

REVISION

Business and Non-Instructional Operations

Bids

The Governing Board is committed to promoting public accountability and ensuring prudent use of public funds. When leasing, purchasing, or contracting for equipment, materials, supplies, or services for the district, including when contracting for public projects involving district facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that it is in the best interest of the district, such contracts shall be made using competitive bidding.

No work, project, services, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding.

The Superintendent or designee shall establish comprehensive bidding procedures for the district in accordance with law. The procedures shall include a process for advertising bids, instructions and timelines for submitting and opening bids, and other relevant requirements.

For award of contracts which, by law or Board Policy, require prequalification, the procedures shall identify a uniform system for rating bidders on the basis of a completed questionnaire and financial statements.

When calling for bids, the superintendent or designee shall ensure that the bid specifications clearly describes in appropriate detail the quality, delivery, and service required and includes all information which the district knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing work.

Except as authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected.

When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to

lease or purchase **any personal property** equipment or supplies to the extent authorized by law.

Legal References: EDUCATION CODE
17070.10-17079.30 Leroy F. Greene School Facilities Act
17250.10-17250.55 Design-build contracts
17250.60-17250.69 Alternative design-build contracts
17406 Lease-Leaseback contract
17595 Purchases **of supplies** through Department of General Services
17602 Purchase of surplus property from federal agencies
38083 Purchase of perishable foodstuffs and seasonable commodities
38110-38120 Apparatus and Supplies
39802 Transportation Services
BUSINESS AND PROFESSIONS CODE
7056 General engineering contractor
7057 General building contractor
CODE OF CIVIL PROCEDURE
446 Verification of pleadings
GOVERNMENT CODE
4217.10-4217.18 Energy Conservation contracts
4330-4334 ~~Preference of California-made materials~~
~~6252 Definitions public records act~~
53060 Special services and advice
54201-54205 Purchase of supplies and equipment by local agencies
7920.530 Definition of public record
PUBLIC CONTRACT CODE
1102 **Definition of emergency** Emergencies
1103 Definition; responsible bidder
2000-2002 Responsive bidders
3000-3010 Roofing projects
3400 Bids, specifications by brand or trade name not permitted
3410 United States produce and processed foods
4113 Prime contractor; subcontractor
6102 Bribery of public official; voidable contract
6610 Bid visits

12200 Definitions; recycled goods, materials and supplies
20101-20103.7 Public construction projects; requirements for bidding

20103.8 Award of contracts

20110-20118.4 Local Agency Public Construction Act; school districts

20189 Bidder's security; earthquake relief

22000 ~~22030-22045 Alternative procedures for public projects (UPCCAA)~~ **Uniform Public Construction Cost Accounting Act**

22152 Recycled product procurement

COURT DECISIONS

Los Angeles Unified School District v. Great American Insurance Co., (2010) 49 Cal.4th 739

Great West Contractors Inc. v. Irvine Unified School District, (2010) 187 Cal.App.4th 1425

Marshall v. Pasadena Unified School District, (2004) 119 Cal.App.4th 1241

Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449

City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861

ATTORNEY GENERAL OPINIONS

89 Ops.Cal.Atty.Gen.1 (2006)

CA DEPARTMENT OF GENERAL SERVICES PUBLICATION

Office of Public School Construction,

Piggyback Contracts:

<https://www.dgs.ca.gov/OPSC/Resources/Page-Content/Office-of-Public-School-Construction-Resources-List-Folder/Piggyback-Contracts-for-SAB-Administered-Programs>

Folder/Piggyback-Contracts-for-SAB-Administered-Programs

Office of Public School Construction Notification to School Districts Regarding Use of Piggyback Contracts for SAB-Administered Programs, July 2022: <https://www.dgs.ca.gov/-/media/Divisions/OPSC/Resources/Piggybank-Contracts/Piggyback-Contract->

Notification to School Districts Regarding Use of Piggyback Contracts for SAB-Administered Programs, July 2022: <https://www.dgs.ca.gov/-/media/Divisions/OPSC/Resources/Piggybank-Contracts/Piggyback-Contract->

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Notification to School Districts Regarding Use of Piggyback Contracts for SAB-Administered Programs, July 2022: <https://www.dgs.ca.gov/-/media/Divisions/OPSC/Resources/Piggybank-Contracts/Piggyback-Contract->

Notification to School Districts Regarding Use of Piggyback Contracts for SAB-Administered Programs, July 2022: <https://www.dgs.ca.gov/-/media/Divisions/OPSC/Resources/Piggybank-Contracts/Piggyback-Contract->

Email-Blast-July-5-2022FINAL-
ADA.pdf?la=en&hash=9594C7B8BD4C9
796DDB57D68775331EEA8CE658A

CA DEPARTMENT OF INDUSTRIAL
RELATIONS PUBLICATION

Model Prequalification Questionnaire:

[https://www.dir.ca.gov/Public-
Works/Public-Works-
Pre%20%80%90Qualification-of-
Contractors.html](https://www.dir.ca.gov/Public-Works/Public-Works-Pre%20%80%90Qualification-of-Contractors.html)

Management Resources:

Web Sites

CSBA District and County Office of Education Legal Services:

<https://legalservices.csba.org/>

CSBA: [http:// www.csba.org](http://www.csba.org)

California Association of School Business Officials:

[http:// www.casbo.org](http://www.casbo.org)

California Department of Education: <http://www.cde.ca.gov>

California Department of General Services:

<https://www.dgs.ca.gov>

Policy

adopted: 05/20/97

revised: 02/20/01

revised: 05/07/02 (technical revision)

revised: 01/15/08

revised: 05/19/09

revised: 05/19/15

revised: 12/12/17