

# Liberty Union High School District

## Board Policy

Classification: Business

Policy No. **BP3311**

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Effective 9/25/91

Revised

Subject: Bids

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The district shall purchase equipment, supplies, and services on a competitive bidding basis when required by law. Care shall be taken to observe all statutory requirements for bidding and bidding procedures. In addition, the District shall solicit formal bids whenever it appears to be in the best interest of the District to do so.

To ensure that good value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery, and service required.

To assist the district in determining whether bidders are responsible, the Board may require prequalification procedures as allowed by law and specified in administrative regulation. A copy of any applicable administrative regulations shall be provided to bidders with all bid specifications.

(cf. 9270 - conflict of Interest)

### Legal References:

#### Education Code

39643 Purchases through Department of General Services

39802 Bids and contract for services

39873 Purchase of perishable foodstuffs and seasonable commodities

40000 Purchase of supplies through county superintendent

40001 Purchases by district governing board

40002 Purchases of other than standard supplies

#### Government Code:

4331-4334 Preference of California made materials

#### Public Contract Code:

3410 United States produce and processed foods

12161 Definitions

12168 Preference for purchase of recycled paper products

12169 Bidders to specify percentage of recycled paper product

12200 Definitions

12210 Purchase of recycled products preferred

12213 Specification by bidder of recycled content

10107 Bidders Security

20111 Contracts over \$15,000 for work and over \$21,000 for materials or supplies; awarded to lowest responsible bidder

20111.5 Bidder questionnaire and financial statement; bid proposal form

20112 Advertisement for bids

20113 Emergencies; award of contract without bids or use of day labor or force account

20117 Identical bids

20118 Authorization of public corporation or agency to make leases or purchases

20118.1 Electronic data processing systems: bids

20118.3 Supplementary texts, library books, etc.; purchase without estimates or bids

20129 Bidders security; performance bond

20189 Bidder's security