

Business and Noninstructional Operations

BIDS

The Governing Board is committed to promoting public accountability and ensuring prudent use of public funds. When leasing, purchasing, or contracting for equipment, materials, supplies, or services for the district, including when contracting for public projects involving district facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law or if the Board determines that it is in the best interest of the district such contracts shall be made using competitive bidding.

No work, project, service or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding. (Public Contract Code 20116)

The Superintendent or designee shall establish comprehensive bidding procedures for the district in accordance with Government Code 54202, and that meet the requirements for bidding procedures specified in law. The procedures shall include a process for advertising bids, instructions and timelines for submitting and opening bids, and other relevant requirements.

For award of contracts which, by law or Board policy, require prequalification, the procedures shall identify a uniform system for rating bidders on the basis of a completed questionnaire and financial statements which will emphasize where allowable by law best value for example longevity, references and extensive experience.

When calling for bids, the Superintendent or designee shall ensure that the bid specifications clearly describe in appropriate detail the quality, delivery, and service required, and include all information which the district knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.

Except as authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to lease or purchase any personal property to the extent authorized by law. (Public Contract Code 20118)

Legal Reference:

State

Bus. Code 7056

Bus. Code 7057

Code of Civil Procedure 446

Ed. Code 17070.10-17079.30

Ed. Code 17250.10-17250.55

Ed. Code 17250.60-17250.69

Ed. Code 17406

Description

[General engineering contractor](#)

[General building contractor](#)

[Verification of pleadings](#)

[Leroy F. Greene School Facilities Act](#)

[Design-build contracts](#)

[Alternative design-build contracts](#)

[Lease-leaseback contract](#)

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Ed. Code 17595

Ed. Code 17602

Ed. Code 38083

Ed. Code 38110-38120

Ed. Code 39802

Gov. Code 4217.10-4217.18

Gov. Code 4330-4334

Gov. Code 53060

Gov. Code 54201-54205

Gov. Code 7920.530

Pub. Cont. Code 1102

Pub. Cont. Code 1103

Pub. Cont. Code 12200

Pub. Cont. Code 2000-2002

Pub. Cont. Code 20101-20103.7

Pub. Cont. Code 20103.8

Pub. Cont. Code 20110-20118.4

Pub. Cont. Code 20189

Pub. Cont. Code 22000-22045

Pub. Cont. Code 22152

Pub. Cont. Code 3000-3010

Pub. Cont. Code 3400

Pub. Cont. Code 3410

Pub. Cont. Code 4113

Pub. Cont. Code 6102

Pub. Cont. Code 6610

Management Resources

Attorney General Opinion

CA Department of General
Services PublicationCA Department of General
Services PublicationCA Department of Industrial
Relations Publication

Court Decision

Court Decision

Description[Purchase of supplies through Department of General
Services](#)[Purchase of surplus property from federal agencies](#)[Purchase of perishable foodstuffs and seasonal
commodities](#)[Apparatus and supplies](#)[Transportation services](#)[Energy conservation contracts](#)[California made materials](#)[Special services and advice](#)[Purchase of supplies and equipment by local agencies](#)[Definition of public record](#)[Definition of emergency](#)[Definition; responsible bidder](#)[Definitions, recycled goods, materials and supplies](#)[Responsive bidders](#)[Public construction projects; requirements for bidding](#)[Award of contracts](#)[Local Agency Public Construction Act; school districts](#)[Bidder's security; earthquake relief](#)[Uniform Public Construction Cost Accounting Act](#)[Recycled product procurement](#)[Roofing projects](#)[Bid specifications](#)[U.S. produce and processed foods](#)[Prime contractor; subcontractor](#)[Bribery of public official; voidable contract](#)[Bid visits](#)**Description**

89 Ops.Cal.Atty.Gen. 1 (2006)

[Office of Public School Construction, Piggyback Contracts](#)[Office of Public School Construction Notification to
School Districts Regarding Use of Piggyback Contracts for
SAB-Administered Programs, July 2022](#)[Model Prequalification Questionnaire](#)City of Inglewood-Los Angeles County Civic Center
Authority v. Superior Court, (1972) 7 Cal.3d 861Great West Contractors Inc. v. Irvine Unified School
District, (2010) 187 Cal.App.4th 1425

Business and Noninstructional Operations**BIDS**

Legal Reference:

Management Resources**Description**

Court Decision

Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449

Court Decision

Los Angeles Unified School District v. Great American Insurance Co., (2010) 49 Cal.4th 739

Court Decision

Marshall v. Pasadena Unified School District, (2004) 119 Cal.App.4th 1241

Website

[CSBA District and County Office of Education Legal Services](#)

Website

[California Department of General Services](#)

Website

[CSBA](#)

Website

[California Department of Education](#)

Website

[California Association of School Business Officials](#)

Policy Adopted: July 5, 1990
 Revised April 17, 1997
 Revised June 9, 2016
 Revised February 8, 2024
 Revised December 11, 2025

WESTMINSTER SCHOOL DISTRICT
 Westminster, California