

PURPOSE:

The County recognizes the foundation of any well-managed procurement program is one that:

1. Promotes competition among vendor/contractors/consultants, assuring the County obtains the best value for its expenditures.
2. Assures a fair and equitable distribution of trade between the County and vendors/contractors/consultants.
3. Fosters a positive relationship with vendors/contractors/consultants.
4. Assures compliance with County's Administrative Regulations and the State of Florida Statutes governing the procurement of commodities and services.

POLICY:

- (a) It is the policy of the Board of County Commissioners to establish a purchasing program that ensures commodities and services required are obtained in a consistent and timely manner, at the most favorable price, consistent with required standards.
- (b) The County Administrator shall be responsible for supervising the awarding of all Purchase Orders and Contracts for all commodities and services under this Administrative Regulation.
- (c) In procuring commodities and services, the County shall comply fully with Chapter 287 of the Florida Statutes and the following Administrative Regulations:

AR: 9.02; Requisitioning Procedures

AR 9.03; Nonconforming Purchase Orders

AR: 9.04; Petty Cash Purchases

AR: 9.05; Purchase Orders

AR: 9.06; Emergency Purchases

AR: 9.16; Receiving Procedures

AR 9.14; Sole Source Purchases

AR: 16.02; Purchase of Computer Hardware, Software and Services

AR: 9.15; Request for Proposal Procedures

AR: 9.07; Contracting For Construction Services

AR: 9.08; Request for Qualifications Procedures/Contracting for Professional Services/Consultant Competitive Negotiation Act

AR: 9.09; Continuing Contracts for Professional Services

AR: 9.10; Invitation to Bid Procedures

AR: 9.11; Continuing Services Contract for Construction Services

AR: 9.12; Direct Purchase of Equipment, Materials, or Supplies for Construction Projects

- (d) In accordance with Chapter 112.313(2) of the Florida Statutes, no county employee or elected official shall solicit or accept anything of value from a vendor, contractor or consultant, including a gift, loan, reward, promise of future benefit, favor, or service, based upon any understanding that the vote, official action, or judgment of the employee or elected official would be influenced thereby or that would give the appearance that such influence exists.
- (e) Purchases of commodities and services may not be split or divided into more than one purchase or more than one project for the purpose of evading the financial authority dollar limit requirements in this Administrative Regulation.

GENERAL PROCEDURES:

- (a) OMB means "Office of Management & Budget/Purchasing & Contracts Section".
- (b) Except as noted elsewhere in this Administrative Regulation, the following authorization levels apply to the procurement of all commodities and services and shall be subject to strict adherence when following the procedures outlined in the County's Administration Regulations noted above:
 - 1. Department/Office/Division Directors shall have authorization to approve all purchases valued less than \$5,000.
 - 2. Department/Office Directors shall have authorization to approve all purchases valued less than \$10,000.
 - 3. Department/Office Directors must obtain authorization from the County Administrator for all purchases valued between \$10,000 and \$25,000.
 - 4. The County Administrator shall have authorization to approve all purchases valued less than \$25,000.
 - 5. Authorization from the Board of County Commissioners must be obtained for all purchases valued in excess of \$25,000.
 - 6. **Exception to the above:** If the purchase is through a State Term Contract, Florida Sheriff's Term Contract, PRIDE, RESPECT or State Cooperative Purchasing Agreements, authorization for purchases valued over \$25,000 is not required by the Board of County Commissioners; however authorization is required by the County Administrator.
- (c) Purchases valued less than \$5,000 do not require competitive quotes. Purchases valued between \$5,000 and \$25,000, require three written or verbal quotes from vendors/contractors/consultants for the commodity or service being procured. The

three quotes shall be attached to the purchase requisition and issued to the Finance Department after being approved in accordance with the approval authorization levels noted above. If the value of the purchase is between \$10,000 and \$25,000, the three quotes shall be sent to OMB for their review and approval prior to being approved by the County Administrator. If three quotes cannot be obtained, a written explanation for such shall be attached to the requisition. If the lowest quote is not utilized a written explanation for such shall be attached to the requisition.

