

CONTRACT PREPARATION & ROUTING PROCEDURES

1. The **originating** department responsible for the services being procured will work with the Procurement Office to prepare the contract in triplicate along with the contract routing form. (Only one routing form should be prepared.) Please type or print neatly. **Once the contract is prepared, the originating department must enter a requisition in to the system so that the budget is appropriately encumbered. The originating department must list the Purchase Order number of the routing form.** The Procurement Director will not sign the routing form until the Purchase Order has been approved. The Purchase Order must not be released to the vendor until the contract has been signed by the County Administrator/Assistant County Administrator. **NOTE: LEASE AGREEMENTS – IRS Form 8038-G Information Return for Tax-Exempt Governmental Obligations: Prior to submittal to the vendor, the originating department must route the lease agreement to Finance for proper control and establishment of a report number, which will be incrementally controlled by Finance.**
2. The Budget Office, or department head, at the Assistant County Administrator's option, must sign or initial the Budget verification line on the contract routing form indicating that adequate funds are budgeted and list the fund, department, and account number(s) in the appropriate spaces on the routing form.
3. The Department Head of the **originating** department must approve, initial, and date as indicated. Remit the **three originals** of the contract, required exhibits (including copy of insurance certificate), and routing form to the Procurement Department for assignment of a contract number and the Procurement Director's initials on the contract routing form. **Any contract other than the standard Contract For Professional Services and Contract For Sale, (i.e.), lease agreements, AIA contracts, must be reviewed by the County Attorney prior to routing to the Procurement Department.**
4. The **originating** department will forward the contracts & routing form to an in-house attorney, if required, and to Risk Management, if required. If any changes have been made to the standard contract, insurance certificate, indemnification, or hold harmless clauses, the in-house attorney and Risk Management must approve prior to routing to the vendor for signature.

Initialing by each approving person constitutes that person's acknowledgement that they have read the contract and find it acceptable according to the focus of that person's review, or that they certify the information provided by them to be true and accurate.

5. Once staff approval has been obtained, the **originating** department will forward the (3) contract copies, minus the routing sheet, to the vendor for signature.
6. The vendor should be instructed to return the (3) signed contracts to the **originating** department representative who will forward the signed contract and routing form for signature.
7. The **originating** department must determine the need for further County Attorney review in the event that the vendor, prior to signing, has made substantial changes to the contract.
8. The Assistant County Administrators and Airport Director have contract signing authority as follows: Steve Gosnell unlimited, Paul Whitten up to \$200,000, Anne Wright up to \$200,000, Pat Apone \$100,000, Bob Woods \$100,000. The County Administrator must sign any contract that is above these delegated authorities.
9. The signed contract will be returned to the **originating** department, who will forward (1) **original** to the vendor, (1) **original** to Procurement, and retain (1) **original**.

General Information Re: Contract and Lease Form

- LESSEE is the party occupying the premises and renting from LESSOR. CONTRACTOR is the party providing the services to CONTRACTEE who remits payment for those services. Type originating department's name as the appropriate party (e.g., Horry County Department of Maintenance, not Horry County).
- LOCATION AND USE OF PROPERTY – use this space to indicate address of rented property (for leases), address of department or office where services will be rendered (for services contract), and the location of any equipment or other property which is essential to the performance of this contract (e.g., the location of the copiers for a copier maintenance contract).
- TERM – this may be specified as either a block of time (“one year,” “six months”) or as a START/END DATE.
- VALUE OF CONTRACT – specify the **total** amount to be paid under the contract in this space. For example, if this is a yearly lease, and the rent payments are \$1000 per month, the value of the contract is **\$12,000**.
- If an ordinance or resolution by Council is necessary, please indicate the number of the Ordinance or Resolution in the blank provided.
- If you are using a standard County contract, place a check mark to indicate that fact. If any changes have been made, indicate with a check mark and specify those changes as provided
- INDICATE WITH A CHECKMARK EACH PERSON TO WHOM THE FORM AND CONTRACT MUST BE ROUTED