

## **VENTURA COUNTY OFFICE OF EDUCATION**

**SUPERINTENDENT POLICY NO. 3311**

**ADOPTED: 10/03/16**

**CLASSIFICATION: General Administrative Policies**

**REVISED:**

**SUBJECT: BIDS**

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The County Superintendent 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 county office, including when contracting for public projects involving county office of education facilities, the County Superintendent shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the County Superintendent determines that it is in the best interest of the county office, such contracts shall be made using competitive bidding.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements regarding contracting after competitive bidding.

The County Superintendent or designee shall establish comprehensive bidding procedures for the county office of education 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 local policy, require prequalification, the procedures shall identify a uniform system for rating bidders and shall address the issues covered by the standardized questionnaire and model guidelines developed by the Department of Industrial Relations pursuant to Public Contract Code 20101.

When calling for bids, the County Superintendent or designee shall ensure that the bid specification clearly describes in appropriate detail the quality, delivery, and service required, and includes all information which the county office of education 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 and specified in the administrative regulation, contracts shall be let to the lowest responsible bidder who shall give such security as the County Superintendent requires, or else all bids shall be rejected.

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