

**CITY OF TOMBALL
ADMINISTRATIVE POLICIES, RULES AND PROCEDURES**

SUBJECT MASTER SERVICE OR COMMODITY CONTRACTS, PROFESSIONAL SERVICE CONTRACTS, AND CHANGE ORDERS	NUMBER: 16	EFFECTIVE DATE: 11/16/1999	PAGE 1 OF 1
	REVISED:	APPROVED BY CITY MANAGER:	
	SUPERSEDES:	APPROVED BY CITY COUNCIL: November 15, 1999	

This policy provides for the authorization process and regulation involving the following:

- * Master Service or Commodity Contracts
- * Professional Service Contracts
- * Change Orders.

This policy is only applicable to budgeted projects, programs and items authorized and approved by the City Council and which the Council has authorized adequate appropriation of funds.

The Mayor or City Manager is hereby authorized to sign professional services, master service, or commodity contracts, recommended by the Director of Public Works and approved by the City Treasurer, which do not exceed an amount of \$30,000.

The Mayor or City Manager is hereby authorized to sign change orders, upon the recommendation of the Director of Public Works and approval of the City Treasurer, when the amount does not exceed \$25,000 and does not represent an increase or decrease greater than 25 percent of the original contract price and is consistent with Section 252.048 of the Local Government Code currently and as it may from time to time be changed or amended.