

Lewis County Contract Approval Policy

1. Purpose

The purpose of this policy is to establish a streamlined process for approving contracts, agreements, grant applications, amendments and change orders within Lewis County while ensuring adherence to legal and financial standards.

2. Authority

The Lewis County Board of County Commissioners (BOCC) holds ultimate authority over its departments signing documents on behalf of Lewis County. This authority may be delegated to specific individuals or positions within county government.

3. Designated Signatories

County Manager: The County Manager is authorized to sign documents on behalf of Lewis County within the scope of his/her duties and responsibilities as outlined in his/her job description and by direction of the BOCC.

The County Manager may delegate signing authority to designated staff members under his/her supervision, ensuring proper oversight and accountability.

4. Definitions

Agreement: A contract that binds Lewis County to a course of action, including but not limited to:

- Contracts for projects
- Contracts for services, such as consulting services
- Contracts for grants (as the grantor or grantee)

Note: Change orders, addenda and amendments are addressed in a later section.

Department Head: A department director, administrator or manager overseeing any of the following departments:

- Community Development
- Public Health & Social Services
- Public Works

- 911 Communications
- Human Resources
- Risk
- Information Technology
- Department of Emergency Management
- Facilities
- Capital Projects
- Budget

5. Authorization Criteria

For agreements to be authorized under this policy, they must meet the following conditions:

- Be in writing
- Be approved by a prosecuting attorney
- Be authorized in the department's adopted budget  or supported by a supplemental revenue source
- Not fundamentally change the scope of work of a program or contract
- Not require transfer of a real property interest
- Not be labor union agreements
- Not be interlocal agreements under RCW 39.34.080
- Not be a type of contract required by statute to be approved by the governing body of the county
- Be in the public's interest

Authorization Levels for Agreements

For Agreements totaling less than \$50,000: The County Manager and Department Heads are authorized to sign and bind Lewis County to Agreements totaling less than \$50,000 without going through the resolution process. Subsequent changes to these Agreements are subject to the parameters outlined in the "Change Orders / Amendments / Addenda" section.

For Agreements totaling \$50,000 to \$350,000: The County Manager and Department Heads must receive BOCC approval via resolution for Agreements totaling \$50,000 to \$350,000. The BOCC may allow the Department Head(s) to present an after-the-fact resolution. Subsequent changes to these Agreements are subject to the parameters outlined in the "Change Orders / Amendments / Addenda" section.

For Agreements exceeding \$350,000: The County Manager and Department Heads must receive BOCC approval via resolution before entering into Agreements exceeding \$350,000 or increasing the cumulative total to more than \$350,000. Subsequent changes to these Agreements are subject to the parameters outlined in the "Change Orders / Amendments /

Addenda” section.

Change Orders / Amendments / Addenda

1. For Agreements that originally totaled \$350,000 or less

- A Change Order / Amendment or Addendum that increases the total by 10 percent or more requires review before the Board of County Commissioners (BOCC) during one of the BOCC’s regular meetings, such as the Wrap-Up meeting or County Manager meeting. The County Manager or their designee may sign for approval after such review.
- Change Orders / Amendments or Addenda that cumulatively increase the total by 25 percent or more require review before the Board of County Commissioners (BOCC) during one of the BOCC’s regular meetings, such as the Wrap-Up meeting or County Manager meeting. The County Manager or their designee may sign for approval after such review.
- Change Orders / Amendments or Addenda that would increase – or cumulatively increase – the total to more than \$350,000 require BOCC approval via resolution.

2. For Agreements that originally totaled more than \$350,000

- A Change Order / Amendment or Addendum that increases the total by 10 percent or more requires review before the Board of County Commissioners (BOCC) during one of the BOCC’s regular meetings, such as the Wrap-Up meeting or County Manager meeting. The County Manager or their designee may sign for approval after such review.
- Change Orders / Amendments or Addenda that cumulatively increase the total by 25 percent or more require review before the Board of County Commissioners (BOCC) during one of the BOCC’s regular meetings, such as the Wrap-Up meeting or County Manager meeting. The County Manager or their designee may sign for approval after such review.

Exceptions for TIP projects:

The BOCC approves the Public Works Transportation Improvement Project (TIP) list via resolution annually. Change Orders / Amendments / Addendums for projects on the TIP list would only require approval via resolution if the increase could not be absorbed by the established budget.

Recordkeeping:

When the County Manager or a Department Head enters into an Agreement as outlined above, they must:

- Save a copy and record of the executed contract(s) into the county's procurement management system (OpenGov).
- Provide a copy of the fully-executed contract(s) to the BOCC, including contract subject matter, amount, term and contractor.

Effective date

This policy shall be effective immediately upon adoption by the Lewis County Board of County Commissioners (BOCC) and shall supersede any previous policies inconsistent with its terms.