



Board Policy
Chapter 6 – Business & Fiscal Affairs

BP 6340 BIDS AND CONTRACTS

The Board of Trustees delegates to the Superintendent/President the authority to enter into contracts on behalf of the District and to establish administrative regulations for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board.
- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contract Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District.
- When the District determines that, according to Public Contract Code Section 20651.7, it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may select and award the contract based on best value in accordance with AR 6340.
- In any bidding process, the bidder shall give such security as the District requires.
- In its sole discretion, the District may reject all bids received.

If the Superintendent/President concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contract Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition, or purchase order through any other public corporation or agency in accordance with Public Contract Code Section 20652, the Superintendent/President is authorized to proceed with a contract.

Business Diversity and Local Providers

The Santa Monica Community College District is committed to increasing the participation of minority-owned business enterprises (MBE), women-owned business enterprises (WBE), Veteran-owned business enterprises, and local providers in the procurement activities of the college.

Also see BP/AR 6330 Purchasing, AR 6340 Bids and Contracts, AR 6350 Contracts – Construction, AR 6360 Contracts – Electronic Systems and Materials, AR 6365 Contracts – Accessibility of Information Technology, AR 6370 Contracts – Personal Services, and AR 6380 Vendors.

References:

Education Code Sections 71028, 81641 et seq., 81655, and 81656;
Public Contract Code Sections 20650 et seq. and 10115;
Government Code Section 53060;
ACCJC Accreditation Standard III.D.16;
2 Code of Federal Regulations Part 200.318

Adopted: June 5, 2000 (for BP 6340); August 7, 2000 (for BP 6260);
September 7, 2008 (for BP 6255)

Revised: December 4, 2018, August 1, 2023

(Replaces SMC BP 6255, BP 6260, and BP 6340)