

Title:		Contents:	P-4500
VENDOR PRINTED FORMS (AGREEMENTS)		Submitted By:	Purchasing Division
		Approved By:	Purchasing Agent
Effective Date:	12-10-01	Supersedes No.:	
		Page No.	1 of 1

Policy

Any agreements or contract prepared on a vendor’s printed form with terms and conditions different from the County’s standard terms are unacceptable and must be avoided unless there are no other alternatives.

Agreement on Vendor’s Printed Form

The terms and conditions on the vendor’s printed form are written for the protection and best interest of the vendor. It may unfavorable to the County to accept provisions that may expose the County to potential risks and expenses.

Procedures

The Purchasing Agent will at all times insist that vendor acknowledge the County’s agreement form. Generally, vendors are anxious conduct business with the County, and will sign the County agreement.

When the services or commodities are proprietary to a vendor, the County may approve the agreement on vendor’s printed form. The following steps should be followed:

1. The Purchasing Agent shall read the entire agreement for acceptability from the viewpoint of the County’s best interest.
2. If terms and conditions exist which the Purchasing Agent feels should be changed or deleted, the Purchasing Agent will negotiate these points with the vendor. If the vendor agrees to allow changes or deletions, the Purchasing Agent will make such changes on vendor’s form and initial next to each change.
3. Written confirmation of the changes and deletions from the vendor is mandatory.
4. Any questionable provisions should be referred to County Counsel.
5. Department personnel are not authorized to approve vendor printed form agreements, binding the County to the agreement. Department shall indicate on a cover letter, their willingness to abide by the terms and conditions on the vendor’s printed form along with any changes or deletions negotiated by the Purchasing Agent.

County’s Printed Agreement Form

Even when an agreement is signed on vendor’s printed forms, the Purchasing Agent shall prepare an agreement or purchase order on County forms.