

	RENEWALS AND EXTENSIONS	Approval Date 8/26/14
	DIVISION AND POLICY NUMBER PURCHASING - 1095	Revision Date N/A

PURPOSE:

To define the process and approvals required to effect a renewal option of an active contract or an extension of an active purchase order.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

POLICY:

A renewal or extension is a bilateral document, typically an amendment, acknowledging a renewal or continuation of a current agreement between Adams County and the contractor to modify the performance period, and possibly costs. The end result of a renewal or extension is to modify an existing agreement or purchase order, or both.

Renewals or extensions shall only be available if the original agreement or contract acknowledged the possibility of such opportunities.

Renewals and extensions shall be subject to the same dollar limit approval authority outlined in [Policy #1010](#). Construction projects must follow Change Order [Policy #1085](#). If the original contract or agreement was approved by the BOCC, any renewal or extension must be approved by the BOCC.

A renewal or extension should be based upon written communication from Adams County or its designated representative and the contractor via a contract change. A change order or amendment will be initiated by the Adams County Purchasing Representative, specifying a potential change in time period, and/or cost of the work. Written documentation justifying the need for the renewal or extension, including the appropriate approval authorization(s), must accompany the request to the Purchasing Division.

Once a renewal or extension is agreed to it is executed through a change order or an amendment. This could include price, performance time, or other mutually agreed upon changes. All purchase order or contract changes shall be executed by the Purchasing Division as the Adams County representative.

Total change orders shall not be used to circumvent the approval dollar limits as outlined in this Policy manual.

EXCEPTIONS:

There are no defined exceptions to this Policy.

PROCEDURE:

The Purchasing Division will:

1. Run system reports to determine which contracts or agreements will expire within next 90-120 days;
2. Advise end-users of upcoming expirations and get written decisions on how to proceed;
3. Contact suppliers of decision (in writing);
4. Initiate amendments to contracts or agreements;
5. Obtain management or BOCC approval, as required; and
6. Obtain signatures and execute documents with supplier.