



# BOARD POLICY

No. 605

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## CONTRACTS, BIDS AND PURCHASES

This policy is intended to balance the District's interest in allowing the expeditious approval of transactions with the District's interest in maintaining appropriate control of District expenditures and ensuring that the District is adequately represented from a legal perspective.

To expedite the execution of certain District transactions, the Board of Trustees authorizes the Superintendent/President to sign, on behalf of the Board of Trustees, any and all documents necessary to implement particular transactions.

Board approval is required prior to the following transactions:

- Bid awards on facility construction projects above \$125,000.
- Purchase of goods or services above the bid limit established in the Public Contract Code.
- Hiring of contract academic employees, classified employees, and administrators.
- Collective bargaining agreements.
- Real property purchases.

Board ratification is required for the following transactions:

- Real property leases.
- Hiring of short term temporary employees, hourly temporary academic employees, and approval of volunteers.
- Routine contracts.
- Agreements settling lawsuits and claims.
- Other transactions as required by law.

### Contracts

The Superintendent/President is authorized and empowered to contract in the name of the District subject to provisions of law and to approval or ratification by the Board of Trustees. Contracts for ratification will be presented to the Board on a quarterly basis. (Education Code §§ 81655 and 81656)

Any contractor performing work or providing services for the District must certify that there is no discrimination in the company's hiring or employment practices because of sex, race, color, ancestry, national origin, or religious creed.

### Bidding and Quotation Procedure

Where it is legally required or if it is determined by the Superintendent/President to be in the best interest of the District to do so, supplies and work to be done shall be purchased on a competitive bid or quotation basis.

### Construction Project Change Orders

The Board of Trustees delegates the authority to the Superintendent/President to authorize construction project change orders, subject to the subsequent ratification of the Board.

The total dollar amount of all change orders on a given construction project shall not exceed 10 percent of the dollar amount of the construction contract.

#### Purchasing of Supplies and Equipment

The District is guided by appropriate legal provisions for purchase of supplies and equipment, and for work to be done. (Education Code §§ 81641-81656 and Public Contract Code § 20651)

The Superintendent/President will ensure that District purchasing procedures comply with the District's conflict of interest policy. The District recognizes its responsibilities as a public agency to afford all qualified businesses equal opportunity to participate in the bid process.

Other things being equal, purchases of supplies and equipment shall be made within the area served by the District.

*Adopted: March 3, 1982*  
*Revised: June 4, 2008*