

# Santa Barbara Unified School District

## Board Policy

BP 3311

### Business and Non-Instructional Operations

#### BIDS

The district shall purchase equipment, supplies and services using competitive bidding when required by law and in accordance with statutory requirements for bidding and bidding procedures. In those circumstances where the law does not require competitive bidding, the Governing Board may request that a contract be competitively bid if the Board determines that it is in the best interest of the district to do so.

When the Board has determined that it is in the best interest of the district, the Board may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law.

To ensure that good value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.

To assist the district in determining whether bidders are responsible, the Board may require prequalification procedures as allowed by law and specified in administrative regulation.

*(cf. 9270 - Conflict of Interest)*

#### Legal Reference:

##### EDUCATION CODE

17595	<i>Purchases through Department of General Services</i>
38083	<i>Purchase of perishable foodstuffs and seasonable commodities</i>
38110	<i>Purchase of supplies through county superintendent</i>
38111	<i>Purchases by district governing board</i>
38112	<i>Purchases of necessary supplies</i>
39802	<i>Transportation bids and contracts for services</i>

##### GOVERNMENT CODE

4330-4334	<i>Preference of California-made materials</i>
6252	<i>Definition of public record</i>
53060	<i>Special services and advice</i>
54201-54205	<i>Purchase of supplies and equipment by local agencies</i>

##### PUBLIC CONTRACT CODE

2001-2001	<i>Responsive bidders</i>
3400	<i>Bids, specifications by brand or trade name not permitted</i>
3410	<i>United States produce and processed foods</i>
6610	<i>Bid visits</i>
12200	<i>Definitions, recycled goods, materials and supplies</i>
20103.8	<i>Award of contracts</i>
20107	<i>Bidder's security</i>
20111-20118.4	<i>School districts</i>
20189	<i>Bidder's security, earthquake relief</i>
22002	<i>Definition of public project</i>
22030-22045	<i>Alternative procedures for public projects (UPCCAA)</i>

22050 *Alternative emergency procedures*

COURT DECISIONS

*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: [www.csba.org](http://www.csba.org)*

*California Association of School Business Officials: [www.casbo.org](http://www.casbo.org)*

Policy: SANTA BARBARA UNIFIED SCHOOL DISTRICT

Adopted: June 17, 2008 Santa Barbara, California