BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Soliciting Prices (Bids and Quotations)

District purchase of equipment, supplies, and manpower services shall be based on a competitive bidding process unless otherwise authorized by law. Advertised bid procedures shall be used whenever the cost of materials or services exceeds the bid limits established by law. Written bids and informal quotations shall be obtained for those purchases which are below the amounts required for advertised bids. Superintendent is directed to ensure that the District seek bids from those businesses that are able to offer the best prices in terms of quality, delivery and service required.

In order that a fair bidding process is maintained, all bids shall be opened in public at the prescribed time and shall contain clear and complete information. Under no conditions shall bids be accepted after the advertised bid opening time regardless of whether bids are actually opened at that time.

All bids shall be available after opening for the review of all interested parties and for the purpose of obtaining copies. The bids are not to be removed from the District premises for this purpose.

Legal Reference: Education Code

35276 Competitive bidding

36942 Purchase through public corporations without advertising

for bids

39643 Purchases through department of general services

39651 Purchase of materials and supplies without estimates or

bids

39873 Purchase of perishable food stuffs and seasonal commodities

40000 Purchases of supplies through county superintendent

40001 Purchases by district Board of Trustees

40002 Direct purchasing by district

Government Code

4331-4334 Preference for California made materials

Public Contracts Code

20111-20112 Notice calling for bids

Adopted: April 7, 1987