- (d) Except for purchases made through the Florida State Term Contract or through "piggybacking" of another Authority's contract, or as noted otherwise in this Administrative Regulation, if the value of a one-time purchase of a category of commodities or services, that are similar in nature, are greater than \$25,000, the purchase must be made through a formal solicitation process. Furthermore, if a category of commodities or services, that are similar in nature, is purchased on a reoccurring basis, during a 12-month period, and the aggregate value of such purchases is greater than \$25,000, future procurement of that category of commodities or services must be through a formal solicitation process.
- (e) All purchases of commodities and services valued less than \$25,000 shall be made through the use of a Purchase Order. All purchases of commodities and services valued greater than \$25,000 shall be made through a formal written agreement, drafted and/or approved by OMB, as well as a Purchase Order.
- (f) All purchases of commodities and services greater than \$10,000 shall require the vendor/contractor/consultant to execute a Hold Harmless Agreement and submit to the County a certificate of insurance evidencing that they have in force the policies and limits, as required by the County's Risk Management Office, in accordance with the commodity or service being provided by the vendor/contractor/consultant.
- (g) If the purchase is for commodities or services that are a non-budgeted capital outlay or a fixed asset valued over \$1,000, the Department/Office/Director shall attach a memorandum to the purchase requisition explaining why the purchase is necessary and why it was not included in the budget. Authorization for a non-budgeted capital outlay or a fixed asset valued up to \$25,000 must have the approval of the County Administrator. Purchases of non-budgeted capital outlay or a fixed asset valued over \$25,000 must follow the procedures outlined in this Administrative Regulation and be approved by the Board of County Commissioners. If a non-budgeted capital outlay is being substituted for a budgeted capital outlay, approval to do so must be obtained from the County Administrator.
- (h) Piggybacking. To purchase commodities and services using a contract negotiated by another government agency (state or local) by piggybacking their solicitation or contract, the selection of the vendor/contractor/consultant made by the other agency must have been the result of a competitive solicitation process. In making a request to piggyback another authority's contract, the Department/Office/Division shall submit a request to piggyback along with a copy of the other authority's contract, solicitation document and bid tabulation to OMB for review and approval. The financial authorization limits noted in this Regulation above shall be followed. For purchases over \$25,000, OMB shall draft a "piggyback" agreement and Hold Harmless Agreement for execution by the selected vendor/contractor/consultant, obtain

compliant insurance documentation, and place the item on the Board of County Commissioners agenda for approval. All other requisitioning and purchasing procedures shall be followed.

- (i) Any exceptions to procedures outlined in this Administrative Regulation, such as bid waiver, sole source, and emergency purchases that exceed \$10,000 but are less than \$25,000 shall be reviewed by OMB and approved by the County Administrator. Should such purchases be valued at over \$25,000, OMB shall request approval from the Board of County Commissioners. Refer to Administrative Regulation AR: 9.14 and AR: 9.06 for procedures concerning emergency purchases and sole source purchases, respectively. All other requisitioning and purchasing procedures shall be followed.
- (j) Contractual Agreements for "special circumstance" purchases that are not covered in this Administrative Regulation shall be approved by the Board of County Commissioners and are exempt from the requirements referenced in this Administrative Regulation. The County Administrator shall determine what constitutes a "special circumstance" purchase.
- (k) Payments to vendors/contractors/consultants shall be made in compliance with the Florida Prompt Payment Act, Chapter 218.70 of the Florida Statutes. Payments for satisfactorily furnished commodities or completed services shall be made within 20 business days after the payment request is stamped as received by Staff, unless stipulated otherwise in the Contract between the County and the vendor/contractor/consultant. If an agent, such as an architect or engineer, must approve the payment request prior to approval by Staff, payment to the vendor/contractor/consultant shall be made within 25 business days after the payment request is stamped received by the agent, unless stipulated otherwise in the Contract between the County and the vendor/contractor/consultant.
- (l) The Florida Statutes require written documentation and time frames for disputes in the payment process. If a payment request is being disputed, Staff must notify the vendor/contractor/consultant in writing within 10 days of receipt of the payment request that the payment request is improper and indicate the corrective action required. Upon resolution of the improper payment request, payment of the resubmitted payment request shall be made within the time frames noted above. If a portion of the payment request is disputed, that undisputed portion of the payment request must be paid within the time frames noted above.
- (m) OMB shall maintain a file for each purchase of a commodity or service that is obtained as a result of a formal solicitation, bid waiver or sole source purchase valued over \$25,000 and awarded by the Board of County Commissioners. Staff shall be responsible for evaluating vendor/contractor/consultant performance and submitting comments to OMB concerning such, which will be included in the solicitation file. Whenever a vendor/contractor/consultant is found to be not in contract compliance, Staff shall advise OMB of such in writing. OMB will issue a letter to the vendor/contractor/consultant requesting compliance and shall retain such in the solicitation file. If the vendor/contractor/consultant does not cure such non-compliance or is found to be non-compliant three consecutive times during the contact period, Staff shall have just cause to cancel the contract and bar the vendor/contractor/consultant from participation in future solicitations for up to three

years. The vendor/contractor/consultant may be reinstated by providing proof that the circumstances resulting in the cancellation of their contract or their debarment from future solicitations has been corrected or no longer exists.

