



RURAL NORTH VACAVILLE WATER DISTRICT

POLICY TITLE: Engagement of Contractors and Consultants

POLICY NUMBER: 2110

ADOPTION: 09/10/2024

REVISIONS: None

Purpose:

This policy outlines the procedures for hiring contractors and consultants for all operational, administrative, and construction-related activities of the District. As the Rural North Vacaville Water District (RNVWD) operates entirely with contracted personnel, this policy ensures compliance with applicable laws.

1. General Contractor and Consultant Employment

- a) All District operations, including management, financial services, engineering, and maintenance, shall be performed by external contractors and consultants.
- b) Contractors and consultants are considered independent entities, not District employees.
- c) All agreements shall be formalized through written contracts, reviewed periodically, and renewed as necessary, subject to Board approval.
- d) All contracts must be reviewed by the County Counsel Legal Office prior to execution.

2. Hiring and Bidding Procedures

- a) For professional services (e.g., CPA, legal, engineering), the District shall solicit proposals from qualified firms or individuals. Selection shall be based on qualifications, experience, and cost-effectiveness.
- b) For public works projects, the District shall comply with California Government Code §22000-§22045 (Uniform Public Construction Cost Accounting Act) ...as of 09/10/2024:
 - o Projects exceeding \$60,000 must go through formal public bidding, with the contract awarded to the lowest responsive, responsible bidder.
 - o Projects between \$45,000 and \$60,000 may utilize informal bidding procedures.
 - o Projects under \$45,000 may be directly negotiated with qualified contractors.
- c) All contractors must hold appropriate licenses and insurance.

3. Contract Oversight and Management

- The General Manager shall oversee contractor performance and ensure work is completed per contract terms.

4. Conflicts of Interest

- Every person involved in the solicitation, selection, and approval of consultants shall comply with applicable conflicts of interest laws, including but not limited to Government Code section 1090, the Political Reform Act of 1974, and the District's conflict of interests code.