

Fruitland Special Service District (FSSD) Contractor Hiring and Selection Policy

Purpose

The purpose of this policy is to establish a fair and consistent process for hiring contractors for work within the district. The policy ensures that qualified contractors are selected based on their ability to perform quality work, maintain good working relationships with district employees, and comply with all necessary paperwork and legal requirements. This policy also allows for expedited hiring in emergency situations while maintaining fairness for all contractors interested in working with FSSD.

Contractor Qualification Requirements

To be eligible for work within FSSD, contractors must meet the following requirements:

1. **Licensing & Certification** – Contractors must hold all necessary licenses and certifications required by state and local regulations.
2. **Insurance** – Contractors must provide proof of liability insurance and, where applicable, workers' compensation coverage.
3. **W-9 Submission** – Contractors must submit a completed W-9 form before performing any work.
4. **Experience & References** – Contractors must demonstrate experience in their field and provide references upon request.
5. **Good Standing with FSSD** – Contractors must have a history of quality work and positive interactions with district employees.

Contractor Selection Process

1. Standard Work Assignments

For non-emergency projects, FSSD will maintain a **Preferred Contractor List** based on:

- Past performance and quality of work
- Ability to work collaboratively with district employees
- Compliance with all required paperwork

Contractors who wish to be included on this list must submit the necessary documents and demonstrate their qualifications.

When a project arises, FSSD will rotate work among contractors on the list, taking into consideration:

- The contractor's availability
- The nature of the work required
- Previous assignments to ensure fairness in job distribution

If a contractor is repeatedly unavailable or declines work, their position in the rotation may be adjusted.

2. Emergency Work Assignments

In emergency situations, FSSD will prioritize speed and efficiency to ensure the safety and functionality of district services. Contractors for emergency work will be selected based on:

- Availability at the time of the emergency
- Proximity to the work site
- Past performance and reliability
- Ability to quickly mobilize resources

While emergency work may not follow the rotation system strictly, FSSD will make efforts to ensure that no contractor is repeatedly excluded from opportunities due to timing constraints.

3. New Contractor Consideration

New contractors who wish to work with FSSD may submit their qualifications and required paperwork at any time. They will be considered for upcoming projects once their documents are reviewed and approved.

Performance Review and Removal from Consideration

FSSD reserves the right to remove a contractor from the Preferred Contractor List if they:

- Consistently produce subpar work
- Fail to meet deadlines or contractual obligations
- Exhibit unprofessional behavior or conflict with employees
- Fail to maintain required paperwork and insurance

Policy Review

This policy will be reviewed annually to ensure that it remains fair, efficient, and effective in meeting the district's needs.