

## AP 6331 Appendix A

### TAFT COLLEGE PROCUREMENT BID LIMIT GUIDELINES AND REQUIREMENTS FOR TECHNOLOGIES AND SERVICES

West Kern Community College District, a public agency, is committed to the concept of competitive bidding to obtain commodities and services for college operations. The objective is to obtain the greatest value for the dollars expended.

Following are the primary ways of obtaining non-public works, goods, and services:

1. **Informal Proposals or Quotations Under the Bid Limit Amount**  
(\$81,000 is the Non-Public Works Bid Limit for Calendar Year 2011; this amount is adjusted each January) – Purchases are made based on (1) current price listings/catalog, (2) telephonic proposals/quotations and/or (3) written proposals/quotations.
2. **Formal Bids Over the Limit Amount**  
(\$81,000 is the Non-Public Works Bid Limit for Calendar Year 2011; this amount is adjusted each January) – A “Notice Inviting Bids” will be advertised in the newspaper for the (1) purchase, (2) lease or (3) contracting for services and/or equipment. All advertised bids shall be opened in public at the published place, date, and time.
3. **CMAS/WSCA Contracts**  
(California Multiple Award Schedule/Western States Contract Alliance) – The Department of General Services, Contract Section, negotiates State of California contracts and price schedules with various vendors. California is a member of the WSCA providing preapproved state pricing. Purchases based on these state contracts may be made without quotes or bids.
4. **Piggyback Contracts**  
Many contracts are awarded by various state agencies or educational institutions which have the “Piggyback” clause allowing other state agencies and educational institutions to purchase awarded services, supplies, materials, and/or equipment on their contract without going out to formal bid.

For more information, go to: [www.pd.dgs.ca.gov/](http://www.pd.dgs.ca.gov/) and <http://www.dgs.ca.gov/pd/Programs/Leveraged/wsca.aspx>

The following information is provided to give potential bidders a basic overview of District and State formal bid requirements (#2 above.) Delineations below are general. Specific requirements are included in the individual Invitation to Bid upon its release.

Vendors interested in participating in the bid process must meet bid criteria in all material respects and demonstrate capability, in all respects, to fully perform the requirements.

### HIGHLIGHTS FROM THE CALIFORNIA PUBLIC CONTRACT CODE (PCC)

West Kern Community College District is constrained by state law, the California Public Contract Code, relative to bidding, accepting and awarding bids. A list of highlights from the PCC follows:

- \* Procurement of commodities or services with an estimated cost greater than the annual bid limit must be publicly bid. (Bid limit amount is adjusted each January.)
- \* All bid openings are open to the public.
- \* Any bid received after the designated bid date and time is automatically rejected.
- \* Bids and/or bid documents requiring original signatures must be originals and cannot be accepted via facsimile.
- \* Proposals must include responses or documentation for all criteria listed or proposal will be rejected as non-responsive.
- \* Most bids require, at a minimum, a bid security, based on the value of the commodity or service being bid. This bid security must be enclosed with the bid proposal submission in the form of a cashier's check, a certified check, or a bid bond. Personal checks or cash are not acceptable.
- \* In most publicly-bid contracts, the District must accept the lowest responsive and responsible bid and is legally prohibited from negotiating or contracting with any other bidder.

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- \* In the few instances where the District is not mandated to go to public bid, e.g., special services such as accountant, architects, etc., the District may elect to do so.
  
- \* The District may reject all bids and re-bid, for any reason as it deems necessary.