

Title: <b>AGREEMENT EXTENSIONS</b>		Contents: <b>PP-1800</b>
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		Approved By: <b>Purchasing Agent</b>
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## **Policy**

Existing agreements should be extended or the requirements re-solicited, and established on a new agreement prior to the expiration of the existing agreement.

### **Procedure**

At least four (4) to six (6) months prior to the expiration of the current agreement, the Department shall consider whether an agreement extension is required. The Department shall advise the Purchasing Agent for possible future contract extensions.

1. The Purchasing Agent will determine whether an agreement may be subject to extension or the requirements re-solicited.
2. The Purchasing Agent will submit a request to the vendor to extend the prices, and terms and conditions without increases or changes.
3. The Purchasing Agent will benchmark prices to ensure that agreement prices are fair, reasonable and competitive. In many cases, the Purchasing Agent will compare County pricing against other cities, counties, state and federal agencies.
4. An agreement amendment will be prepared by the Purchasing Agent to formalize the extension.

### **Negotiated Extensions**

Most agreement extensions are processed using the same prices, terms and conditions. Occasionally, the vendor or the Purchasing Agent may negotiate changes for inclusion in the extension.

### **Authorized Agreement Extension (in Writing)**

In all cases, agreement extensions must be approved and accomplished in writing before the prior agreement expires. There must be a mutual understanding and agreement of the proposed terms and conditions, and authorization of the Purchasing Agent as well as the vendor to extend the agreement. Informal telephone conversations and/or other verbal discussions with the vendor will not constitute or suffice as an authorized means for extending agreements.