

---

PURCHASES SUBJECT TO BIDAll Purchases Except Construction Projects

It is the policy of the Board of Trustees that the interests of the taxpayers of this District be the primary consideration in determining bidding requirements. In order to do so, the bidding procedures shall provide equal opportunity to each responsible vendor to furnish supplies and equipment, and to keep the administration, Board and public informed on business matters.

Competitive bids, as appropriate, will be obtained in keeping with good practices. The Business Office shall prepare the bid specifications and general conditions.

Supplies, lease/rental, equipment and services costing \$20,000 or less may be purchased without solicitation of written bids. Prices may be established through verbal contracts with potential suppliers or other informal means of obtaining quotations.

Supplies, lease/rental, equipment and services costing more than \$20,000 must be purchased from the lowest responsible bidder after soliciting written quotations from two or more qualified suppliers.

Supplies, lease/rental, equipment and services costing \$52,000 or more must be purchased from the lowest responsible bidder meeting specifications after advertising for bids as herein provided. All bids received for purchases in excess of \$52,000 shall have bid security in an amount of not less than 5% of the bid. Bid security shall be in the form of certified check or bond with corporate surety.

Advertisement shall mean a notice published at least once a week for two weeks before the award of any contract in one or more newspapers, qualified to accept legal advertising, of general circulation in the District. In addition to public advertisement, bids may be solicited directly from such persons as may be deemed reliable and competent to furnish the item or items required.

---

WEST HILLS COMMUNITY COLLEGE  
Purchases Subject to Bid

---

## FINANCE

Whenever bids are advertised and solicited in accordance with these regulations, the bid proposals must be received by the Vice Chancellor of Business Services, or such persons designated by the Vice Chancellor of Business Services, in sealed form. The bids will be opened publicly with the general conditions and specifications prepared by the District. After they are opened, they will be referred to the Board of Trustees by the Chancellor for final analysis and recommendation for awarding, and will be subsequently awarded by the Board of Trustees. The Trustees shall accept the lowest responsible bid or bids, kind, quality, and materials being equal, but have the right to reject any or all bids or select a single item from any bid.

The above bid solicitation requirements will be adhered to in all procurement actions unless the State of California establishes more stringent requirements, in which case the State's requirements will be met.

### Construction Projects

Construction project bidding shall conform to Public Contract Code Section 22000, whereby local public agencies may perform work by force accounting costing up to \$25,000 and to let contracts by informal procedures public projects of \$75,000 or less. Public Contract Code Section 22034 requires the following informal bidding procedures:

- a. The District shall maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors list shall be determined by the commission.
- b. All contractors on the list for the category of work being bid or all construction trade journals specified in Public Contract Code Section 22030, or both all contractors on the list for the category of work being bid and all construction trade journals specified in Public Contract Code Section 22036, shall be mailed a notice inviting informal bids unless the product or services is proprietary.

---

WEST HILLS COMMUNITY COLLEGE  
Purchases Subject to Bid

---

## FINANCE

- c. All mailing of notices to contractors and construction trade journals pursuant to (b) shall be completed not less than ten (10) calendar days before bids are due.
- d. The notice inviting informal bids shall describe the project in general terms, how to obtain more detailed information about the project, and state the time and place for the submission of bids.
- e. The Board of Trustees delegates the authority to the Chancellor or other appropriate delegate.
- f. If all bids received are in excess of \$75,000, the Board of Trustees may, by passage of a resolution by a four-fifths (4/5) vote, award the contract, at \$80,000 or less to the lowest responsible bidder, if it determines the cost estimate of the public agency was responsible.

Education Code 72306, 81640, et seq., 82500 et seq.

Board approval date: 4/11/95

Revised: 3/10/98