

**BOARD POLICY 6340 CONTRACTS**

The Board delegates to the Chancellor 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.
- Contracts in excess of \$25,000 with a single organization, individual, or vendor per fiscal year require prior approval of the Board of Trustees for all funds except Construction/Capital Outlay Bond Funds.
- Contracts that are non-public projects as defined under Public Contract Code 22002 and are funded by Construction/Capital Outlay Bond Funds in excess of \$83,400 (or amount annually adjusted in accordance with Public Contract Code Section 20651) with a single organization, individual, or vendor per fiscal year require prior approval of the Board of Trustees.

If the Chancellor 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, the Chancellor is authorized to proceed with a contract.

**Reference:**

Education Codes 81641 et seq.  
Public Contract Code Sections 20650 et seq.  
Administrative Procedures 6340 and 6350

**Replaces:**

Board Policies 6.82, 6.84, 6.85, 6.88, 6.90 & 6.91 first adopted December 1, 1968 and last revised March 18, 2010

| Approved by the Board of Trustees: February 12, 2013