

Business Noninstructional Operations

Bids

The district shall purchase equipment, supplies and services on a competitive bidding basis when required by law. Care shall be taken to observe all statutory requirements for bidding and bidding procedures. In addition, the district shall solicit formal bids whenever it appears to be in the best interest of the district to do so.

To ensure that good value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.

To assist the district in determining whether bidders are responsible, the Governing Board may require prequalification procedures as allowed by law and specified in administrative regulation. A copy of any applicable administrative regulations shall be provided to bidders with all bid specifications.

(cf. 9270 - Conflict of Interest)

Legal Reference: (See next page)

Bids (continued)

Legal Reference:

EDUCATION CODE

- 39643 Purchases through Department of General Services
- 39802 Bids and contracts for services
- 39873 Purchase of perishable foodstuffs and seasonable commodities
- 40000 Purchase of supplies through county superintendent
- 40001 Purchases by district governing board
- 40002 Purchases of other than standard supplies

GOVERNMENT CODE

- 4331-4334 Preference of California-made materials

PUBLIC CONTRACTS CODE

- 3410 United States produce and processed foods
- 12161 Definitions
- 12168 Preference for purchase of recycled paper products
- 12169 Bidders to specify percentage of recycled paper product
- 12200 Definitions
- 12210 Purchase of recycled products preferred
- 12213 Specification by bidder of recycled content
- 20107 Bidder's security
- 20111 Contracts over \$15,000 for work and over \$21,000 for materials or supplies; award to lowest responsible bidder
- 20111.5 Bidder questionnaire and financial statement; bid proposal form
- 20112 Advertisement for bids
- 20113 Emergencies; award of contract without bids or use of day labor or force account
- 20117 Identical bids
- 20118 Authorization of public corporation or agency to make leases or purchases
- 20118.1 Electronic data processing systems; bids
- 20118.4 Change without securing bids
- 20129 Bidder's security; performance bond
- 20189 Bidder's security

Policy
adopted: September 1990

NORRIS SCHOOL DISTRICT
Bakersfield, California

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Bids

Advertised Bids

Whenever letting contracts exceeding \$15,000 for work to be done or \$21,000 for material or supplies, the Superintendent or designee shall call for bids by advertising in a local newspaper at least once a week for two weeks. Unless otherwise authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Governing Board requires, or else all bids shall be rejected. (Public Contracts Code 20111, 20112)

When letting a contract for the procurement and/or maintenance of electronic data processing systems and supporting software, the Board may contract with any one of the three lowest responsible bidders. (Public Contract Code 20118.1)