

Unit Order: 14-002

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

ADMINISTRATIVE SERVICES DIVISION

FACILITIES PLANNING BUREAU

Unit Order: 14-002

Effective Date: 6/17/14

Revision Date:

Subject:

Master Agreement Vendors

Reference:

PURPOSE OF ORDER:

This Unit Order is to clarify procedures for utilizing vendors in a Master Agreement.

A Master Agreement (MA) is made up of Vendors who meet the minimum qualifications and accept the terms necessary to become County contractors in the specific service category for which they qualify or which each of the vendors has been selected based on a "bid" process administered by ISD. As services are required, MA vendors receive word orders or purchase order solicitations for their qualified services.

SCOPE OF ORDER:

This order shall apply to all FPB planners, project managers, and all personnel responsible for obtaining initial vendor quote(s).

ORDER:

When utilizing a Master Agreement, vendors shall be selected on a rotating basis ensure all vendors are used equitably. Alternatively, a bid process may be utilized among the Master Agreement vendors with the lowest bidder being awarded the purchase order.

The following steps are taken when placing agreement orders:

- **All prices must be verified with vendor**
- **Include Master Agreement number on Quotation**
- **Line number(s) that apply to the bid item**
- **Expiration date of agreement**

Please note: It is possible that not all items or services sold by an Agreement vendor are included in the Master Agreement. Any item or service not part of the Agreement list as approved by ISD is considered Non-Agreement and must be purchased through a separate solicitation process.

Exceptions:

Furniture – Purchases of furniture can be made up to \$100,000 through an agreement vendor. Any aggregate total of furniture that exceeds \$100,000 must be processed through ISD.

Fixed Assets with a unit price over \$250,000. Any Fixed Asset with a unit cost of \$250,000 or more, must be approved by the Board of Supervisors before a solicitation can be initiated.
