

Ponderosa Community Services District

Effective date: 12/7/17

Page 1 of 1

POLICY

New

Approved by: Board of Directors

FS-401 Contracting Services for Ponderosa CSD

This policy applies whenever services are contracted for the Ponderosa CSD.

1. Independent contractors

Independent contractors will be used when deemed necessary by the water manager, water coordinator, snow monitor, or snow coordinator.

2. Estimates, quotes or bids are required.

All contracted services require at least 2 (two) estimates, quotes, or bids, except when an emergency situation requires immediate attention due to disruption of services to property owners.

- Estimates, quotes or bids may be written, emailed, faxed or verbal, however a summary of verbal estimates, quotes or bids will be hand written and signed by the contractor and PCSD representative.

No contracted services will be accepted until estimates, quotes, or bids are reviewed and approved by both the board president and the treasurer in accordance with the current budget.

- If the board president is not available, any other board member may provide approval.

3. Submitted invoices

The contractor will be held to the original estimate, quote or bid total, unless there are circumstances that justify an increased total. Final payment may be withheld until the board can review and approve the submitted invoice.

4. Annual Contracts

The board contracts Snow removal services on an annual basis unless the contract is negotiated for a longer term.

5. Occasional labor

Estimates, quotes or bids are not required for occasional hourly-rate labor, unless it is for a non-emergency project.