

	ANNUAL (RENEWABLE) SERVICE AGREEMENTS	Approval Date 10/31/12
	DIVISION AND POLICY NUMBER PURCHASING – 1008	Revision Date N/A

PURPOSE:

To establish policies and procedures for the use of Annual Service Agreements (ASA) for all service arrangements with outside vendors within the approval limits established in [Policy #1010](#) for Elected Officials and Department Directors in order to protect Adams County with insurance, indemnities.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

POLICY:

An Adams County ASA must be in place prior to using any supplier for on-site services for Adams County, except those which are covered by other specific contract forms like Professional Service Agreements.

The ASA provides a means for contracting services and providing liability insurance, indemnities, audit rights (if needed), record maintenance, work performance, defaults and other contractor responsibilities. It is to be included in all bid requests for services at the time they are solicited, see [Policy #1050](#) for the informal bid process. For purchases less than \$2,500 where bids are not normally solicited; end users shall be required to use one of the pre-approved vendors that already have an ASA in place.

As per above, once the general contract provisions are in effect through the ASA, individual requisitions and purchase orders for specific projects can be issued to the contractor to authorize the performance of the work. See [JDE Requisition Process](#).

A Purchase Order will be issued for time and materials in accordance with the ASA for each project, see [Policy #1025](#).

All ASAs must be approved by the Adams County Attorney before any work can start.

PROCEDURE:

Initiation:

1. Elected Officials and Department Directors are responsible to ensure that all services performed within their areas of responsibility are covered by a valid ASA.
2. All ASAs must be generated by or reviewed by the Purchasing Division staff.

3. The Purchasing Division staff verifies that each contractor has provided proof of adequate insurance for each contracted service.
4. The Purchasing Manager can execute an Annual Service Agreement (ASA) for Adams County in accordance with [Policy #1010](#).
5. The Purchasing Division will maintain the central file and record of all valid ASAs.
6. There will be no alterations, amendments or modifications to the printed Terms and Conditions of an ASA or to an existing valid ASA without approval of the Adams County Attorney.

Preparation and Distribution:

1. The original ASA will be prepared by the Purchasing Division staff. Once the ASA is approved by the Adams County Attorney and signed by the appropriate authorized individual, Purchasing Division will return one original to the contractor. The remaining original will be retained by the Purchasing Division for their permanent file and a copy will be sent to the End user.
2. Once an executed ASA is in effect an estimate must be obtained from the Contractor for each project or scope of work prior to commencing work. The estimate should define the nature and location of work, equipment and personnel required, time required to complete the work and price and terms of payment. The estimate shall be attached to any Requisition when obtaining a Purchase Order.
3. Current insurance certificates must be on file prior to a contractor commencing work. This is especially important in the second and subsequent years of the ASA as the insurance certificate expires.
4. Requisitions are to be approved in accordance with [Policy #1010](#). They will cover specific work assignments under the ASA. The purchase order number shall be indicated on the contractor's invoices and mailed to the appropriate Adams County end user for approval.

EXCEPTIONS:

The Purchasing Manager will be responsible for approving any exceptions to this Policy.