

Dixon Public Library District

POLICY AND PROCEDURE MANUAL

POLICY TITLE: Use of Outside Contractors and Consultants
POLICY NUMBER: 5035

5035.1 The Library District may employ outside contractors or consultants for project development, grant writing, technology management, web site management, archives, construction or engineering projects, or for auditing purposes. These contractors or consultants will be selected by the Library Commission upon recommendation by the District Librarian.

5035.2 The District Librarian shall prepare a written proposed contract or other form of agreement which shall be approved by legal counsel for presentation to the Library Commission. The District Librarian will also prepare information concerning the contractor's or consultant's experience and qualifications as well as a cost estimate for the desired services.

5035.3 Construction projects will be advertised for bid in newspapers and the appropriate regional or statewide construction bid publications, websites, etc. The bid opening is open to the public and will be so specified in the bid announcement.

Adopted 06/19/2006