

SALT LAKE COUNTY
COUNTY-WIDE POLICY
ON
STATE CONTRACTS and COOPERATIVE AGREEMENTS

Purpose -

State contracts and cooperative agreements are term contracts established for procurement by state agencies and other political subdivisions of the State of Utah. The State makes these contracts available for use by the county per state. County Ordinance 3.20.030(A)(1) allows the county to purchase from current contracts made available by other government entities, or by associations of government entities, according to the terms and conditions, and within the scope of the underlying agreement between the vendor and the governmental entity or association. Utilizing state contracts and cooperative agreements generally results in volume savings, reduced administrative time and costs, and does not require additional competitive bidding by the county.

Reference -

Salt Lake County Ordinance 3.20

Policy -

It is the policy of Salt Lake County to use methods to acquire goods and services on a competitive basis to achieve the best value for the county and to do so in a cost-effective manner. When state contracts and cooperative agreements are awarded based upon competition, County ordinances allow an exception to the county's bidding requirements for procurements based upon and subject to a state contract or cooperative agreement.

1.0 Procedures

- 1.1 Generally, either a standard purchase order for a single purchase or a master agreement for repetitive purchases will formulate the basis for purchasing by the county under a state contract or cooperative agreement. Prior to purchasing goods or services, the using agency must ensure that the proper reviews, approvals, and signatures required by County ordinance are obtained. The purchase order or contract will be distributed to the vendor referencing the applicable state contract or cooperative agreement.
- 1.2 The Division of Contracts and Procurement may establish countywide master agreements to allow for all county agencies to utilize the same state contracts or cooperative agreements for repetitive purchases pursuant to an underlying contract. A master agreement is a type of purchase order, but does not state the specific amount of goods to be acquired or the exact date of delivery. County agencies may make purchase orders from master agreements. There is no limit as to the amount of a transaction when using a master agreement. The term of a master agreement shall not exceed the term of the underlying contract.
- 1.3 The purchase of single items pursuant to a state contract or cooperative agreement may be acquired utilizing a standard purchase order processed through the regular approval process.
- 1.4 Multiple Award state contracts are contracts awarded to multiple vendors for the acquisition of similar goods or services based upon the best overall pricing, delivery, service, availability and product compatibility.

- 1.4.1 County agencies shall fulfill the requirements of any state contract or cooperative agreement purchase, including but not limited to obtaining quotes from other multiple award state contract vendors to obtain the best value for the county.
- 1.4.2 In addition to the lowest pricing, other determining factors may be considered in the selection of a state contract or cooperative agreement to be utilized for a purchase. Other such determining factors may include, but are not limited to, product availability, delivery, service, and product compatibility.
- 1.4.3 County agencies shall maintain a file of any required quotes or award justifications for orders made by the agency. For purchase orders issued by the Division of Contracts and Procurement, county agencies shall provide any required quotes or award documentation to the Division of Contracts and Procurement before the purchase order will be approved.
- 1.5 The Division of Contracts and Procurement may determine in coordination with the agency when it is not in the best interest of the county to purchase under a state contract or cooperative agreement. This could be based upon, but not limited to:
 - 1.5.1 a large volume of goods or products being acquired at one time.
 - 1.5.2 a survey of the market indicating the county could obtain the goods or services for a lower price if the county solicited bids in accordance with the county’s competitive bidding process.

APPROVED and PASSED this 3 day of June, 2014.

SALT LAKE COUNTY COUNCIL

By: _____
Michael Jensen, Chairman

ATTEST:

Sherrie Swensen
Salt Lake County Clerk

APPROVED AS TO FORM:

Deputy District Attorney Date