- (n) For contracts valued greater than \$25,000, which the Board of County Commissioners approved, requests to cancel such contracts with a vendor/contractor/consultant or debar a vendor/contractor/consultant from the solicitation process must be submitted to OMB in writing with supporting documentation. OMB will review the circumstances behind the request, inclusive of discussions with the vendor/contractor/consultant, and report its findings to the County Administrator who will make the final determination as to whether the request is warranted and properly substantiated. If approved by the County Administrator, OMB will submit the request to the Board of County Commissioners for final approval. Once approved by the Board, OMB shall issue a notice to the vendor/contractor/consultant of such contract cancellation or solicitation debarment. If the contract with the vendor/contractor/consultant is cancelled for non-compliance or other issues determined to be detrimental to the County, that vendor/contractor/consultant will automatically be barred from participating in future solicitations for a period of three (3) years. A debarred vendor may apply for reinstatement by providing proof that the circumstances resulting in their debarment no longer exists.
- (o) Staff may request that a vendor/contractor/consultant **not be allowed** to participate in the solicitation process for the following reasons:
 - 1. Failure to respond to or take satisfactory corrective action concerning contract compliance, performance, or any other issues that are determined to be detrimental to the County, after receiving two written notices from OMB concerning such matters.
 - 2. Formal action by another government agency canceling an agreement with the vendor/contractor/consultant or removing the vendor/contractor/consultant from their vendor list.
 - 3. Formal action by the County canceling an agreement with a vendor/contractor/consultant.
 - 4. Pending or current litigation between the County and the vendor/contractor/consultant.
- (p) Term Contracts. Contracts for commodities or services may be entered into for a period of one to five years. These contracts may be renewed for a period not to exceed three (3) years or the original term of the contract, whichever period is longer.
- (q) Term Contracts are awarded to vendors/contractors/consultants for the purpose of providing the County with a reliable, cost effective source from which to procure commodities and services in a timely manner. Although term contracts are initiated by specific Departments/Divisions/Offices, it is the County's intent that they be utilized by the entire Organization, whenever possible. Before any purchase of a commodity or service is initiated, the Department/Division/Office making the purchase shall review the

list of term contracts posted on the County's Intranet to ascertain if there is a current vendor/contractor/consultant that can provide the commodity or service. If there is a vendor/contractor/consultant on the list that can provide the required commodity or service, the Department/Division/Office shall procure such from that vendor/contractor/consultant. Should the Department/Division/Office elect not to procure the commodity or service from that vendor/contractor/consultant, they shall complete an *"Authorization to Not Purchase from a Bid-Vendor Form"*, indicating the reason for not complying with this requirement, and submit such the County Administrator for approval.

- (r) **Local Preference.** Citrus County's Ordinance No. 2008-04 stipulates that preference shall be given to "local business" for certain purchases of commodities and services. "Local business" means a vendor or contractor who has paid its local business tax to the County at least six (6) months prior to the date of purchasing from that vendor; does business in Citrus County by providing goods, services, or construction; and maintains a physical business address located within the jurisdictional limits of Citrus County in an area zoned for the conduct of such business from which the vendor or contractor operates or performs business on a day-to-day basis. Post office boxes do not establish such physical address. For competitive quotes obtained for purchases valued between \$10,000 and \$25,000, where one or more of the vendors/contractors/consultants are a "local business", If the differential between the local vendor's/contractor's/consultant's quoted price, and the lowest quoted price submitted, is less than \$900, the local vendor's/contractor's/consultant's quoted price shall be reduced by three percent (3%) for determining from who to purchase the commodity or service. If the three percent (3%) reduction results in the local vendor's/contractor's/consultant's quoted price being the lowest price, then the commodity or service shall be purchased from that local vendor/contractor/consultant. The price paid to that local vendor/contractor/consultant shall be the quoted price, not the price as reduced by three percent (3%) for purchase determination. Local Preference does not apply to the category of professional services which fall under the Consultant's Competitive Negotiation Act.

