

5.8.1

SOLICITING PRICES (BIDS AND QUOTATIONS)

ADOPT: APRIL 8, 1985

REVISED: MAY 8, 2001

REVISED: APRIL 11, 2006

REVISED: FEBRUARY 10, 2009

ED CODE: 81641, 81644, 81645, 81651, 81653, 81655, 81656

Public Contract Code Section 20651, 22023, 22034

Purchasing Controls

Competitive bids or quotations shall be secured by the Purchasing Department as may be necessary to obtain the lowest possible prices as follows:

Goods and Services

1. Purchases of goods or services of \$2,000 to \$5,000 will require three written quotations.
2. Between \$5,000 and the limits set in Section 20651 of the Public Contract Code for goods or services will require three signed written quotes.
3. And over the limits set in Section 20651 of the Public Contract Code for goods or services will require formal bids, including public advertising and will require Board award.
4. Bids solicited by other departments are subject to Purchasing Department review and approval prior to the issuance of a purchase order or contract. Where necessary, Purchasing may require additional bids. Bids for goods and services over \$10,000 shall be coordinated with the Purchasing Department prior to going out for bids or quotes.

Public Works/Construction Bidding

1. Construction work between \$2,000 and \$30,000 requires three signed written quotes by an experienced, qualified firm holding a California contractors license for the work to be performed.
2. Construction work between \$30,000 and the limits set in Public Contract Code Sections 22032 and 22034 shall be advertised by sending notices of the bid to all contractors on the District's list of contractors qualified under the requirements of Public Contract Code Section 22034.
3. If there is not list of qualified contractors for a particular category of work, the notice inviting bids shall be sent to the trade journals specified by the Uniform Cost Accounting Commission, and such other contractors and trade journals as the Director, Purchasing & Graphics Services may determine.
4. If the product or service is proprietary in nature such that it can only be obtained from a certain contractor or contractors, the notice inviting bids may be sent exclusively to such contractor or contractors. This provision applies only to work between \$30,000 and the limits set in Public Contract Code Sections 22032 and 22034.
5. Construction work in excess of the limits set in Public Contract Code Sections 22032 and 22034 shall be formally bid and advertised in the local newspaper as well as the trade journals specified by the Uniform Cost Accounting Commission, and such other contractors and trade journals as the Director, Purchasing & Graphics Services may determine to be in the best interests of the District.
6. Bids for construction work up to the limits set in Public Contract Code Sections 22032 and 22034 may be awarded by the Director, Purchasing & Graphics Services and shall be ratified by the Board of Trustees. In the event of a bid protest, the bid award will be made by the Board of Trustees.

Award of Bids to Lowest Bidder

The Board of Trustees at SRJC shall award any contracts involving an expenditure of more than the limits set in Public Contract Code Sections 22032 and 22034 for public works/construction services or over the limits set in Section 20651 of the Public Contract Code for materials or supplies to be furnished, sold or leased to the District, to the lowest responsive and qualified bidder.

Purchase Through Public Corporations or Other Public Agencies Without Advertising for Bids

The Board of Trustees at SRJC, without advertising for bids within the same county, may purchase from other public agencies, or piggyback onto other public agency bids, supplies, equipment, vehicles, lease data processing equipment by authorization of contract, requisition or purchase order. Such contracts are to be ratified by the Board of Trustees when the value exceeds the formal bid limits specified in the Public Contract Code Sections 20651, 22032 and 22034.

Duration of Continuing Contracts for Services and Supplies

Continuing contracts for work or services furnished to the District are not to exceed the statutory limits imposed by the Public Contract Code and the Education Code.

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 Board may by a unanimous vote make a contract in behalf of the District for labor, materials and supplies without advertising for or inviting bids.

Unlawful to Split Projects

It shall be unlawful to split or separate into smaller work orders or projects for the purpose of evading the provisions of contract competitive bidding.

Bid Specifications

Bid specifications shall be a definite, complete statement of what is required and, insofar as practicable, 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.

Formal Bid Awards

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

1. All bids shall be opened publicly and bidder shall be given the opportunity to make record of the bids received.
2. Bid award recommendations to the Board shall show a tabulation of the bids received in reasonable detail.
3. Bid awards shall be made to the lowest responsive, responsible and qualified bidder substantially meeting the requirements of the specifications. The District reserves the right to make its selection of materials purchased based on its best judgment as to which articles substantially comply with the strength and quality required by the specifications.
4. Whenever bids are equal, preference shall be give to firms located within the District and to firms with whom the District has had satisfactory business relationships.

Unlawful Discrimination Policy

No person or business shall be unlawfully subjected to discrimination. No one shall be discriminated against, in whole or in part, on the basis of disability, gender, nationality, race or ethnicity, religion, sexual orientation, or age, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.