

Tahoe City Public Utility District Policy Procedure

Delegation Guidelines

1. Professional Services Contracts:

- **Less than \$5,000**
 - Verify budget authorization
 - Negotiate contract
 - Use standard format or consultant provided format
 - Obtain general manager signature
- **More than \$5,000**
 - Verify budget authorization
 - Negotiate contract
 - Use standard contract format
 - Review with appropriate board committee
 - Obtain board approval by resolution

2. Technical Consultant Contracts:

- **Less than \$10,000**
 - Verify budget authorization
 - Negotiate contract
 - Use standard format or consultant provided format
 - Obtain General Manager signature
- **More than \$10,000**
 - Verify budget authorization
 - Negotiate contract
 - Use standard contract format
 - Review with appropriate board committee
 - Obtain board approval by resolution

3. Construction Contracts:

- **Less than \$5,000**
 - Verify budget authorization
 - Select contractor
 - Obtain written quote
 - Obtain department manager authorization

- **\$5,000 to \$15,000**
 - Verify budget authorization
 - Select three qualified contractors
 - Obtain informal written quotes
 - Use standard format or contractor work order
 - Obtain General Manager authorization

- **\$15,000 to \$25,000**
 - Verify budget authorization
 - Select three qualified contractors
 - Obtain informal written quotes
 - Use standard format or contractor work order
 - Review with appropriate board committee
 - Obtain board approval
 - File notice of completion

- **More than \$25,000**
 - Verify budget authorization
 - Use formal plans and specifications
 - Obtain board approval to call for bids
 - Obtain board approval to award bid
 - Use formal contract administration documents

4. Purchasing:

- **Less than \$500**
 - Verify budget authorization
 - Use purchase order form
 - Obtain supervisor approval

- **\$500 to \$5,000**
 - Verify budget authorization
 - Use purchase order form
 - Obtain department manager approval

- **\$5,000 to \$10,000**
 - Verify budget authorization
 - Use purchase order form
 - Obtain General Manager or Finance Director approval

- **More than \$10,000**
 - Verify budget authorization
 - Use purchase order form
 - Obtain board approval to call for bids
 - Obtain board approval to award bid