

## 1.0 Cost Limit Relating to Bids

- 1.1 Unless specifically authorized by law, all contracts shall be formally bid.
- 1.2 The Los Rios Community College District shall not be required to formally bid contracts involving an expenditure of less than that provided for by Public Contract Code, section 20651, for:
  - 1.2.1 The purchase of equipment, materials or supplies to be furnished, sold or leased to the District;
  - 1.2.2 Services, except construction services; or
  - 1.2.3 Repairs and maintenance that are not public projects as defined in Public Contract Code section 22002, subdivision (c).
- 1.3 The District shall not be required to formally bid any contracts involving an expenditure of Fifteen Thousand Dollars (\$15,000.00) or less for public projects as defined in Public Contract Code section 22002, subdivision (c).
- 1.4 The District shall not be required to bid professional services contracts.
- 1.5 The District may make repairs and perform maintenance by day labor or force account whenever the total number of hours on the job does not exceed seven hundred fifty (750) hours or when the cost of materials is twenty-one thousand dollars (\$21,000.00) or less.
- 1.6 Any contract that is not formally bid may be informally bid as set forth in Public Contract Code section 20657.
- 1.7 The expenditure amounts set forth in this regulation shall apply to the total expenditure for goods or services and shall not be affected by a multi-year payment schedule.

## 2.0 Informal Bids under the California Uniform Public Construction Cost Accounting Act (Public Contract Code, section 22000, et seq.)

- 2.1 Notwithstanding section 1.0, public projects, as defined by the California Uniform Public Construction Cost Accounting Act may be performed or let to contract by the informal procedures identified in section 22032, et seq., of the Public Contract Code.
- 2.2 The District shall comply with the requirements of Public Contract Code section 22034 regarding the contractors list.
- 2.3 Where a public project is to be performed which is subject to the provisions of this section 2.0, a notice inviting informal bids shall be circulated using one or both of the following alternatives:

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- 2.3.1 Notices inviting informal bids may be mailed, faxed, or emailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with section 2.2, above; or
- 2.3.2 Notices inviting informal bids may be mailed to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the department/agency soliciting bids, provided however:
- 2.3.2.1 If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids be sent exclusively to such contractor or contractors.
- 2.4 The Associate Vice Chancellor of Finance and the Director of General Services are each authorized to award informal contracts pursuant to this section 2.0.
- 2.5 If all bids received in the informal process are in excess of the limits of Public Contract Code section 22034, the Board of Trustees may, by adoption of a resolution by a four-fifths vote, award the contract, at an amount less than described in Public Contract Code section 22034, to the lowest responsible bidder, if it determines the cost estimate of the District was reasonable.

### 3.0 Bidding and Quotation Procedures

- 3.1 The law shall be strictly followed in regard to purchasing and bids shall be received from firms located both within and outside the District. (Ed. Code, §§ 81641 and 81644)
- 3.2 Firms shall be requested to submit all bids in a uniform manner in order that bids may be evaluated, accepted or rejected as a whole or in part.
- 3.3 Unless there is just cause for other action or as specified in the Education Code, the lowest responsive bid or quotation from a responsible bidder shall be accepted. In the event identical bids or quotations are received, award of contract will be determined by lot. (Gov. Code, § 53064).
- 3.4 The District may reject all bids.

### 4.0 Notification/Awarding of Bids

- 4.1 The Los Rios Community College District Board of Trustees shall approve the awarding of all bids for goods and services as required by Public Contract Code and District Policy [P-8315](#).

## 5.0 Conflict of Interest

- 5.1 All purchasing transactions are subject to the District’s Conflict of Interest Rules located at District Policy [P-8631](#).
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LRCCD

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4/19/95; 11/28/95; 1/27/97; 11/3/97; 1/15/03; 9/8/08; 10/26/09;  
10/24/11; 6/12/13; 4/10/19

Adm. Regulation Reviewed: 4/10/19

Board Policy: [P-8323](#); [P-8631](#)