

PURCHASING
AUTHORITY

~~The Board delegates to the Superintendent or designee the authority to determine the method of purchasing, in accordance with CH(LEGAL), and to make budgeted purchases. However, any purchase that costs or aggregates to a cost of \$25,000 or more shall require Board approval before a transaction may take place, except as specified in items 2 and 3 below at AWARD OF BIDS AND EXECUTION OF CONTRACTS.~~

The Board delegates to the Superintendent or designee the authority to determine the method of purchasing, in accordance with CH (LEGAL). The Board further delegates the authority to make budgeted purchases, unless:

~~The Superintendent or designee shall have the authority to determine the method of purchasing to be used, in accordance with CH(LEGAL), and to make budgeted purchases unless:~~

- ~~1. State law requires the Board to make or approve a purchase, or~~
- ~~2. The purchase costs **exceed** or aggregates to a cost of at least \$25,000-\$50,000 , an amount that shall require Board approval~~

The purchase of budgeted regulated utility services and payments for professional services contracts that the Board has previously awarded will not require additional approval.

COMPETITIVE
BIDDING

If competitive bidding is chosen as the purchasing method, the Superintendent or designee shall prepare bid specifications. All bids shall be submitted in sealed envelopes, plainly marked with the name of the bidder and the time of opening. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified

time shall not be considered. **All bids shall be advertised in accordance with Education Code 44.031(g) and CH(LEGAL).**

The District may reject any and all bids.

AWARD OF
BIDS AND
EXECUTION
OF
CONTRACTS

Bids or contracts that ~~meet any one of the following criteria and are not subject to the terms of the emergency provisions set forth below,~~ shall be presented to the Board for approval and award: **exceed \$50,000 shall be presented to the Board for approval and award. All other bids may be awarded by the Superintendent or designee.**

- ~~1. The amount of the bid or contract equals or exceeds \$25,000;~~
- ~~2. The bid award will be funded with bond proceeds provided the bid equals or exceeds the minimum statutory limit for bidding; or~~
- ~~3. The bid is subject to a protest.~~

~~All other bids may be awarded by the Superintendent or designee.~~

It shall be considered an emergency for the purposes of this policy if the timely award of a bid or execution of a contract is critical to the progress and/or completion of an existing project and such award and/or execution cannot be made by the Board within two weeks from the date of the bid opening or the existence of the emergency. In such emergency, the Superintendent or designee shall be authorized to approve, award, and/or execute any bid or contract. Any bid awarded under this provision shall be reported to the Board at the next Board meeting.

All contracts authorized and awarded by the Board as well as contracts not requiring Board approval, shall be signed by the Superintendent or designee. The Superintendent or designee shall promulgate and enforce regulations for the approval and award of contracts that are not subject to Board approval. This policy does not apply to contracts for certified employees.

COMPETITIVE
SEALED
PROPOSALS

If competitive sealed proposals are chosen as the purchasing method, the Superintendent or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be submitted in sealed envelopes, plainly marked with the name of the proposer and the time of opening. Proposals received after the specified time shall not be considered. Proposals

shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time for opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened. **All proposals shall be advertised in accordance with Education Code 44.031(g) and CH(LEGAL).**

The District may reject any and all proposals.

RESPONSIBILITY FOR DEBTS	The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; persons making unauthorized purchases shall assume full responsibility for all such debts.
PURCHASE COMMITMENTS	All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.
PERSONAL PURCHASES	District employees shall not be permitted to purchase supplies or equipment for personal use through the District's business office.

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