



|                |  |
|----------------|--|
| Origination:   | 03/2011  |
| Last Approved: | 07/2019  |
| Last Revised:  | 07/2019  |
| Next Review:   | 07/2029  |
| Owner:         | <a href="#">Business &amp; Fiscal Services</a><br><a href="#">Business &amp; Fiscal Services</a> |
| Policy Area:   | <a href="#">Chapter 6 General Institution</a>  |
| References:    | <a href="#">Legally Required</a>   |

## BP 6340 Bids and Contracts

*(Replaces current SBCCD BP 6340)*

The authority to sign and execute contracts on behalf of the San Bernardino Community College District (SBCCD) is vested in the Board of Trustees (the Board). This authority can only be delegated by Board action.

The Chancellor shall establish administrative procedures for bids and contracts, subject to the following:

- The Board of Governors sets the formal bid limit for procurement of goods and or services on an annual basis. The formal bid limit for the current year shall be published on the Business Services webpage. Any contract to procure goods and or services (excluding construction and public works) which meets or exceeds the formal bid limit shall require approval by the Board of Trustees to constitute an enforceable agreement.
- In accordance with PCC Section 17605, Section 22034(c) and Section 81656, the Board of Trustees delegates authority to sign, execute, and legally bind contracts less than the formal bid limits mentioned above, to the named agents on the authorized signature list. Such contracts shall not require Board approval, but shall be sent to the Board as an information item every 60 days.
- When bids are required according to PCC Section 20651, SBCCD shall award each such contract to the lowest responsible bidder who meets the specifications published by SBCCD and who shall give such security as SBCCD requires, or reject all bids. SBCCD may award a contract to the lowest responsible bidder on the basis of best value as specified by the type of bid.
- The Board has adopted the Uniform Construction Cost Accounting Procedures under PCC Section 22000 et seq. for the bidding of public works projects. In addition, pursuant to PCC Sections 20101 et seq., the Board has adopted a district-wide Pre-Qualification Program that when applicable provides for the pre-qualification of bidders based on a uniform system of rating. See AP 6345 titled Bids and Contracts – Construction.
- If the best interests of SBCCD will be served by a contract, lease, or purchase order through any other public corporation or agency in accordance with PCC Section 20652, the Chancellor is authorized to proceed with a contract.

Board members, employees and consultants of the District must not participate or attempt to influence decisions to procure or contract for goods or services if he or she has a financial interest in the decision. See BP 2710 titled Conflict of Interest.

## References:

Education Code Sections 81641 , et seq.  
Public Contract s Code Sections 20650 , et seq. ;

## Attachments

[AP 6340 Bids & Contracts.docx](#)  
[BP 6340 Contracts - Comments](#)  
[BP 6340 Contracts - Legal Citations](#)  
[BP6340 -OLD.pdf](#)

## Approval Signatures

| Step Description | Approver    | Date    |
|------------------|-------------|---------|
|                  | Policy Stat | 08/2019 |
|                  | Policy Stat | 08/2019 |

COPY