

Business and Noninstructional Operations

Bids (Incorporates California Uniform Public Construction Cost Accounting Procedures (UPCCA))

The Governing Board is committed to promoting public accountability and ensuring prudent use of public funds. When leasing, purchasing, or contracting for equipment, materials, supplies, or services for the district, including when contracting for public projects involving district facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that it is in the best interest of the district, such contracts shall be made using competitive bidding.

The Board of Education has by resolution, adopted the procedures set forth in the California Uniform Public Construction Cost Accounting Act (CUPCAA) pursuant to Public Contract Code 22030-22045, including the informal bidding procedures when allowed by law.

The Board of Education delegates to the Superintendent or designee the responsibilities to award any contracts eligible for informal bidding procedures and to develop plans, specifications, and working details for all public projects requiring formal bidding procedures.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding. (Public Contract Code 20116 and 22033)

Projects awarded through the CUPCAA shall be subject to the cost accounting procedures established by CUPCAA (Public Contract Code 22030).

For award of contracts which, by law or Board policy, require prequalification, the procedures shall identify a uniform system for rating bidders on the basis of a completed questionnaire and financial statements.

When calling for bids, the Superintendent or designee shall ensure that the bid specifications clearly describe in appropriate detail the quality, delivery, and service required and include all information which the district knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.

Except as authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to lease or purchase any personal property to the extent authorized by law. (Public Contract Code 20118)

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Emergency Actions

When formal bids are required by law but an emergency necessitates immediate repair or replacements, the Board may, upon a four-fifths vote of the Board, proceed to replace or repair a facility without adopting plans, specifications, strain sheets, or working details or giving notice for bids to let contracts. The work may be done by day labor under the direction of the Board and/or contractor. The emergency action shall subsequently be reviewed by the Board in accordance with Public Contract Code 22050 and shall be terminated at the earliest possible date that conditions warrant, so that the remainder of the emergency action may be completed by giving notice for bids to let contracts. (Public Contract Code 1102, 22035, 22050)

Legal Reference: Education Code 17070.10-17079.30; 17250.10-17250.55; 17406; 17595; 17602; 38083; 38110-38120; 39802

Policy Adopted: 09/15/1970

Policy Amended: 05/15/1973; 03/05/1974; 04/19/1977; 12/20/1977; 01/05/1982; 02/19/1985; 07/19/1994; 03/05/1996; 02/04/2003; 02/14/2014; 05/20/2014; 04/11/2017

Formerly BP 3320