

**SALT LAKE COUNTY
COUNTYWIDE POLICY
ON
STATE CONTRACTS and COOPERATIVE AGREEMENTS**

Purpose -

County Ordinance 3.20.030(A)(1) allows the county to purchase from contracts made available by other government entities, or by cooperative associations of government entities within the scope of the contract between the vendor and the governmental entity or association.

Reference

Salt Lake County Ordinance 3.20

1.0 Procedures

- 1.1 Generally, a standard purchase order for a single purchase or a master agreement for multiple purchases will document the county's use of a state contract or cooperative agreement. A participating addendum to the state contract or cooperative agreement may also be made. Prior to purchasing goods or services using a state contract or cooperative agreement, an agency must obtain the proper reviews, approvals, and signatures required by county ordinance. The purchase order or participating addendum will be distributed to the vendor referencing the applicable state contract or cooperative agreement.
- 1.2 The division of contracts and procurement may make available countywide master agreements to allow any interested county agency to utilize the state contract or cooperative agreement for repetitive purchases. County agencies may issue purchase orders issued against a countywide master agreement. Unless stated otherwise in the agreement, there is no limit as to the amount of a transaction when using a master agreement. The term of a master agreement shall not exceed the term of the underlying state contract or cooperative agreement.
- 1.3 The purchase of single items pursuant to a state contract or cooperative agreement may be made utilizing a standard purchase order processed through the regular approval process.
- 1.4 Multiple Award state contracts are contracts awarded to multiple vendors for similar goods or services.

- 1.4.1 County agencies shall fulfill the requirements of any state contract or cooperative agreement purchase, which may include obtaining quotes from other multiple award contract vendors to obtain the best value for the county.
- 1.4.2 In addition to the lowest pricing, other determining factors may be considered in the selection of a state contract or cooperative agreement. Other such determining factors may include, but are not limited to, product availability, delivery, service, and product compatibility.
- 1.4.3 County agencies shall maintain a file of any required quotes or award justifications for orders made by the agency. For purchase orders issued by the Division of Contracts and Procurement, county agencies shall provide any required quotes or award documentation to the Division of Contracts and Procurement before the purchase order will be approved.
- 1.5 The Division of Contracts and Procurement may determine in coordination with the agency when it is not in the best interest of the county to purchase under a state contract or cooperative agreement. This could be based upon the terms of the contract or pricing not being favorable to the county.

APPROVED and ADOPTED this 22 day of July, 2025.

SALT LAKE COUNTY COUNCIL


Dea Theodore, Chair

ATTEST:

Lannie Chapman

Lannie Chapman, County Clerk

