

Finance and Supporting Services

C. Purchasing/Bidding

3310 Purchasing and Contracting*

It shall be the policy of the Board that all purchasing and contracting for goods and services shall be conducted in accordance with the Education Code, the Public Contract Code, and all other applicable State and Federal regulations.

All public works contracts shall be made pursuant to the Uniform Public Construction Cost Accounting Act (the "Act"), found in the California Public Contract Code section 22000 et. seq. The Board has adopted the Uniform Public Construction Cost Accounting Procedures as set forth in the Act.

Expenditures shall not exceed the approved appropriation as itemized in the official budget unless specifically authorized by action of the Board.

The Board, in accordance with Education Code section 81655, has approved the following policy sections:

The Chancellor shall be authorized to solicit contracts for goods and services in advance of the action of the Board. The Chancellor shall report a summary of solicitations on the agenda of the next regularly scheduled public meeting of the Board of Trustees.

The Chancellor shall be authorized to award contracts of \$125,000 or less for goods and services in advance of the action of the Board. The Chancellor shall report contract awards for ratification by the Board at the next regularly scheduled public meeting.

For contracts of 30,000 or less, the Chancellor shall report such action for ratification by the Board at a subsequent meeting as part of the approval of the commercial warrants register. The warrants for payment may be mailed upon return and proper signature by the Alameda County Superintendent of Schools.

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In those instances in which compliance with the State and Federal regulations require that contracts be made by means of advertised bids, the Chancellor shall comply with such regulations.

The procedures to implement this policy are included in the Administrative Rules and Procedures.