Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this procedure applies to them. In case of a conflict between the applicable CBA and these procedures, the provision in the CBA controls.

Procedure No.: AP-50 Effective: 7/21/2003
Revision No.: Review/Revision Date:

Contract Signature Authority

OVERVIEW: This procedure outlines Alachua County's definition and delegation of authority for signature of agreements, contracts, and grants to the County Manager and Staff.

SCOPE: This procedure applies to all employees in permanent positions of the Board of County Commissioners.

PROVISIONS:

POLICY:

Authority to sign agreements on behalf of Alachua County resides only with the Board of County Commissioners. Unless specifically delegated by the Board, no other employee or staff is authorized to sign any agreement, contract, grant, license, change order or similar documents.

The Board of County Commissioners delegated certain signature authority through guidelines adopted on December 12, 2000. (Attachment A - for County Manager, Attachment B - for County Staff) By the adoption of Ordinance 00-19, the Board expanded the signature authority for change orders on construction projects. (Attachment C) Through resolution, the Board has also made certain specific delegations of signature policy. (Included in Attachment A).

Except as specifically delegated by the Board, no other employee of the Board of County Commissioners is authorized to sign agreements on behalf of the County.

Procedure:

Through the contract review process, the Grants/Contracts Coordinator reviews all agreements. As part of that review, the office will ensure appropriate signature of agreements.

ATTACHMENT A: Guidelines for Execution of Contracts by County Manager

In accordance with Section 21.30, Alachua County Code, the Board of County Commissioners ("Board") establishes the following guidelines for execution of contracts by the County Manager:

The County Manager is authorized to execute contracts when the monetary amount of the contract, including amendments, is fifty thousand dollars ($50,000.00) or less annually. This includes contracts which receive or expend funds or state no monetary amount. If no maximum amount is stated in the contract (such as a per unit cost contract), the limiting amount will be the amount budgeted annually for the contract.

All contracts approved by the County Manager or his designees shall be identified in a report which will be placed on the Board of County Commissioners agenda at least monthly. A copy of the contracts will be attached to the Clerk's copy of the agenda for inclusion into the minutes.

Contract includes memoranda of understanding, Interlocal agreements, license agreements, grant applications and any other document creating an obligation to perform or not to perform a particular act. Contracts for the sale or acceptance of real property, granting or accepting of easements, and granting of leases of a term greater than one year are excluded.

All contracts will be reviewed and approved prior to execution. The review process will include the Office of Management and Budget, the County Attorney and, where appropriate, Finance and Accounting, Risk Management or Equal Opportunity.

The Board may specially authorize the County Manager to execute specific contracts that exceed the authority of these guidelines.

These guidelines do not apply to the execution process for Purchase Orders, which is addressed in the Purchasing Policies and Procedures, or for construction change orders, as set forth in Section 22.09(i) of the Purchasing Code.

Grant applications that result in the award of a contract without further action by the County shall be governed by these guidelines. If the submission deadline for such a grant application does not allow for timely execution by the Board, then the County Manager may execute the application, regardless of the amount of the grant. Grant applications that result in the award of a contract that require further action by the County may be executed by the County Manager regardless of the amount of the grant.

These guidelines supercede all previous authorizations regarding signature authority for contracts.

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ATTACHMENT B: Guidelines for Execution of Contracts by County Staff

In accordance with Section 21.30, Alachua County Code, the Board of County Commissioners "Board" establishes the following guidelines for execution of contracts by County staff.

County staff includes only those employees in positions listed on attachment AA@.

Contract includes all agreements, memoranda of understanding, licenses and any other document creating an obligation to perform or not to perform a particular act. Contracts for the sale or acceptance of real property, granting or acceptance of easements and granting of leases

are excluded. Interlocal agreements, grant applications, and agreements resulting from grant applications are excluded, unless specifically identified herein.

Only the following contracts, including agreements with other public entities, may be executed by specific County staff:

Agreements for facility rental, when the cost is five hundred dollars ($500.00) or less and the term is sixty (60) days or less. Authority: County staff.

Memoranda of Understanding for Community Services. Authority: Director of Court Services.

Memoranda of Understanding relating to the Foster Grandparent and RSVP program. Authority: Director of Community Support Services.

Public Access Agreements. Authority: Information Services Director.

Grant Network User Memorandum Of Understanding. Authority: Director of the Office of Management and Budget or designee (9-23-2003)

Subordination agreements and satisfaction of liens for mortgages for Alachua County Housing Programs may be executed by the Director of Growth Management or his designee if they are in the form approved by the Board. Subordination agreements and satisfaction of liens for mortgages not in the form approved by the Board are subject to the review and signature guidelines of this policy.

All Subordination agreements and satisfaction of liens for mortgages executed by the County will be recorded by the Department of Growth Management in the official records of Alachua County and are not subject to the reporting requirements contained herein.

County Attorney or designee may sign satisfaction of lien for any Housing Programs secondary mortgage in the event of a foreclosure or a deed in lieu of foreclosure by the First Mortgage holder. Growth Management will record any such documents in Official Records.

All contracts approved by County staff will be identified in a report which will be placed on the Board of County Commissioners agenda at least monthly. A copy of all contracts will be attached to the Clerk's copy of the agenda for inclusion into the minutes.

All contracts shall be reviewed and approved prior to execution. The review process will include the originating department, the Office of Management and Budget, the County Attorney and, where appropriate, Finance and Accounting, Risk Management or Equal Opportunity.

These guidelines do not apply to the execution of Purchase Orders or change orders for capital improvement projects.

These guidelines supercede all previous authorizations regarding signature authority for contracts.

ATTACHMENT B: Exhibit A
Deputy County Manager
Assistant County Manager
Public Information Officer
Director of Management and Budget
Director of Tourist Development
Director of Administrative Services
Director of Community Support Services
Director of Court Services
Director of Environmental Protection
Director of Emergency Services
Director of Growth Management
Director of Public Works
Director of Information Services

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ATTACHMENT C: Construction Change Orders per County Ordinance)

PART II ADMINISTRATIVE CODE
Title 2 ADMINISTRATION*
CHAPTER 22. PURCHASING*
ARTICLE I. GENERALLY
Sec. 22.09. Competitive sealed bidding.

(i) Approval of change order. The following procedure shall apply for approval of change orders for capital improvement projects:

(1) The county manager may approve change orders that, either cumulatively or individually, increase the contract price up to ten percent of the original contract price or $500,000.00. The board shall approve change orders that, either individually or cumulatively, increase the contract price by more than ten percent of the original contract price or $500,000.00.

(2) The administrative services director or public works director may approve change orders of up to $50,000.00 each when immediate approval is required to avoid delay or prevent an increase in cost, as long as the cumulative total of these change orders does not exceed ten percent of the original contract price or $500,000.00.

(3) The county manager, administrative services director or public works director may approve all change orders that decrease the cost to the county.

(4) Only the board may approve a change order that expands the size, function, or intended use of the project from that stated in the contract documents, regardless of cost.

(5) All change orders approved by the county manager, administrative services director, or

public works director shall be reported to the board as information items to be included in its consent agenda.

(Ord. No. 86-8, ' 9, 3-11-86; Ord. No. 88-7, ' 1, 2-9-88; Ord. No. 90-9, ' 5, 2-20-90; Ord. No. 92-1, ' 4, 1-28-92; Ord. No. 94-8, ' 3, 5-24-94; Ord. No. 96-24, ' 1, 9-24-96; Ord. No. 98-9, ' 2, 4-14-98; Ord. No. 00-19, '' 2, 3, 10-24-00