



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

AP 6330.3 Bids and Quotations

Office of Primary Responsibility:

Vice Chancellor of Business Services
Director of Purchasing and Contract Services

BIDS/QUOTATIONS

The purpose of this procedure is to identify the different types of bids and quotations used by the district. It is applicable to all District personnel involved in the process of soliciting competitive prices, terms and conditions of purchase on behalf of the District's Board of Trustees.

FUNCTIONS

1. Laws of the State provide for certain procedures that must be complied with by college districts in the purchase of materials, supplies and work to be done.
2. The intent of the law, which pertains to bids, is that college districts should encourage competition among vendors to ensure the best prices for items purchased.
3. Bids and quotations in general used by the District are:
 - a. Formal Advertised Bids: including Bids, Bid/Requests For Proposals and Requests For Proposals.
 - b. Quotations: Written or Oral.
4. The law permits the governing board of any community college district to purchase instructional and test materials in any amount needed for the operation of the schools and colleges of that district without obtaining estimates or advertising for bids (e.g., supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, and periodicals). Perishable food stuffs and commodities may be purchased in the same manner.

IMPLEMENTATION

The Vice Chancellor of Business Services or designee(s) shall be responsible for reviewing each assigned Purchase Requisition, and selecting and executing the appropriate bid or quotation process.

1. Formal Advertised Bids are to be processed according to legal requirements.
 - a. Development of bids should be in compliance with procedures set forth in AP 6330.4.
 - b. The bid notice must be publicly advertised for a minimum of two consecutive weeks.
 - c. Bids are to be received in the form of sealed written proposals, and are to be publicly opened and read aloud at a stated time and place.
 - d. After the bids have been received, opened and read, they are to be evaluated to determine those bids which are eligible for further consideration (a Responsive Bid from a Responsible Bidder).
 - e. A bid summary report of all bidders who have complied with the bid specifications is to be prepared and submitted to the Board of Trustees with Purchasing and Contract Services' recommendation for award.
 - f. The bid/contract is formally awarded by the Board of Trustees.
2. Quotations, written or oral, may be processed for expenditures that do not exceed the legal dollar limits at which Formal Advertised Bids are required. Telephone quotes are the most common method utilized by Purchasing and Contract Services for soliciting quotations.

References: BP 6330
California Education Code: 81641, 81651, 82363, et seq.
California Public Contract Code 20651, et seq.

Supersedes: 8530.2, 8/08/86, 7/1/01

Approved by Chancellor:

Date

Constance M. Carroll, Ph.D.

Reviewed by Cabinet on 9-22-09 and approved by concurrence.