

of hazardous materials likely to be encountered at the work site and access to MSDS information. The contractor shall be required to provide similar information to the City, including provisions for container labeling and storage, an accurate chemical inventory list and MSDS reports. This information shall be immediately available to the contractor, City representative and their employees.

9.0 PROFESSIONAL SERVICES CONTRACTS (OTHER THAN ARCHITECTURAL, ENGINEERING, SURVEYING AND LANDSCAPE ARCHITECTURAL SERVICES)

Professional service contracts are to be used to pay for City services provided by person(s) who are considered contractors, rather than City employees.

For purposes of this section "Professional Services" are those services involving labor, skill, education and special knowledge and where the labor and skill involved are predominately mental or intellectual, rather than physical or manual.

9.1 Professional Services (Other than Architectural, Engineering, Surveying and Landscape Architectural): Professional Services of \$10,000 or greater shall be secured in accordance with Section ~~9.0~~ Professional Services Contracts must be approved by:

| | |
|----------------------------|---------------------------------------|
| \$0 - \$9,999 | DEPT. DIRECTOR OR DESIGNEE |
| \$10,000 - \$35,000 | DEPT. DIRECTOR OR CITY MANAGER |
| OVER \$35,000 | CITY COUNCIL |

9.2 To determine whether or not a party is a contractor, the following criteria should be considered. In general, if the answer to the following questions are "yes", a professional services contract should be used.

- A. Separate Business - Does the party operate a for-profit business, as evidenced by a business license or other documentation, whereby the party offers the same or like services for a fee to other businesses or municipalities?
- B. Place of Business - Does the party perform most or all of the work at another location (e.g. on the party's own business premises)?
- C. Direction - After the general scope and time frame of work is defined, does the party work independently and provide the City with a final product?

10.0 ARCHITECTURAL, ENGINEERING, SURVEYING AND LANDSCAPE ARCHITECTURAL SERVICES

10.1 The selection of consultants for architectural, engineering, surveying and landscape architectural services shall be based on demonstrated competence and