

Fixed Price Term Agreements Policy

Applicability

This Policy applies only to fixed price service and bulk purchase agreements (“Fixed Price Term Agreements”) which have been properly procured through the applicable procurement method, and which contain a set price or rate list for the term of the agreement which cannot be altered except by limited price escalation such as annual CPI increases. This Policy does not apply to any professional services performed by architects, engineers, surveyors, or construction managers at risk, nor to any consulting agreements, capital project agreements, construction agreements, agreements involving the expenditure of federal funds, or to agreements originating in an enterprise fund department or expending enterprise funds. Some examples of agreements to which this Policy applies include, but are not limited to, office supplies, maintenance services, temporary staffing services, printing services, County uniforms, and other routine services or bulk purchases which have not been specifically excluded from this Policy.

Policy

Fixed Price Term Agreements which have been properly procured under the County’s Procurement Policy and which have received the requisite internal approvals through the contract review and execution process will be submitted to the Board of County Commissioners (“BOCC”) for approval prior to signature of the initial agreement by the County Manager. Following initial BOCC approval, the County Manager shall be authorized to execute amendments and authorize spending under each Fixed Price Term Agreement during the initial term of the agreement and any renewal terms as authorized by the Procurement solicitation. Once a Fixed Price Term Agreement has received BOCC approval, the agreement shall not be subject to the County Manager’s then-current contracting authority limits. All spending under Fixed Price Term Agreements shall remain restricted to the amounts appropriated by the BOCC in in the annual budget in a given fiscal year.

The Procurement Division shall maintain a list of all currently effective Fixed Price Term Agreements, and shall report to the BOCC on a quarterly basis the total amounts spent under such agreements.