

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.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 3000 - Concepts and Roles)

(cf. 3230 - Federal Grant Funds)

(cf. 3300 - Expenditures and Purchases)

(cf. 3311.1 - Uniform Public Construction Cost Accounting Procedures)

(cf. 3311.2 - Lease-Leaseback Contracts)

(cf. 3311.3 - Design-Build Contracts)

(cf. 3311.4 - Procurement of Technological Equipment)

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 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.

(cf. 9270 - Conflict of Interest)

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

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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:

EDUCATION CODE

17070.10-17079.30 - *Leroy F. Greene School Facilities Act*

17250.10-17250.55 - *Design-build contracts*

17406 - *Lease-leaseback contracts*

17595 - *Purchase of supplies through Department of General Services*

17602 - *Purchase of surplus property from federal agencies*

38083 - *Purchase of perishable foodstuffs and seasonable commodities*

38110-38120 - *Apparatus and supplies*

39802 - *Transportation services*

BUSINESS AND PROFESSIONS CODE

7056 - *General engineering contractor*

7057 - *General building contractor*

CODE OF CIVIL PROCEDURE

446 - *Verification of pleadings*

GOVERNMENT CODE

4217.10-4217.18 - *Energy conservation contracts*

4330-4334 - *Preference for California-made materials*

6252 - *Definition of public record*

53060 - *Special services and advice*

54201-54205 - *Purchase of supplies and equipment by local agencies*

PUBLIC CONTRACT CODE

1102 - *Emergencies*

1103 - *Definition, responsible bidder*

2000-2002 - *Responsive bidders*

3000-3010 - *Roofing projects*

3400 - *Bids, specifications by brand or trade name not permitted*

3410 - *United States produce and processed foods*

4113 - *Prime contractor; subcontractor*

6610 - *Bid visits*

12200 - *Definitions, recycled goods, materials and supplies*

20101-20103.7 - *Public construction projects, requirements for bidding*

20103.8 - *Award of contracts*

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20110-20118.4 - Local Agency Public Construction Act; school districts

20189 - Bidder's security, earthquake relief

22000-22045 - Alternative procedures for public projects (UPCCAA)

22152 - Recycled product procurement

COURT DECISIONS

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

Great West Contractors Inc. v. Irvine Unified School District, (2010) 187 Cal.App.4th 1425

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

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

City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861

ATTORNEY GENERAL OPINIONS

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

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Association of School Business Officials: <http://www.casbo.org>

California Department of Education: <http://www.cde.ca.gov>

California Department of General Services: <https://www.dgs.ca.gov>

Policy

PASADENA UNIFIED SCHOOL DISTRICT

Adopted: July 9, 1996

Pasadena, California

Revised: April 24, 2014; July 28, 2016; February 23, 2017