

**Coast Community College District**  
**BOARD POLICY**  
Chapter 6 Business and Fiscal Affairs

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**BP 6340 Bids and Contracts**

**References:**

Education Code Sections 81641 et seq;  
Public Contracts Code Sections 20650, et seq.;  
Public Contracts Code Section 7101;  
Public Contracts Code Section 7204;  
Government Code Section 53069.85;  
Board Policy 6500 and Administrative Procedure 6500 District Real Property;  
Board Policy 3810 and Administrative Procedure 3810 Claims Against the District;  
Board Policy 6540 and Administrative Procedure 6540 Insurance and Authority to Settle Minor Claims

The Board delegates to the Chancellor the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are in written form and are approved or ratified by the Board.
- Contracts for work to be done, services, including professional services, to be performed, or for goods, equipment, or supplies to be furnished or sold to the District that exceed the amount specified in Public Contract Code (“PCC”) Section 20651(a), as amended annually under PCC Section 20651(d), shall require prior approval by the Board. Irrespective of whether bids are required under the PCC, the Chancellor may approve, subject to subsequent Board ratification, only those contracts which do not exceed, the amount specified in PCC Section 20651(a), as amended annually.
- Contract amendments to previously approved or ratified contracts that do not exceed the amount specified in PCC 20651(a), as amended annually, may be submitted for ratification by the Board. Contract amendments that exceed the amount specified in PCC 20651(a), as amended annually, shall require prior approval by the Board.
- Contracts involving revenue for the District, or no cost to the District, may be submitted for ratification by the Board.
- When bids are required pursuant to law, each contract shall be awarded to the lowest responsible bidder or, if permissible by law, to the bidder presenting the best value to the District who meets the specifications published by the District. Such bidder may be required to provide such forms of security as the Board may require. The District reserves the right to reject all bids.

In the interest of seeking qualified contractors to perform public works projects, the Chancellor, or designee, may conduct a uniform pre-qualification, on the basis of questionnaire and financial statements, in accordance with PCC Section 20651.5. Public works contracts may include (1) an early completion incentive (Government Code 53069.85), (2) an extra compensation incentive (PCC Section 7101), (3) and increased

retention amount (PCC 7204, or (4) any combination of the three, if the Chancellor, or designee, concludes that doing so is in the best interests of the District.

If the Chancellor concludes that the best interests of the District will be served by a contract, lease, requisition, or purchase order through a public corporation or agency in accordance with PCC Section 20652, the Chancellor is authorized to proceed with such a contract.

Adopted February 5, 2003  
Renumbered from CCCD Policy 040-1-2.2, Fall 2010  
Revised February 8, 2012  
Revised December 2, 2013  
Revised November 19, 2014  
Revised February 6, 2019  
Reviewed April 19, 2023