Santa Barbara Unified School District
Board Policy

Business and Non-Instructional Operations BP 3311

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

**ATTORNEY GENERAL OPINIONS**

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

SANTA BARBARA UNIFIED SCHOOL DISTRICT
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