

BOARD POLICY

Purchasing Procedures

Purchasing procedures shall meet the legal requirements set forth in the California Education and Public Contract Codes and shall conform to those policies and procedures established by the Board of Education.

The Board of Education delegates to the superintendent the power to contract for materials, supplies, and work to be done, either in contract or purchase order form, without benefit of a formal bid, to the limits specified in the California Education and Public Contract Codes. Services, materials and supplies in excess of those limits must be offered on a formal advertised bid basis; have prior Board approval, and be legally advertised except that perishable food-stuffs and seasonal commodities needed in the operation of school meal programs may be purchased using the negotiated bid process in lieu of formal bids. Authorization to obtain materials, equipment and supplies, through county, state, and federal procurement agencies and contracts is granted.

A purchasing calendar shall be established to consolidate orders for purchasing economies, to spread the work load, and to control the cash flow.

Purchases requiring advertising and sealed bids shall be awarded to the lowest responsible bidder meeting specifications.

Equipment purchases shall be determined by cost, service, and utility.

Sale of obsolete or unused equipment or materials shall be made by the purchasing section.

All purchases of equipment, materials, and services shall be let to the lowest responsible bidder. Evaluation of awards will be based upon specifications, past performance of supplier or contractor, price, and where appropriate, delivery or completion date.

Where goods or services are awarded to other than the low bidder, the reason for rejection shall be noted on the bid recap.

In case of equal bids, awards shall be made to vendors within the district, provided they are in a position to give delivery and service comparable to that offered by other vendors. Equal bids, other than those of local vendors, shall be awarded to the vendor submitting the largest number of low bids in total dollars.

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Ref: EC Sections 17546, 35161, 38083, 42131
Government Code Sections 3400, 3410, 4303, 4304
Public Contracts Code Sections 12100, 20110-20118, 22000-22020

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