

HARTNELL COMMUNITY COLLEGE DISTRICT

BP 6340 Bids and Contracts - Goods and Services

Reference: Education Code Sections 81641 et seq.; Public Contract Code Sections 20650 et seq.; Government Code Section 53060; Title 5 Sections 59130 et seq.; 2 Code of Federal Regulations Part 200.318

The Board delegates to the Superintendent/President 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 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 Contracts Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contracts Code Section 20651, 20111 (a), 22002(c), the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.

If the Superintendent/President or the Superintendent/President's delegate concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contracts 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 Contracts Code Section 20652, the Superintendent/President is authorized to proceed with a contract.

Adopted: Board of Trustees: January 13, 2015
Replaced BP 2230

See Board Policy 6300

See Administrative Procedures 6300, 6340, 6341, 6345, 6346, 6350, 6365, and 6370

HARTNELL COMMUNITY COLLEGE DISTRICT

BP 6341 Selection of Contractor Based Upon Best Value

References: Pub. Cont. Code § 20651.7; BP 6340

The Board has determined that for certain services and procurement of materials, equipment and supplies, 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 by selecting the lowest responsible bidder on the basis of best value.

Best value means the most advantageous balance of price, quality, services, performance, and other elements and determined by objective performance criteria that may include price, features, long-term functionality, life-cycle costs, overall sustainability, and required services.

Any contract award based on best value shall be awarded based upon criteria set forth in a request for proposal that objectively evaluates, as applicable, to the particular services or project.

The Board shall award the contract at an open public meeting, identifying the bidder to which the award is made, the price proposal of the contract awarded the contract, and the overall combined rating on the request for proposal evaluation factors. The announcement shall also include the ranking of the contractor awarded the contract in relation to all other responsive bidders and their respective price proposals and summary of the rationale for the contract award.

See Administrative Procedure 6341

Approved by Board of Trustees: August 5, 2014

HARTNELL COMMUNITY COLLEGE DISTRICT

BP 6345 Construction Change Orders

Reference: Public Contract Code 20651, 20655, 20659

The Superintendent/President or designee is authorized to issue and execute change orders on behalf of the District which increase the cost of a construction project and contract subject to the following conditions:

- (a) individual change orders shall not exceed the amount specified in the applicable Public Contract Code Section 20651, 20655, or 20659
- (b) or ten percent (10%) of the original contract price, whichever is greater.

The Superintendent/President or authorized designee is authorized to direct the performance by the contractor/vendor under a Change Order.

The Superintendent/President or designee is authorized to issue and execute change orders on behalf of the District which decrease the cost of a construction project.

Change orders shall be ratified by the Board.

Adopted: 4/5/11

HARTNELL COMMUNITY COLLEGE DISTRICT

BP 6365 Accessibility of Information Technology

References: Section 508 of the Rehabilitation Act of 1973 (29 U.S. Code Section 794d); 36, Code of Federal Regulations Sections 1194.1 et seq.; Government Code Section 11135; Title 5 Sections 59300 et seq.

Whenever the District enters into a contract for the purchase, development, procurement, maintenance or use of any electronic or information technology, the vendor shall certify that it complies with the requirements of Section 508 of the Rehabilitation Act of 1973 and its related regulations. This requirement shall apply to all electronic or information technology, including, but not limited to, software applications, operating systems, web-based intranet and internet information and applications, telecommunications products, video or multimedia products, self-contained closed products such as copiers, and desktop and portable computers.

See Administrative Procedure 6365

Approved by the Board of Trustees: 11/4/2014

HARTNELL COMMUNITY COLLEGE DISTRICT

BP 6520 Security for District Property

References: Education Code Sections 81600 et seq., ACCJC Accreditation Standard 3.8

The superintendent/president shall establish procedures necessary to manage, control, and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

Adopted Board of Trustees: January 13, 2015
See Administrative Procedure 6520