

**TEMECULA VALLEY CHARTER SCHOOL  
Administrative Procedure**

**Section 3000 Business and Non Instructional Operations**

**3007.1 BIDS**

**Board Action: APPROVED**

**Effective Date: 11-2-2015**

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**Competitive Bids**

The school shall seek competitive bids for contracts involving an expenditure of \$10,000 or more for a school construction project.

"School construction project" includes construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition and repair work involving a school owned, leased or operated facility.

Competitive bids shall be sought for contracts exceeding \$10,000 for the following:

1. The purchase of equipment, material or supplies to be furnished, sold or leased to the school.
2. Services, not including construction services, or special services and advice such as accounting, financial, legal or administrative matters.
3. Repairs, including maintenance, that is not a public project.

"Maintenance" means routine, recurring and usual work for preserving, protecting and keeping a school facility operating in a safe, efficient and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered or repaired. "Maintenance" includes, but is not limited to, carpentry, electrical, plumbing, glazing and other craft work designed to preserve the facility as well as repairs, cleaning and other operations on machinery and other permanently attached equipment. This definition does not include, among other types of work, janitorial or custodial services and protection provided by security forces, nor does it include painting, repainting or decorating other than touchup. Unless otherwise authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Governing Board requires, or else all bids shall be rejected.

When letting a contract for the procurement and/or maintenance of electronic data processing systems and supporting software, the Board may contract with any one of the three lowest responsible bidders.

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

### **Instructions and Procedures for Competitive Bids**

The Executive Director/Principal or designee shall seek competitive bids from at least three vendors after securing references from the vendors.

### **Bids Not Required**

Upon a determination that it is in the best interest of the school, the Board may authorize the purchase, lease or contract for data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors and other personal property through a public corporation or agency without seeking competitive bids.

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids.

Perishable commodities such as foodstuffs may be purchased through bid or on the open market, depending on school preference.

In an emergency when any repairs, alterations, work or improvement to any school facility is necessary to permit the continuance of existing school classes, or to avoid danger to life or property, the Board, by unanimous vote, may contract for labor and materials or supplies without advertising for or inviting bids.

Bids shall also not be required for day labor under circumstances specified in law. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis.