

JORDAN VALLEY WATER CONSERVANCY DISTRICT
Engineering Standard Procedure
Selection of Appropriate Legal Contract
Revised May 11, 2010

1. Use of Legal Agreement Forms

a. Consultants

- i. Up to \$15,000: Award of Purchase Order
 1. Alan's signature
- ii. Up to \$50,000 (small purchase): Award of Purchase Order
 1. General Manager's signature
 2. Consider the District's risk and exposure as a result of the work; if the risk and/or exposure is significant use a Professional Consulting Services Agreement.
 3. Consider using a Professional Consulting Services Agreement for General Services (E.G. three year contract for miscellaneous corrosion work.)
- iii. Over \$50,000: use Reid's Professional Consulting Services Agreement
 1. General Manager's signature
- iv. Don't even think about using consultant's contract forms
 1. Nor should any contract language show up in agreement exhibits

b. Suppliers

- i. Up to \$15,000 (small purchase): Award of Purchase Order
 1. Alan's signature
- ii. Up to \$50,000 (small purchase): Award of Purchase Order
 1. Richard's signature

- iii. Over \$50,000 (large purchase): Award of Purchase Order
- c. Contractors
 - i. Up to \$15,000 (small purchase): Award of Purchase Order
 - 1. Alan's signature
 - ii. Up to \$50,000 (small purchase): Award of Purchase Order
 - 1. Richard's signature
 - iii. Over \$50,000 (large purchase): Construction Contract

This direction was given by Alan Packard, Chief Engineer in August 2008