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**Allan Hancock Joint Community College District  
Board Policy  
Chapter 6 – Business and Fiscal Affairs**

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**BP 6340 BIDS AND CONTRACTS**

The Board of Trustees delegates to the Superintendent/President or designee the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board.
- Contracts for work to be done, services to be performed or for goods, equipment, or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contract Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.
- When the District determines that, according to Public Contract Code Section 20651.7, it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may select and award the contract based on best value in accordance with AP 6340. The bidder shall give such security as the Board requires and may reject all bids.
- When the Superintendent/President or designee determines that the District can obtain a contract for goods or services through the California Community Colleges Chancellor's Office CollegeBuys Program for the Procurement of Goods and Services for Community College Districts at a lower price upon the same terms, conditions and specifications, the Superintendent/President or designee may proceed with the contract without conducting a formal bidding process.

If the Superintendent/President or designee concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contract Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition or purchase order through any other public corporation or agency in accordance with Public

Contract Code Section 20652, Public Contract Code Section 20653 (CMAS), or Public Contract Code Section 20653.5 (UC/CSU Purchases) the Superintendent/President or designee is authorized to enter into such contract subject to Board ratification.

References: Education Code Sections 81641 et seq.;  
Public Contract Code Sections 20650 et seq.;  
Government Code Section 53060  
2 Code of Federal Regulations Part 200.318;  
Title 5 Sections 59130 et seq.

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**Adopted: 7/11/17**

**Revised: 6/10/25**

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**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 6 – Business and Fiscal Affairs

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**AP 6340      BIDS AND CONTRACTS**

**Limits**

Bids or quotations shall be secured in accordance with Public Contract Code Section 20651. Contracts involving expenditures that require competitive bidding under Section 20651 require approval by the Board of Trustees prior to award.

**Bid Specifications**

Bid specifications shall include a definite, complete statement of what is required and, as practical, 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. The Superintendent/President or designee is responsible for insuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding.

**Notice Calling for Formal Advertised Bids**

The District shall publish at least once a week for two weeks in a newspaper of general circulation published within the District or if there is no such paper, then in some newspaper of general circulation, circulated in the county, a notice calling for bids or proposals, stating the work to be done or materials or supplies to be furnished and the time and place when bids will be opened.

Bid and contract forms shall be prepared and maintained by the Superintendent/President or designee. All applicable statutory provisions and board policies shall be observed in preparation of the forms.

All bid notices for work to be done shall contain an affirmative statement requiring compliance with Labor Code Sections 1775 and 1776 governing payment of prevailing wages and Labor Code Section 1777.5 governing employment of apprentices. All bid submissions shall contain all documents necessary to assure compliance with these California Labor Code Sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

When required or determined to be appropriate, bids shall be accompanied by a certified or cashier's check, or bid bond, in the amount specified in the bid form, as a guarantee

that the bidder will enter into contract and furnish the required contract bonds. When no longer required for the protection of the District, any certified or cashier's check received shall be returned to the respective bidder.

The Superintendent/President or designee shall make bid forms with sets of specifications and drawings available to the prospective bidders and shall provide a convenient place where bidders, subcontractors, and material personnel may examine the specifications and drawings.

The Superintendent/President or designee shall provide an electronic copy of the plans and specifications and other contract documents to a contractor plan room service at no charge upon request from that contractor plan room.

When permitted, a deposit for sets of plans and specifications may be required and may be refunded when such documents are returned.

### **Awarding of Bids and Contracts Awards**

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

1. Any and all bids and contract proposals may be rejected by the Superintendent/President or designee.
2. All bids shall be opened publicly and bidder shall be given the opportunity to make record of the bids received.
3. Bid and contract award recommendations to the Board shall show a tabulation of the bids received in reasonable detail.
4. Bid and contract awards shall be made to the lowest responsible bidder substantially meeting the requirements of the specifications.

### **Purchase without Advertising for Bids ("Piggybacks")**

The Superintendent/President or designee is authorized to make purchases from firms holding public agency contracts without calling for bids where it appears advantageous to do so.

The Superintendent/President or designee may without advertising for bids purchase or lease from other public agencies materials or services by authorization of contract or purchase order.

The Superintendent/President or designee may make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services (CMAS).

The Superintendent/President or designee is authorized (pursuant to Public Contract Code Section 20651.2) to make purchases with a value between \$5,000 and \$250,000 from a certified small business, microbusiness, or disabled veteran business enterprise, if the District obtains price quotations from two or more certified small businesses, including microbusinesses, or from two or more disabled veteran business enterprises.

### **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 Superintendent/President or designee may make a contract on behalf of the District for labor, materials and supplies without advertising for or inviting bids, subject to ratification by the Board.

### **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.

References: Education Code Sections 81641 et seq.;

Public Contract Code Sections 2600, 2600.5, 20103.7, 20112, 20650 etseq.,  
and 22000 et seq.;

Labor Code Sections 1770 et seq.;

Government Code Section 53060;

2 Code of Federal Regulations Part 200.318;

Title 5 Sections 59130 et seq.

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