Public Contracts Code §20651 shall not require prior approval by the board but shall be presented to the board for ratification.

7. When the superintendent/president in consultation with vice president, administrative services, 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 vice president, administrative services 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 Contracts Code §20652, the superintendent/president is authorized to proceed with a contract.

See Administrative Procedures 6330, 6340, 6345, 6350, 6360, 6365, 6370, 6380.