



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 3312
Page 1 of 1

Business and Non-Instructional Operations

Contracts

District Purchasing and Contracts, in consultation with legal counsel, shall develop standardized contracts and forms for recurring, frequent business activities conducted by District.

The district shall use bid document templates developed by the Orange County Department of Education or by retained counsel for all formally advertised bids and Requests for Proposals for public works.

When it is apparent that supplies, equipment or services in an amount that exceeds the current formal bid limit may be obtained more favorably for the district by utilizing the bid, contract, or agreement of another government agency (piggyback), approval to purchase shall be requested from the Board prior to using such agreement.

District personnel involved in procurement of materials and services are encouraged to seek leveraging opportunities for obtaining more favorable pricing by combining requirements with those of other government agencies.

The Purchasing Department shall, where feasible, incorporate language in its invitations to bid which will permit the use of bids, contracts, and agreements awarded by the district by other government agencies (piggyback clause).

Regulation Approved: 7-12-88
Revised: 2-08-05
10-29-19