GENERAL PROCEDURES FOR FORMAL SEALED SOLICITATIONS:

- (a) To initiate the formal sealed solicitation process for purchases with a value greater than \$25,000, the Department/Office/Division shall submit a *"Procurement Authorization Form"* to OMB. Requests submitted to initiate the solicitation process must provide evidence that the commodity or service being procured is budgeted, or has been approved by the Board of County Commissioners, if it is a non-budgeted purchase. This form must be executed by the requestor, their Division Director, their Department Director, and the OMB Director.
- (b) OMB shall be responsible for advertising all formal sealed solicitations and maintaining documents and files related to such solicitations, including proof of advertisement, addendums, pre-bid/pre-proposal conference records, vendor/contractor bids/proposals, vendor/contractor evaluation documents, Agreements, memorandums, certificates of insurance, bonds, notices of commencement, and other related documents.
- (c) The public advertisement shall include a general description of the commodity or,

service, and indicate how interested parties may apply for consideration. The public advertisement shall also include a statement that the bids/proposals are competitive sealed bids/proposals, indicate the date and time the bids/proposals are due, and indicate the date and time of the public opening. If a solicitation is inadvertently not advertised, the public opening date and time shall be revised in order to allow sufficient time for public notice.

- (d) The solicitation for any construction project that is estimated to cost more than \$200,000 shall be publicly advertised at least once, twenty-one (21) days prior to the established bid/proposal due date, and at least five (5) days prior to any scheduled pre-bid/proposal conference. The solicitation for any construction project that is estimated to cost more than \$500,000 shall be publicly advertised at least once, thirty (30) days prior to the established bid due date, and at least five (5) days prior to any scheduled pre-bid/proposal conference. In cases of emergency, this procedure may be altered, with the approval of the County Administrator in any manner that is reasonable under the emergency circumstances.
- (e) If the location, date, or time of the bid/proposal opening date changes, written notice of the change must be given, as soon as practicable after the change is made, to all vendors/contractors/consultants who are registered to have received the bid/proposal, plans and specifications, and any addenda to such.
- (f) The solicitation, and advertisement of such, for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work projects that are estimated to be in excess of \$100,000, shall stipulate that the contractor must submit a certified check, cashiers' check, or bid bond, in the amount of five percent (5%) of the bid price with their bid. Also, the solicitation, and advertisement of such, shall stipulate that Payment and Performance Bonds in the amount of one hundred percent (100%) of the bid amount shall be required upon award.
- (g) Bid, Payment and Performance bonds shall be in the form prescribed in Chapter 255.05 of the Florida Statutes. The surety company underwriting the Bond shall be licensed to do business in the State of Florida and shall be rated by A.M. Best at A- or better.
- (h) For an Invitation to Bid, the solicitation shall include a detailed description of the commodity or service; indicate that the bids are competitive sealed bids; indicate the date and time the bids are due; indicate the date and time of the public opening; indicate if the procurement contemplates the renewal of a contract; and state all contractual terms and conditions applicable to the procurement, including the criteria to be used in determining acceptability of the bid. Criteria not set forth in the Invitation to Bid may not be used in determining acceptability of the bid. Evaluation of bids shall include consideration of the total cost as submitted by the vendor/contractor. An award of a Bid shall be made to the lowest, most responsive and responsible vendor/contractor, who meets the requirements and criteria set forth in the Invitation to Bid. See Administrative Regulation AR: 9.10 for more information.
- (i) For a Request for Proposal, the solicitation shall include a detailed description of the commodity or service; indicate that the proposals are competitive sealed proposals;

indicate the date and time the proposals are due; indicate the date and time of the public opening; indicate if the procurement contemplates the renewal of a contract; and state all contractual terms and conditions applicable to the procurement, including the criteria, which shall include, but need not be limited to, price, to be used in determining acceptability of the proposal. The relative importance of the evaluation criteria shall be indicated. The relative importance of price shall not be greater than 50% of the overall evaluation criteria weight. The proposals shall be evaluated against all evaluation criteria set forth in the solicitation and the vendors/contractors/consultants ranked highest to lowest. Oral presentations may be conducted with the three highest ranked vendors/contractors/consultants. If oral presentations are conducted, the score for the oral presentation shall be added to the previous scores. An award of a proposal shall be to the most responsible and responsive vendor/contractor/consultant who has the highest total evaluation criteria score. See Administrative Regulation AR: 9.15 for more information.

