

<b>Title:</b>		<b>Contents:</b>	<b>P-1800</b>
<b>NON-EXCLUSIVE NEGOTIATED AGREEMENTS</b>		<b>Submitted By:</b>	<b>Purchasing Division</b>
		<b>Approved By:</b>	<b>Purchasing Agent</b>
<b>Effective Date:</b>	<b>12-10-01</b>	<b>Supersedes No.:</b>	
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### **Policy Statement**

It is the policy of the County to develop non-exclusive negotiated agreements whenever the County's best interest is served. These contracts enable the County to take advantage of unique opportunities to acquire: supplies, materials, equipment and value-added services at a price substantially lower than through other procurement methods. These contracts offer mutual benefits to the County and the contractor and are often called partnerships.

### **Non-Exclusivity**

These agreements are non-exclusive, and competition is gained through access to multiple contracts for the same materials, services, and/or equipment.

The County is not obligated to make any purchases from any partnerships, nor is the County precluded from contracting with any other contractor for the same materials, services, and/or equipment when it is in the best interest of the County.

### **General Application Within Purchasing**

The above text comes directly from the Board of Supervisors adopted Services, Supplies & Equipment Contract/Purchasing Policy Manual (revised 4/30/91). "Non-Exclusive Negotiated Agreements" are termed, "Master Agreements."

Master Agreements cover a broad range of products with a product category. They allow departments to obtain similar and related products from one source. Master agreements are in place for office supplies, personal computers, printing, janitorial, building materials, etc. However, master agreements may not be appropriate for purchases involving high volume/dollar acquisitions. If there is a significant purchase, competition is strongly encouraged based on the opportunity for greater discounts.

Master Agreements Have The Following Key Qualities:

- They are non-exclusive. Departments can order from elsewhere without violating the terms and conditions of the agreement, if it is in the best economic interest to do so.
- To instill competition, agreements are awarded to multiple vendors.
- They cover a broad array of products within a commodity group (i.e. the janitorial master agreements covers everything from trash containers, mops, cleaning solutions, floor waxes, vacuum cleaners, etc.)
- Pricing and the level of services provided will vary from one vendor to another. Client department will use the vendor that best meet their requirements for price, availability, service, etc.

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- Depending on the commodity, next day deliveries are available. This quality is attractive to those departments that no longer have warehouses or looking into closing their warehouses.

Bidding Requirements

Master agreements are established by the Purchasing Agent.