

PURCHASING

BP No. 6330

Board Adopted: 12/12/63; 9/8/71; 10/10/73; 1/10/79; 1/14/81; 2/9/83; 11/9/88;
10/11/96; 11/10/04; 1/13/16

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- I. The Superintendent/President is delegated the authority to purchase supplies, materials, apparatus, equipment, and services necessary for the efficient operation of the District.

No such purchase shall exceed the amounts specified in the California Public Contract Code unless allowed by exceptions stated in code.

Examples:

- A. Public Contract Code Section 20652 (Purchase through public corporations without advertising for bids)
 - B. Public Contract Code Section 20653 (Purchasing materials through the Department of General Services)
 - C. Public Contract Code Section 20654 (Emergency work)
- II. When soliciting proposals which are below bid threshold and two or more identical bids are received, preference shall be given in the following priority:
- A. Service record of bidder;
 - B. Bidder whose business is located within the Rio Hondo Community College District boundaries;
 - C. District may draw by lot which bid is accepted (G.C. 53064).
- III. Pursuant to provisions requiring competitive bidding when two or more identical lowest or highest bids as the case may be the District may draw by lot which bid shall be accepted. (G.C. 53064)
- IV. All such transactions shall be reviewed by the Board of Trustees every sixty (60) days.
- V. The Superintendent/President shall notice the Board on a regular Board Meeting Agenda, quarterly, of suppliers, vendors, and other purchases when the annual aggregate of multiple expenses to one supplier or vendor exceeds the current bid threshold for equipment, materials, supplies, and services.

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- VI. Purchasing and contracting for supplies and equipment for public projects shall be based on sound business practices, Board policies, and Administrative Procedures currently in effect, and shall be effected in accordance with Business & Professionals Code, Civil Code, California Code of Regulations, Education Code, Governmental Code, Health and Safety Code, Labor Code, Public Contract Code, Public Resources Code, and Revenue and Taxation Code.
- VII. Sound Business Practices recognizes that the exact approach for operational risk management will depend upon a range of factors, including size, sophistication, nature, and complexity of the activity, including the following:
 - A. Clear strategies and oversight by directors and senior management;
 - B. Strong internal control structure;
 - C. Clear lines of responsibility and segregation of duties;
 - D. Effective internal reporting;
 - E. Contingency planning.
- VIII. All purchases shall be reviewed by the Director of Contract Management and Vending Services or Vice President of Finance and Business for best possible price, quality, and delivery requirements, consistent with Board policies and Administrative procedures.
- IX. Purchases made by individuals or departments without authorization and fiscal approval are the financial responsibility of the individual who made the unauthorized purchase.
- X. The District shall allow all businesses the opportunity to provide their services to the District by reaching out to the local business community through advertisements, workshops, and prequalification efforts.
- XI. The District shall conduct an annual vendor fair for the purpose of outreach, creating a prequalification pool of vendors, and providing information on current, routine, foreseeable opportunities. Vendors will not be limited to only a "pre-qualified" pool.

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- XII. The District shall create an annual pool of pre-qualified vendors of various services to consider in future opportunities that are less than bid threshold. Those on the list shall be given notice of opportunities within the scope of their services. The list shall be updated annually. Vendor applications shall be good for a period of two years after which they shall expire. The District shall provide procedures that provide for a uniform system of rating on the basis of a questionnaire for projects under bid threshold, which may include:
- XIII. The Superintendent/President is encouraged to consider bidders from a prequalification pool.
- XIV. The Superintendent/President is authorized to purchase supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals in any amount needed for the operation of the schools of the District without taking estimates or advertising for bids (EC81651).
- XV. The Superintendent/President is authorized to make purchases up to \$3,000 of surplus property without prior Board approval. All such purchases shall be submitted to the Board of Trustees for ratification.
- XVI. The Superintendent/President may purchase from the federal government or any public agency thereof any surplus property, as defined in the Surplus Property Act of 1944, in any amount needed for the operation of the schools of the District without taking estimates or advertising for bids (EC 81653).
- XVII. Continuing contracts for work to be done, services to be performed, or for apparatus or equipment to be furnished, sold, built, installed, or repaired for the District, or for materials or supplies to be furnished or sold to the District may be made with an acceptable vendor as follows: for work or services, or for apparatus or equipment, not to exceed five years; for materials and supplies, not to exceed three years (EC81644).

XVIII. Sources/References

Public Contract Code Sections 20118, 20651, 20652, 20654, et seq.,
Education Code sections 81641, 81656, et. Seq.,
Government Code Section 53060 et Seq. and College Procedures.
ACCJC Accreditation Standard III.A.1