

TERMS AND CONDITIONS DOCUMENT CHECKLIST

All Terms and Conditions Agreements require Budget and Deputy County Executive approval. Therefore, all requests must be submitted to Neil Squillante at least 20 days prior to the date of service in order to allow sufficient processing time.

The following paperwork must be submitted at the time of the request:

_____ The sheet “Short Form Contract & Terms and Conditions Check Off List”. This form is needed in order to supply all the data required in the Budget approval request. Please be sure to provide a clear description of the Scope of Work and complete all the information fields on the sheet. For any service *not* exempt from the County’s Procurement Policy, a minimum of three price quotes must be obtained and recorded on this sheet. Remember to search the MWOB database at www.westchestergov.com/mwob and solicit quotes from companies providing the service you require.

Please Note: The MWOB list must be reviewed for T&C Agreements. Although a particular service may be exempt from the procurement policy, it is **not** an exemption from complying with this directive. While you might not always be required to solicit bids, you are required to review the MWOB database and canvass businesses that meet your needs.

_____ A T&C Agreement and Questionnaire filled out by the Vendor.

_____ For NEW Vendors: a W-9.

Please remember: You must advise all Vendors they must agree to receive payment via electronic funds transfer (“EFT”). Those not enrolled in the Vendor Direct Program must be furnished with Vendor Direct Payment Authorization paperwork to complete and return directly to the Finance Department.

As a reminder, Terms and Conditions is available only once per year per vendor for a maximum of \$5,000 and should not be used for the procurement of goods or rental of equipment.

Once Budget approval is received and the service is performed, submit an invoice and a field requisition to PRC Administration.

All forms can be found on the Parks Intranet <http://cww/parks/> in the FORMS section.