

Contracts and Purchase Orders

Authorized Agents and Limits

The Governing Board delegates the power to contract (Education Code 17604) and purchase (Education Code 17605) materials, supplies, equipment, and services as follows:

~~Authorized Agent: Superintendent~~

~~PO Agents: Superintendent and Deputy Superintendent Business Services~~

~~Purchase Order~~ & Contract Authorization Levels: All

~~Authorization by Service & Commodity – no dollar limitation: All~~

~~Authorized Agent: Assistant Superintendent Business Services~~

~~PO & Contract Authorization Levels: >\$500,000~~

~~Authorization by Service & Commodity – no dollar limitation: Financial Institutions & Financial Services Providers, Special Services Contracts, Land & Property~~

~~Authorized Agent~~ Agents: Director of Fiscal Services

~~PO and Director of Purchasing~~

~~Purchase Order~~ & Contract Authorization Levels: < \$499,999 Less than \$500,000

~~Authorization by Service & Commodity – no dollar limitation: Financial Institutions & Financial Services Providers~~

~~Authorized Agent: Purchasing Agent~~

~~PO & Contract Authorization Levels: < \$499,999~~

~~Authorization by Service & Commodity – no dollar limitation: Utilities~~

Contracts pursuant to such delegation shall not be an enforceable obligation against the district until they have been ratified by the Board. (Education Code 17604-5, 35161, 81655-6) No other person, including employees of the district, shall represent themselves as having authority to enter into contracts, make purchases, or otherwise obligate funds of the district.

~~Contracts in excess of \$10,000 will be brought before the Board for approval or ratification as individual agenda items and including full contract documents. Contracts not exceeding \$10,000 will be included within the Report of Purchases.~~

Board approval or ratification of all contracts, purchase orders and payments made directly to a vendor shall be presented as follows:

A Report of Purchases that includes all contracts, purchase orders and direct payments made during the preceding month shall be included within the Consent Calendar of the next regularly scheduled Board meeting.

Contracts in excess of \$10,000 will be brought before the Board for approval or ratification as individual agenda items and including full contract documents. Contracts not exceeding \$10,000 will be included within the Report of Purchases.

Purchase orders that include any capital equipment, asset or any item with a unit cost above \$10,000 will be brought before the Board for approval or ratification as listed and summarized on the Authorization for Purchase of Capital Equipment Above \$10,000. This report shall be presented for Board authorization as an Action Item.

Purchase orders with a total cost in excess of \$50,000 will be brought before the Board for approval or ratification as listed and summarized on the Authorization for Purchase Orders Above \$50,000. Purchase orders for utilities shall not be subject to this authorization. This report shall be presented for Board authorization as an Action Item.

Purchase orders under the established thresholds will be included within the Report of Purchases.

Any contract or purchase order above the established thresholds and requiring ratification by the Board, will also include the reason for the ratification.

The Board delegates responsibility to the Superintendent or designee to ensure Associated Student Body (ASB) funds are managed in accordance with the law, established business practice, and to approve all disbursements. Under this authority, ASB contracts are approved by authorized agents of the Board and are not submitted to the Board for approval. ASB contracts in excess of \$10,000 will be submitted to the Board for approval or ratification.

The district desires to provide informal bidding procedures under the Uniform Public Construction Cost Accounting Act (Public Contract Code 22000) as follows:

Informal Bid Procedures

The district has elected under Public Contract Code 22030 to become subject to the uniform public construction accounting procedures set forth in the Act and to the Commission's policies and procedures manual and cost accounting review procedures as they may each from time to time be amended. Public projects as defined by the act shall be let to contract by informal procedures as set forth in Public Contract Code 22032.

Contractors' List

A list of contractors shall be developed and maintained in accordance with the provisions of Public Contract Code 22034 and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.

Notice Inviting Informal Bids

Where a public project is to be performed which is subject to the provisions of this policy, a notice inviting informal bids shall be mailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with the above Section, and to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Public Contract Code 22036. Additional contractors and/or trade journals may be notified at the discretion of the department soliciting bids; provided however:

1. If there is no list of qualified contractors maintained by the district for the particular category of work to be performed, the notice inviting bids shall be sent to the construction trade journals specified by the Commission.
2. If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

Award of Contracts

The district Superintendent or designee is authorized to award informal contracts pursuant to this Section.

Reference: PUHSD Purchasing and Contracts Policy

PERRIS UNION HIGH SCHOOL DISTRICT

Adopted: January 15, 1998

Revised: February 16, 2011

Revised: January 19, 2022 (Pending Board Approval)