- (j) For a Request for Qualifications, the solicitation shall include a general description of the commodity or service; the date and time the proposals are due; indicate the date and time of the public opening; indicate if the procurement contemplates the renewal of a contract; and state all contractual terms and conditions applicable to the procurement, including the criteria to be used in determining acceptability of the proposals. Pricing shall not be a criterion. The relative importance of the evaluation criteria shall be indicated. The proposals shall be evaluated against all evaluation criteria set forth in the solicitation and the vendors/contractors/consultants ranked highest to lowest. Oral presentations may be conducted with the three highest ranked vendors/contractors/consultants. If oral presentations are conducted, all scores for those invited for oral presentations shall be discarded and the selection of the most qualified vendor/contractor/consultant shall be determined by the score given to the vendors/contractors/consultants for the oral presentation. The highest ranked vendor/contractor/consultant shall be selected to commence negotiations concerning pricing. For the procurement of "professional services" (i.e., architectural, engineering, landscape architecture, and surveying and mapping services), other requirements for the Request for Qualifications apply. See Administrative Regulation AR: 9.08 for more information.
- (k) Formal sealed solicitations shall be opened by OMB at a public meeting. Two OMB staff members shall attend and record the opening and prepare tabulations.
 - 1. For an Invitation to Bid, the information conveyed at the public opening shall be the name of the vendors/contractors who submitted bids along with their respective pricing.
 - 2. For a Request for Proposal, since evaluation of such involves criteria besides pricing to make an award, pricing shall not be divulged during the public opening. The only information conveyed at the public opening shall be the names of the vendors/contractors/consultants who submitted proposals.
 - 3. For a Request for Qualifications, the only information conveyed at the public opening shall be the names of the vendors/contractors/consultants who submitted proposals.

- (l) Solicitation protests and disputed award recommendations shall be reviewed by OMB and forwarded to the County Administrator and/or County Attorney for determination. Once a determination has been made, OMB will submit a written response to the protesting vendor/contractor/consultant. No protest will be considered if it is not received by OMB either 72 hours after the public opening for Invitation to Bids, or 72 hours after a recommendation of award has been posted for Requests for Proposals or Requests for Qualifications. Under no circumstances shall the County enact debarment or suspension action against the protesting vendor/contractor/consultant, regardless of the outcome of the protest.
- (m) For an Invitation to Bid, should there result in a tie score between two or more vendors/contractors, the following actions shall be initiated:
 - 1. Award to the vendor/contractor whose business is physically located in Citrus County, or
 - 2. Award to the vendor/contractor who offers the shortest delivery time, or
 - 3. Divide the award equally between the tied vendors/contractors, or
 - 4. Draw lots or flip a coin, or
 - 5. Reject all bids or proposals and re-solicit the commodity or service.
- (n) For Request for Proposals or Request for Qualifications, should there result in a tie score between two vendors/contractors/consultants, the vendor/contractor/consultant that scored the highest for the evaluation criteria that had the highest weight of importance (excluding price, if applicable), shall be ranked higher.
- (o) For any formal solicitation, if less than two bids or proposals are received; Staff may negotiate best terms and conditions with that vendor/contractor/consultant, or reject the bid or proposal and re-solicit the commodity or service, if applicable.
- (p) Local Preference. Citrus County's Ordinance No. 2008-04 stipulates that preference shall be given to "local business" for certain purchases of commodities and services. "Local business" means a vendor or contractor who has paid its local business tax to the County at least six (6) months prior to bid or proposal opening date; does business in Citrus County by providing goods, services, or construction; and maintains a physical business address located within the jurisdictional limits of Citrus County in an area zoned for the conduct of such business from which the vendor/contractor/consultant operates or performs business on a day-to-day basis. Post office boxes do not establish such physical address. All formal sealed solicitations shall follow and comply with Citrus County's Ordinance No. 2008-04 concerning Invitations to Bid, Requests for Proposals and Requests for Qualifications. The Ordinance does not apply to Requests for Qualifications where such solicitation is for professional services falling under the Consultant's Competitive Negotiation Act (CCNA). Furthermore, this Ordinance does not apply for any solicitation involving a purchase that is funded by a Federal-Aid Grant.
- (q) For commodities or services where a written Agreement exists between the County and the vendor/contractor/consultant, if the volume of the commodity (excluding unit price Agreements), the scope of the service, or the schedule of the service changes, and the change results in an increase or decrease in the contract price for the commodity or service, Staff shall submit a request to OMB to amend the Agreement

