BP 7040 Purchasing

7040.1 Purchasing of Goods and Services

Purchases of goods and services are to be made by the Office of Business Services in accordance with appropriate sections of the Education Code and other State codes, and shall not cause any District budget allocation to be exceeded.

(ECS 81641, 81645, 81645.5 and Public Contracts Code Section 20651)

7040.2 Adopted Budget is the Plan for Expenditures

The approved budget is the District Plan for expenditures during the fiscal year. The adoption of the budget by the Board indicates that approval is given for the purchase of or contracting for goods and services as indicated in the budget. The administration may proceed to procure such items or services as they are needed without further referral to the Board (Exceptions will be those items requiring formal bids and employment of personnel.) The warrant lists as approved by the Board will ratify such transactions.

7040.3 Obtaining Lowest Possible Competitive Prices

It is the policy of the Board to do business with local vendors to the maximum extent possible. However, the administration will ascertain that all goods, services, and leases are obtained at the lowest possible competitive prices taking into consideration desired quality and services. This will entail the consideration of all qualified vendors. Standardization of equipment may be required for efficient maintainability and reliability.

7040.4 Purchases, Services or Leases Not Requiring Bids

The Superintendent/President and Chief Business Officer are empowered to act for the board in making purchases or letting contracts for services, supplies, or leases which under the Education Code do not require publishing a notice calling for bids. These transactions shall be submitted for Board ratification through approval of the warrant list.

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BP 7040 Purchasing

7040.5 Purchases, Services, or Leases Requiring Bids

The Board shall award purchases, services, or leases under published notice calling for bids.

7040.6 Purchase Order Requirements

A. Materials may not be purchased or District obligations incurred without a purchase order signed by the Chief Business Officer or designated representative.

B. The District reserves the right to refuse payment of any invoices covering materials not listed on a District purchase order. Such invoices then become the personal obligation of the requisitioner.

C. Under no circumstances should an item be added to a purchase order after it has been issued. Goods must be ordered exactly as the items appear on the order unless an item is to be cancelled, in which case the District Business Office should be immediately notified.

D. The requisitioner is responsible for the exact order, certification, and receipts of goods. The receiving copy of the purchase order must be signed upon receipt of goods and returned to the District Business Office. This will certify that the invoice covering the order is ready for payment as far as receipt of goods is concerned. Order forms and related procedures are included in the Administrative Procedures.

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BP 7040 Purchasing

7040.7 Competitive Bidding

A. The Purchasing Office shall receive the bids, open and read them aloud in public at the time and place specified in the bid, check for regularity and compliance with legal requirements, and tabulate them.
(ECS 81641, Public Contract Code 20651)

B. The District reserves the right to make its selection of materials purchased based on its best judgment as to which articles substantially comply with the strength and quality required by the specifications.

(ECS 81641, 81644 and Public Contract Code 20651-20657)

7040.8 Items Costing Up to and Including $4,000

Purchases in this classification may be made on the basis of telephone or written quotations not less than three in number except for sole source or proprietary items. Sole source and proprietary item purchases may be made with certification by the requisitioner and approval by the Chief Business Officer. On any purchase of less than $500, the Business Office's recent experience or one telephone quotation will be sufficient. Notations on these quotations should be filed in the same manner as written quotations. Vendors of sole source and proprietary items will be evaluated annually. Vendors regularly used for purchases without the necessity of at least three quotations will be evaluated annually by securing current quotes.

7040.9 Items Costing Over $4,000 Up to and Including $50,000

Purchases in this classification will be made on the basis of not less than three written quotations.

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BP 7040 Purchasing

7040.10 General Bidding and Advertising Over $50,000

A. The Board of Trustees shall let any contracts involving an expenditure of more than $50,000 for any of the following:

1. The purchase of equipment, materials or supplies to be furnished, sold or leased to the District.

2. Services, except construction services.

3. Repairs, including maintenance as defined in *Section 20656*, that are not a public project as defined in *Public Contract Code Section 22002* © as follows:

Adopted: October 22, 1999