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## **.2 In General**

- **.2.1 Contract Requirements**
  - A. With the exception of contracts listed in section 4.02.05(B), all contracts of \$20,000 or more shall be approved by the Board of Supervisors.
  - B. Written contracts are required for:
    1. The purchase of supplies for \$20,000 or more per agency head, per vendor, per fiscal year.
    2. The purchase of personal services for \$2,500 or more per agency head, per vendor, per fiscal year.
    3. The combined purchase of personal services and supplies for \$2,500 or more per agency head, per vendor, per fiscal year.
    4. When a formal contract is deemed to be in the best interest of the county by the Board of Supervisors, the County Counsel, or the officer entering into the contract.
    5. Real property rental and lease agreements, with minimum insurance requirement applied to each space or property.
    6. All signatures must be obtained prior to submitting to the County Counsel for his signature.
  - C. All written contracts shall be approved as to form by County Counsel.
  - D. Purchase Orders.
    1. Purchase orders do not take the place of contracts. A purchase order authorizes a vendor to provide the merchandise or services described. Purchase orders on a form approved by the Finance Director for county use or a department purchase order policy approved by the Finance Director and County Counsel may be used for ordering merchandise or services.
    2. Departments may not use or authorize purchase orders containing out-of-state litigation or mediation clauses.

- **.2.2 Standard Form**

Except in special circumstances approved by County Counsel, all contracts should conform to and contain all applicable clauses set forth in the County's Standard Contract Form, a copy of which can be located on the County's website at [www.countyofglenn.net](http://www.countyofglenn.net). For purposes of this section, Standard Contract Form shall mean the contract form prepared by the County Counsel and approved by the Board of Supervisors.

- **.2.3 Copies to Finance Director and Clerk of the Board**

Copies of all fully executed Contracts for \$20,000 or more or which require approval by the Board and notices of cancellation of such contract shall be delivered to the Finance Director. Copies shall also be delivered to the Clerk of the Board upon request. Contracts that do not require Board approval shall be maintained by the department whose budget is debited for the contract payment.

- **.2.4 Countywide Contracts**

When the Board has entered into a contract for favorable pricing, individual agency heads are not required to enter into contracts with that same vendor.

- **.2.5 Payments Exceeding Contract Limits**

When any payment to a vendor will cause the cumulative amount to exceed the limits, and there is no contract with this vendor:

A. The payment will be presented to the Board of Supervisors for approval, or

B. If the department will be using this vendor during the remainder of the fiscal year, the department will enter into a contract with the vendor for the estimated amount of remaining payments for that fiscal year.

- **.2.6 Multi-year Contracts**

Multi-year contracts require approval by the Board of Supervisors.

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Source URL (modified on Apr 5 2016 - 11:31am): <http://www.countyofglenn.net/general-0>