

Business and Fiscal Affairs

AP 6330 PURCHASING

References:

Education Code Section 81656;
Public Contract Code Section 20650 et seq.

The purchasing of supplies, materials, apparatus, equipment and services shall be a centralized District Office function under the immediate direction of the Manager, Purchasing and Warehouse Services, who reports to the Vice Chancellor, Business Services.

The Procurement Guidelines are posted on the District's Business Services/Purchasing website under the Bidding Opportunities header.

Procurements made with grant funding will follow all applicable guidelines as outlined in the granting agency's letter of award. For federal grants this may include, but is not limited to, following the guidelines as detailed in the Federal Regulations. State funded grants may require special processing as noted in the grant. The responsibility for advising the Purchasing Department of any grant-related purchasing restrictions or requirements shall remain with the requesting department and grant awardee.

The Purchasing Department shall:

1. Verify that no bid requests are unlawfully split or separated into smaller work orders or projects for the purpose of evading the provisions of the Public Contract Code requiring work to be done by contract after competitive bidding. Bid and contract forms shall be prepared and maintained by the Vice Chancellor, Business Services or designee. All applicable statutory provisions and board policies shall be observed in preparation of the forms.
2. Include bid specifications with a definite, complete statement of what is required and, insofar as practical, shall include pertinent details of size, composition, construction, and/or texture of what is specified, and minimum standards of efficiency, durability, and/or utility required of what is specified. Every effort shall be made to purchase the highest quality supplies, equipment, and services for the best possible price. The Vice Chancellor, Business Services or designee shall be responsible for ensuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding. All bidders shall be given an equal opportunity to qualify for District business with all purchasing to be done without favor, prejudice, or discrimination.

3. Ensure that the appropriate bid process is followed if the purchase of supplies, materials, apparatus, equipment, and services is under or in excess of the monetary limits in state law.
 - Receive and award all bids, proposals, or quotations, as governed by state law, for the purchase of all supplies, materials, apparatus, equipment, and services. Any and all bids, proposals, or quotations may be rejected by the District.
 - Awarding of bids or quotations shall be made to the lowest responsive and responsible bidder substantially meeting the requirements of the specifications. The District reserves the right to make its selection of services based on its best judgment as to which proposal substantially complies with the quality required by the specifications.
4. Issue all purchase orders for supplies, materials, apparatus, equipment, and services. It shall conduct the business of expediting orders, handling exchanges or returns, and any price adjustments that may be necessary.
5. Coordinate the disposal of all surplus which includes supplies, furniture, fixtures, and equipment that may be obsolete, or beyond repair. (Also see BP/AP 6550 titled Disposal of Property and Education Code Section 81452)

Also see AP 6345 titled Informal Bids and Contracts – UPCCAA and AP 6350 titled Contracts – Formal Bids and Construction

Date Approved: March 18, 2014

(This new procedure replaces current Administrative Rules and Procedure 3310)