

DOES THE CONTRACT NEED BOARD APPROVAL?

Per Board Policy 3310, the Board may, by a majority vote, delegate to the Superintendent or designee the authority to enter into contracts on behalf of the district. To be valid or to constitute an enforceable obligation against the District, all such contracts must be approved and/or ratified by the Board. The only administrators authorized by the Board to sign contracts are the Superintendent and Assistant Superintendents, Business Service

Amount Range	Board Item Type	Instructions
Up to \$4,999.99	Purchase Order	Does not require prior board approval but will be ratified. A purchase order must be issued before supplies are ordered or work begins.
\$5,000 to \$14,999.99 and Zero Cost contracts	Consent Agenda	The contracting department will place the contract on the consent agenda for Board ratification, unless it is determined by the Superintendent that the Board would likely prefer to vote on the contract. A physical contract must be executed; it can be either the District's template or the vendor's contract, but the District's contract is preferred as it has all of the necessary provisions in it. Independent contractors and consultants must pass the IRS guidelines. A purchase order and contract must be signed before supplies are ordered or work begins.
\$15,000 up to Bid Limit	Action Item	For projects not considered ' <u>Public Works</u> ' projects. The contracting department will take a formal contract as a separate action item to the Board for approval. A physical contract must be executed. Supplies cannot be purchased, services cannot begin, and the contract cannot be signed until the Board approves the contract. Independent contractors and consultants must pass the IRS guidelines. A purchase order and contract must be signed before supplies are ordered or work begins.

At or above Bid Limit	Action Item	<p>For Public Works projects* over \$15,000. Also for supplies/materials/equipment/services (such as maintenance and repairs) that are either sold or leased to the District that are valued over the Bid Limit shown below. A physical contract must be executed. Supplies cannot be purchased, services cannot begin, and the contract cannot be signed until the Board approves the contract. When such contracts are over the bid limit, they must be competitively bid or be subject to a “piggyback” contract that allows use of a competitively bid contract for the exact types of supplies or services in the bid. Independent Contractors and consultants must pass the IRS guidelines.</p> <p>A purchase order and contract must be signed before supplies are ordered or work begins.</p>
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2018 Bid Limits	Description
\$15,000	*Public Works projects are defined by Labor Code 1720(a)(1)-(7) as “construction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part out of public funds. “ Not adjusted annually.
\$90,200	Items subject to competitive bidding: purchase or lease of equipment, materials or supplies; services that are not construction; and repairs/maintenance as defined in PCC Section 20115 that are not public works. Adjusted annually for inflation.