

When feasible, the Purchasing and Material Management Department will develop more than one source of supply to encourage competition, avoid charges of favoritism, and ensure deliveries.

Business Diversity

The district is committed to increasing the participation of minority-owned business enterprises (MBE), women-owned enterprises (WBE), and disabled-veteran-owned enterprises (DVBE) in the procurement activities of the college.

Delegation of Authority

The board through the superintendent/president delegates the authority to purchase on a ratification basis up to the current Public Code bid level as specified in Public Contract Code sections 20651, et seq. to the vice president, administrative services, and/or the director of purchasing and material management.

Only the district superintendent/president, the vice president, administrative services, the director of purchasing and material management, or other person as designated by board resolution shall be authorized to represent the district and to execute documents or agreements arising from the purchasing and contracting function.

Bids and Advertising

Every transaction between the district and a purveyor of supplies, equipment, or services exceeding the annually prescribed bid limit as stated in Public Contracts Code section 20651 shall be formalized by advertising for bids or proposals, written specifications and a written agreement in a legally prescribed form. At the discretion of the director of purchasing and material management, the formal bid process may be waived if the interests of the district are best served by a contract, lease or purchase order issued through any other public agency or corporation in accordance with Public Contract Code section 20652. An acknowledged purchase order may replace the written agreement at the discretion of the director of purchasing and material management.

Professional services may be exempted from this requirement by the