

Bids/Quotations

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

1. Purchase of goods or services of \$1,000 to limits shown in PCC 20651 will require documented quotes.
2. Limits shown in PCC 20651 for materials or services will require formal advertised bids.

Letting of Bids to Lowest Bidder

The Board of Trustees at SRJC shall let any contract involving an expenditure of more than the limits shown in PCC 20651 for labor or services to be done or for materials or supplies to be furnished, sold or leased to the District to the lowest responsible bidder.

Notice Calling for Formal Advertised Bids

The District shall publish at least once a week for two (2) weeks in a newspaper of general circulation circulated within the county a notice to be furnished and the time and place when bids will be opened.

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 responsible bidder substantially meeting the requirements of the specifications. The District reserves the right to make its selection of materials or services purchased based on its best judgment as to which bid substantially complies with the quality required by the specifications.
4. Whenever bids are equal, preference shall be given to firms located within the District and to firms with whom the District has had satisfactory business relationships.

Purchase Through Public Corporations Without Advertising for Bids

The Board of Trustees at SRJC, without advertising for bids within the same county, may purchase or lease from other public agencies materials or services by authorization of contract or purchase order.

State Contract Purchasing

The Purchasing Manager is authorized to make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services.

Duration of Continuing Contracts for Services and Supplies

Continuing contracts for work or services furnished to the District are not to exceed five years; contracts for materials and supplies are not to exceed three years.

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 Bids

It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the Public Contract Code requiring work to be done by contract after competitive bidding.

County Contracts

The Vice President of Business Services or designee is hereby authorized to make purchases from the firms holding county contracts without calling for bids where it appears advantageous to do so.

Other

Deviations from above procedures shall require approval of the Vice President of Business Services or, if the purchase is, at or above formal bid requirements in PCC 20651, shall require approval of the Board of Trustees.

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.

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.