

**SAN RAMON PARKS AND COMMUNITY SERVICES DEPARTMENT**

<u>Title:</u> <i>Contracts for Services for programs, classes and events</i>	<b>Department Procedures and Policy Manual</b>	<u>Approved by:</u> Department Head Division Managers
<u>Program Area:</u> ALL	<u>Date:</u> November 27 <sup>th</sup> , 2007	Page: 1 of 1

- I. The Director of Park and Community Services is authorized under City ordinance to execute contracts for recreation programs in the following instances:
- a. Contracts for services which do not require the payment to a single individual or firm, directly or indirectly, of a sum greater than \$10,000 during any consecutive twelve (12) month period. In the case of a fully executed City contract for goods or services, which is not an Instructor Contract the City Manager must also sign the agreement and the agreement must be approved as to form by the City Attorney and attested to by the City Clerk.
  - b. Contracts for which moneys have been appropriated and for which there is an unexpended and unencumbered balance of such appropriation sufficient to pay the expense of the contracted services.
  - c. Contracts for ongoing recreation classes, events and programs which are routinely offered as a course of business for the Department.
  - d. Instructor Contracts and other contracts for services require the signature of the Program Manager, Division Manager **and** Director to execute a contract. Without the signature of the Director, per the ordinance, a contract is not considered legally executed by the City of San Ramon.
- II. a. The following bidding guidelines should be utilized by all City departments for the purchase of supplies, equipment and services with an estimated value of. Quotes may either be gathered by the individual Program Staff or Analyst at the Program Staff's discretion:
- 1. Five thousand dollars (\$5,000.00) OR LESS – informal quotes should be obtained from vendors, but are not required.
  - 2. Five thousand and one dollars (\$5,001.00) to ten thousand dollars (\$10,000.00) – Informal quotes must be received—in writing or taken verbally and logged in writing.
  - 3. Ten thousand one dollars (\$10,001.00) to fifty thousand dollars (\$50,000.00) – written quotations from vendors must be obtained. At the discretion of the City Manager, formal sealed bid procedures may be followed.
- III. a. Expenditure Authority Signatures
- 1. Up to \$10,000 – Department Head
  - 2. \$10,001 to \$50,000 – City Manager
  - 3. \$50,001– and over – City Council

**II & III The Bidding / Purchasing Guidelines should be a separate policy from Contracts. Contracts should include philosophy of decision making on starting a new contract**

