

Policy Change	<input checked="" type="checkbox"/>	Subject Matter Area Review	<input checked="" type="checkbox"/>
Procedure Change	<input checked="" type="checkbox"/>	Constituency Group Review	<input checked="" type="checkbox"/>
New Policy	<input type="checkbox"/>	District Council	<input type="checkbox"/>
New Procedure	<input type="checkbox"/>	Board 1 <sup>st</sup> Reading	<input type="checkbox"/>
		Board 2 <sup>nd</sup> Reading	<input type="checkbox"/>

**KEY:**  
**BOLD=** new language  
~~strikethrough=~~ delete language

Comments:  
**CCLC Spring 2015 Update**

Referred to:

Edited:  
 2/17/16



Yosemite Community College District Policies and Administrative Procedures

No. 6340

**Policy**

**6340 Bids and Contracts ~~(Purchasing)~~**

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.

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.

All contracts for services, capital equipment, or rental/lease of facilities or equipment shall be processed through the Executive Vice Chancellor's office with prior approval by the Chancellor or applicable College President.

All contracts shall align with institutional planning and decision making processes.

**Cross References (see also):**  
**YCCD Policy 6330 - Purchasing**

**References:**  
 Education Code Sections [81641 et seq.](#); Public Contract Code Sections [20112](#) and [20650, et seq.](#), [22000 et seq.](#); Labor Code [1770 et seq.](#); Government Code Section [53060](#); [ACCJC Accreditation Standard III.D.16](#)

**Adopted:** June 28, 2004  
**Revision Adopted:** October 14, 2009  
**Last Reviewed:**

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**Administrative Procedure**

**6340 Bids and Contracts (Purchasing)**

Contracts with the Yosemite Community College District fall into three basic categories: (1) contracts that do not require a bid as specified in California Public Contract Code Section [20651](#), (2) contracts entered into per the competitive grant process, and (3) contracts for projects requiring a bid as specified in California Public Contract Code Section [20651](#). (See also Policy and Procedure ~~3330~~ **6330** on Purchasing.)

- I. The following procedures are applicable to contracts that do not require a bid.
  - A. Contracts, agreements, and memorandums of understanding shall be attached to a Contract Cover Sheet and routed through the appropriate **college level** administrators prior to being submitted to the Executive Vice Chancellor.
  - B. Contracts are to be housed in the office of the Executive Vice Chancellor in Fiscal Services.
- II. Contracts entered into through the competitive grant process are to be processed through the YCCD Grants Office.
- III. The following procedures are applicable to contracts that require the competitive bid process as specified in California Public Contract Code [20651](#). (Minimum bid limits are periodically amended by the Board of Governors.)
  - A. The person with the overall responsibility for ensuring the appropriateness of the bid process is the Director of Purchasing.
  - B. Legal Bid Notice is published once a week for two weeks in the Modesto Bee.
  - C. A detailed description of the project is listed in the Bid Specifications.
  - D. Procedures for submitting a bid are outlined in the Instructions to Bidders, which is included in the Bid Specifications.
  - E. District reserves the right to reject any or all bids. In the event of a rejection of bid, the District may make an award to the next lowest responsible bidder or re-bid the project, as it may determine at its discretion. District also reserves the right to waive inconsequential deviations not involving price, time, or material changes in the work.
  - F. The District shall award the contract, if it awards it at all, to the lowest responsible bidder based on the base bid amount only.
  - G. The Executive Vice Chancellor or designee may, without advertising for bids, authorize the following where it appears advantageous to do so:

- 1
- 2 1. Purchases from firms holding **public agency** county contracts.
- 3
- 4 2. Purchase or lease from other public agencies of materials or services by
- 5 authorization of contract or purchase order.
- 6
- 7 3. Purchases through the State of California Cooperative Purchasing Program
- 8 operated by the Department of General Services.
- 9
- 10 **4. Purchases with a value between \$5,000 and \$250,000 from a certified small**
- 11 **business, microbusiness, or disabled veteran business enterprise.**
- 12
- 13 H. Contracts for work or services shall not exceed five years. Contracts for materials and
- 14 supplies shall not exceed three years.
- 15
- 16 I. Contracts for emergency repair may be issued without bid when necessary in order to
- 17 continue existing classes or to avoid danger to life or property. Emergency purchases
- 18 are authorized by the Executive Vice Chancellor or his/her designee.
- 19
- 20 J. It is unlawful to split or separate into smaller work orders **or** projects any project for
- 21 the purpose of evading the provisions of the Public Contract Code, which require work
- 22 to be done by contract after competitive bidding.
- 23

24 **References:**

25 **Education Code Sections [81641 et seq.](#); Public Contract Code Sections [20103.7](#), [20112](#), [20650 et seq.](#),**  
26 **and [22000 et seq.](#); Labor Code Sections [1770 et seq.](#); Government Code Section [53060](#); [ACCJC](#)**  
27 **[Accreditation Standard III.D.16](#)**

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29 **Procedure Last Revised:** January 12, 2011

30 **Last Reviewed:**