to reflect this change in price. OMB shall draft the Amendment to the Agreement and have it executed by the vendor/contractor/consultant. OMB will then prepare an Agenda Item for the Board of County Commissioners to approve and authorize execution of the Amendment to the Agreement. After execution of the Amendment to the Agreement by the parties, OMB shall have the document recorded in the public records of Citrus County and shall issue certified copies of the document to the vendor/contractor/consultant and Staff. Within fifteen (15) calendar days after execution of the Amendment to the Agreement, Staff shall issue a change order to the existing Purchase Order to increase or decrease the amount of the Purchase Order in accordance with the Amendment to the Agreement.

- (r) For services where a written Agreement exists between the County and the vendor/contractor/consultant, if the completion time of the project needs to be extended by more than fifteen percent (15%) of the original completion time, and the extension of time does not affect the contract price, Staff shall submit a request to OMB to amend the Agreement to reflect this change in time. OMB shall draft the Amendment to the Agreement and have it executed by the vendor/contractor/consultant. OMB will then prepare an Agenda Item for the Board of County Commissioners to approve and authorize execution of the Amendment to the Agreement. After execution of the Amendment to the Agreement by the parties, OMB shall have the document recorded in the public records of Citrus County and shall issue certified copies of the document to the vendor/contractor/consultant and Staff.
- (s) For services where a written Agreement exists between the County and the vendor/contractor/consultant and the Agreement is renewable over a period of two or more years ("Term Contract"), at the end of each renewal period, Staff shall submit a request to OMB to renew the Agreement. OMB shall contact the vendor/contractor/consultant and obtain a written confirmation of their desire to renew. If there is a change in pricing, OMB shall obtain approval from Staff of such change, or assist Staff in negotiating better pricing. If Staff cannot reach an agreement with the vendor/contractor/consultant as to pricing, the Agreement will not be renewed and the commodity or service shall be re-solicited. If the Agreement is renewed, OMB shall draft a Renewal Agreement for execution by the vendor/contractor/consultant and shall prepare an Agenda Item for the Board of County Commissioners to approve and authorize execution of the Renewal Agreement. After execution of the Renewal Agreement by the parties, OMB shall have the document recorded in the public records of Citrus County and shall issue a certified copy of such to the vendor/contractor/consultant and Staff.
- (t) No vendor/contractor/consultant, or any other individual, shall be denied access to a mandatory or non-mandatory pre-bid or pre-proposal conference, or any other public conference involving a formal solicitation, regardless of when that vendor/contractor/consultant, or any other individual, arrives at the conference.
- (u) If a pre-bid or pre-proposal conference is mandatory, only those vendors/contractors/consultants who attend are permitted to submit a bid or proposal.
- (v) If a solicitation is rejected, canceled or protested, a formal review of the circumstances behind the rejection or cancellation shall be conducted by Staff and

OMB to ascertain what can be done to circumvent such from occurring with future solicitations.

- (w) Direct Purchase. The County is exempt from sales and use taxes for purchases of commodities that are made directly from vendors/dealers/distributors. For construction projects, the County may elect to purchase materials, equipment and supplies directly from the construction contractor's vendors/dealers/distributors. For more information, refer to Administrative Regulation AR: 9.12; Direct Purchase of Materials, Equipment and Supplies for Construction Projects.
- (x) Continuing Contracts. The County has continuing contracts for various professional services (engineering, architecture, landscape architecture, and mapping/surveying) and for general construction services. For more information concerning this, refer to Administrative Regulations AR: 9.09; Continuing Contracts for Professional Services, and AR: 9.11; Continuing Contracts for Construction Services.

FOOTNOTES & REFERENCES TO RELATED AR's: Supersedes AR 9.01 dated October 24, 1989, AR 9.01-1 dated April 6, 1999, AR 9.01-2 dated November 2, 1999, AR 9.01-3 dated August 8, 2000, AR 9.01-4 dated August 14, 2001, AR 9.01-5 dated September 11, 2001; AR 9.01-6 dated January 22, 2002; AR 9.01-7 dated March 11, 2003; AR 9.01-8 dated October 25, 2005, AR 9.01-9, August 12, 2008