Title: Administrative Policy Contract and Delegation Authority	**Policy No.** Part 2, Board Administration Chapter 1, Board of County Commissioners Section 2
	Effective Date May 22, 2012
Policy Custodian Board of County Commissioners	**Adoption/Revision Date** May 22, 2012

Adopting Resolution(s): CC12-198

References (Statutes /Resos/Policies): §30-11-107 (1) (aa) C.R.S.; CC86-956, CC90-556, CC90-668, CC90-754, CC90-857, CC90-861, CC91-24, CC91-176, CC91-540, CC92-218, CC94-224, CC92-334, CC92-842, CC92-918, CC93-253, CC93-443, CC93-749, CC94-201, CC99-457, CC00-356, CC00-411, CC03-592, CC09-259, CC10-217, CC11-152, CC11-172, CC12-172

Procedure: Delegation of Appendix Authority

Purpose: To establish Board of County Commissioners' authority to contract and delegate contracting authority.

Policy: Board of County Commissioners Contract and Delegation Authority

A. Authority

1. The County has authority pursuant to Section 30-11-101(1), C.R.S., "to make all contracts and do all acts in relation to the property and concerns necessary to the exercise of its corporate or administrative powers."

2. The Board of County Commissioners has authority pursuant to Section 30-11-107(1) (aa), C.R.S., to establish policies and procedures regarding entering into contracts binding on the County and to delegate its power to enter into such contracts pursuant to such policies and procedures.

B. Approval

1. The Board of County Commissioners' approval of a contract by resolution duly adopted by the Board of County Commissioners shall:

   a. Constitute authorization of the Board of County Commissioners for the Chairman, or the Chairman pro-tem in the absence of the Chairman, or any Commissioner in the absence of the Chairman and the Chairman pro-tem, to execute the contract.

   b. Authorize the Chairman, or the Chairman pro-tem in the absence of the Chairman, or any Commissioner in the absence of the Chairman and the Chairman pro-tem, to execute all documents necessary for the completion of the services, transactions amendments to the contract, or other objects of the contract unless otherwise stated in the contract, including, but not limited to, any attachments to the contract, certifications, applications, licenses, permits, or any other documents required or implied by the terms of the contract.

2. The Board of County Commissioners' approval of a contract for the conveyance or acquisition of an interest in property of any kind (including real property, personal property and water rights), shall authorize the Chairman, or the Chairman pro-tem in the absence of the Chairman, or any Commissioner in the absence of the Chairman and the Chairman pro-tem, to execute all documents necessary for the completion of the transaction or transactions including, but not limited to All documents referenced in subsection B.1.b, Commissioners' Deed(s). Commissioners' Easement(s), Acceptance of Deed(s), Acceptance of Easement(s).

3. All documents must be approved by the County Attorney's Office prior to execution by the Chairman, or the Chairman pro-tem in the absence of the Chairman, or any Commissioner in the absence of the Chairman and the Chairman pro-tem.

4. The Chairman, or the Chairman pro-tem in the absence of the Chairman, or any Commissioner in the absence of the Chairman and the Chairman pro-tem, may not execute documents, contracts, or amendments which:

    a. obligate the County to a sum in excess of the contract sum or a term in excess of the contract term unless such additional amount or additional contract time is authorized in the resolution approving the contract or in the contract itself.

    b. are not approved by resolution duly adopted by the Board of County Commissioners.

C. Delegation of Authority

1. The Board of County Commissioners may delegate authorities through resolutions or policies, including but not limited to the following:

    a. The Delegation of Authority Appendix

    b. Human Service Calendar Year Agreements

    c. Short-Term Delegation List