

BIDS**SCHOOL EQUIPMENT, MATERIALS, SUPPLIES AND SERVICES**

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.

The Board shall approve public projects that involve an expenditure of \$15,000 or more including a contract for construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demotion, or repair work involving a district owned, leased, or operated facility.

The district shall purchase equipment, material, supplies and services using competitive bidding when required by law and in accordance with statutory requirements for bidding and bidding procedures. In those circumstances where the law does not require competitive bidding, the Governing Board may request that a contract be competitively bid if the Board determines that it is in the best interest of the district to do so.

When the Board has determined that it is in the best interest of the district, the Board may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law (Public Contract Code 20118).

When calling for bids, the Superintendent or designee shall ensure that the bid specifications clearly describe in appropriate detail the quality, delivery, and service required and include 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 the work.

To assist the district in determining whether bidders are responsible, the Board may require prequalification procedures as allowed by law and specified in administrative regulation.

SCHOOL FACILITIES AND NEW CONSTRUCTION**California Uniform Public Construction Cost Accounting Act**

In awarding contracts for public works projects involving district facilities, the Governing Board desires to obtain the best value to the district and ensure the qualifications of contractors to complete the project in a satisfactory manner. The Board has, by resolution, elected to become

subject to the California Uniform Public Construction Cost Accounting Act ("CUPCCAA"), Public Contract Code 22000 et seq., including adoption of the informal bidding procedures set forth therein. The Board shall approve public projects that involve an expenditure of \$15,000 or more, including a contract for construction, reconstruction, electricity, alteration, renovation, improvement, painting, repairing, demolition, or repair work involving a district owned, leased, or operated facility

The Board delegates to the Superintendent or designee the responsibilities to award any contract eligible for informal bidding procedures and to develop plans, specifications, and working details for all public projects requiring formal bidding procedures.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding under CUPCCAA or Board Policy. (Public Contract Code 22033)

The District is subject to the uniform construction cost accounting procedures established by the California Uniform Construction Cost Accounting Commission. (Public Contract Code 22030).

In cases of emergency when repairs or replacements are necessary, the Board may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details or giving notice for bids to let contracts. The work may be done by day labor under the direction of the Board, by contractor, or by a combination of the two, as follows: (Public Contract Code 22035.)

1. Pursuant to a four-fifths vote of the Board, the District may repair or replace a public facility, take any directly related and immediate action required by the emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts.
2. Before taking any action pursuant to paragraph 1 above, the Board shall make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency
3. The Board, by a four-fifths vote, may delegate to the District Superintendent or designee, the authority to order any action pursuant to paragraph 1 above.
4. If a person with authority delegated pursuant to paragraph 3 above orders any action specified in paragraph 1, that person shall report to the Board, at its next meeting, pursuant to this section, the reasons justifying why the emergency would not permit a delay resulting from a competitive solicitation for bids and why the action was necessary to respond to the emergency.
5. If the Board orders any action pursuant to paragraph 1 or 2 above, the Board shall review the emergency action at its next regularly scheduled meeting and, except as specified below, at every regularly scheduled meeting thereafter, until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action. If the Board meets weekly, it may review the emergency action in accordance with this paragraph every 14 days.
6. If a person with delegated authority pursuant to paragraph 3 above orders any action specified in paragraph 1, the Board shall initially review the emergency action not later than 7 days after the action, or at its next regularly scheduled meeting if that meeting will occur not

later than 14 days after the action, and at least at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action, unless a person with delegated authority has terminated that action prior to the Board reviewing the action and making a determination pursuant to this subdivision. If the Board meets weekly, it may, after the initial review, review the action in accordance with this paragraph every 14 days.

7. When the Board reviews the emergency action, it shall terminate the action at the earliest possible date that conditions warrant so that the remainder of the emergency action may be completed by giving notice for bids to let contracts. (Public Contract Code 22050)

Adopted: August 22, 2018