BIDS AND CONTRACTS

Limits
Bids or quotations shall be secured as may be necessary to obtain the lowest possible prices as follows:

- Purchase of goods or services up to the [limits set out in the Public Contract Code] will require documented quotes.
- Purchase of goods or services in excess of the [limits set out in the Public Contract Code] will require formal advertised bids.

Contracts involving expenditures that require competitive bidding require approval by the Board of Trustees prior to award.

Note: The bid minimums are annually readjusted by the Board of Governors as required by Public Contract Code Section 20651(d); the 1/1/2008 adjustment increased the minimum for materials or supplies to $72,400. The current bid minimum can be found at http://www.cde.ca.gov/fg/ac/col/.

Bid/Piggyback Bid Specifications
Bid specifications shall include a definitive, 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.

Notice Calling for Formal Advertised Bids
The District shall publish at least once a week for two weeks in a newspaper of general circulation circulated within the District or one of the major cities within the District, then in some newspaper of general circulation, circulated in the county, and may post on the College of the Sequoias Web site or through an electronic portal, a notice calling for bids or proposals, stating the materials or supplies to be furnished and the time and place when bids will be opened. The College of the Sequoias may accept a bid that was submitted either electronically or on paper, as long as the electronic document is time stamped prior to bid opening and was sent to the stated receiver of said bids.

Vendor forms shall be prepared and maintained by Administrative Services. All applicable statutory provisions and board policies shall be observed in preparation of the forms.


September 23, 2008