



# Commission Policy

Subject: Contract Award Authority	Index: 1-78.08
Authority: Statute:  Resolution: 90-055-6(17)a-n, 92-025-2(02), 92-155-11(02), 98-027-1(02), 98-138-9, 98-158-10(02), 02-136-7; <a href="#">16-152-11</a>	Page: 1 of 3 Date Issued: 01/21/91  Date Revised 10/01/2002 <a href="#">11/28/16</a>

The award of contracts and expenditure of monies from the Operation and Maintenance and Capital Budgets shall be governed by this policy unless otherwise authorized by Commission policy or action of the Commission.

- (a) All contracts of the District involving an expenditure of \$~~100,000~~[150,000](#) or more shall be awarded by the Commission, except as provided in paragraphs 1-3.
  1. **Emergency Purchases.** Contracts for the provision of supplies, materials or services in the event that threatened or actual damage to the sewerage system creates an emergency in which public health or welfare is likely to be endangered. All Commissioners shall be notified in writing by the Executive Director within four (4) working days of the circumstances requiring and terms of any contract awarded pursuant to this paragraph.
  2. Contracts for one year or less: (1) with Public Utilities for commodities and services normally provided by those utilities or (2), with private sector sources for natural gas and telephone services when the commodity or service is delivered in whole or part over pipe lines or transmission lines normally used by Public Utilities.
  3. Contracts for the expenditure of monies from the capital budget and from the "Professional Services" line item of the Department of Legal Services' Operation and Maintenance budget for consultant services in support of actual or potential litigation unless otherwise required by law, Commission Policy or action of the Commission. The Director of Legal Services will make a quarterly report to the Executive Director of all expenditures under this paragraph; in any instances in which the cost of services from any one consultant exceeds \$25,000; this report shall be made available to the Commission upon request. Any contract must be reported to the Executive Director prior to entry into the agreement.
- (b) Contracts involving an expenditure of less than \$~~100,000~~[150,000](#) or awarded pursuant to (a)1-3 may be authorized by Executive Director provided:



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1. The aggregate value of all contracts authorized for a cost center of the Operation & Maintenance Budget pursuant to this subsection, plus all other monies previously authorized for that Cost Center, shall not exceed the total allocated for the Cost Center unless authorized by Commission Policy or action of the Commission.
  2. The aggregate value of all contracts authorized for an element of the capital budget pursuant to this subsection, plus all other monies previously authorized from the same capital budget element, shall not exceed the total amount allocated to the capital budget element unless otherwise authorized by Commission Policy or action of the Commission.
  3. Contracts awarded pursuant to paragraph (a)1 are not subject to the limitations contained in paragraphs (b)1 and 2.
- (c) Contracts for less than \$25,000 unless required by law to be advertised and let to the lowest responsive, responsible bidder may be awarded by those persons reporting directly to the Commission.
- (d) The aggregate value of all contracts authorized for a cost center, plus all other monies previously authorized for that cost center, shall not exceed the total amount allocated for that cost center unless otherwise approved by Commission Policy or by action of the Commission.

## Reporting Requirements

1. The Executive Director shall provide a quarterly report to the Commission of all contracts and expenditures authorized by him or her in excess of \$25,000 pursuant to subsection (a).
2. Whenever more than one contract for consulting services is awarded to the same person or entity within a twelve (12) month period, the Executive Director shall report the date, purpose, amount and duration of contracts to that person or entity to the Commission at the end of the fiscal quarter during which the subsequent contract was awarded.



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## Delegation of Authority

The Executive Director may delegate all or any part of the authority granted above.