



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

## Chapter 6 – Business and Financial Services

### BP 6340 BIDS AND CONTRACTS

The Board of Trustees delegates to the District Chancellor 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 they are ratified by the Board of Trustees.
- 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 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.
- 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 may reject all bids.
- When the Chancellor in consultation with the Executive Business Officer or designed 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 Executive Business Officer or designee may proceed with the contract without conducting a formal bidding process.

If the District Chancellor 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 District Chancellor is authorized to proceed with a contract.

In addition to AP 6340: Bids and Contracts, the procedures below shall be followed for specific types of goods and services:

Bids and Contracts: Electronic Systems and Materials: AP 6360  
Bids and Contracts: Job Order Contracts: AP 6355  
Bids and Contracts: Construction: AP 6350  
Bids and Contracts: UPCCAA: Ap 6345  
Bids and Contracts: Personal Services: AP 6370

**References:** Education Code Sections 81641 et seq.;  
Public Contract Code Sections 20650 et seq.;  
Government Code Section 53060;  
WASC/ACCJC Accreditation Standard III.D.16  
2 Code of Federal Regulations Part 200.318;  
Title 5 Sections 59130 et seq.

---

**Adopted:** 10/14/98

**Revised:** 12/08/16, 10/19/23