



# Antrim County

## **Contracts Policy**

### **Purpose:**

The purpose of this policy is to assure: All contracts are approved by the Board of Commissioners; the County Administrator has reviewed all contracts in regards to proper administration of county business and this policy; the County Finance Director has reviewed all contracts in regards to budgeted monies; the County Information Technology Director has the opportunity to advise on consistent use and impact of technology; and legal counsel has the opportunity to review all contracts, reflected in this policy, prior to signing, to protect the County's interest.

### **Responsibility:**

The County Administrator will provide for the administration and processing of County contracts and this policy. This policy applies to all Department Heads, Elected Officials, and Agencies of Antrim County.

### **Policy:**

- 1) Only the Board of Commissioners of Antrim County can authorize multi-year contracts, which span two or more budget years. All executed contracts must be within budgetary limits after following appropriate purchasing policy and procedures, and signed by the Antrim County Board Chair and/or an appropriate elected official based on statutory or case law authority. No non-elected department head has the authority to sign any contract or agreement, make any oral contract or agreement, or in any other way bind the County of Antrim without the express permission of the County Board of Commissioners.
- 2) All contracts must be provided to the County Administrator for substance and the purpose of administration of this policy. All contracts must be approved by the County Finance Director with respect to availability of funds prior to execution. All contracts involving technology must be approved by the County Information Technology Director prior to execution. Legal counsel will review all contracts for accuracy and content, and will forward to the County Administrator for comments and recommendations.
- 3) Legal review is not required if the contract has no consequential changes from a previously approved contract, as determined by the County Administrator, or if the contract is based on the standard Antrim County contract previously provided by legal counsel.

- 4) The Antrim County Board Chair is authorized to sign contracts without additional Board of Commissioners approval if the contract does not require legal review AND is an annual renewal or is budgeted below an amount requiring Board of Commissioners approval per the Purchasing Policy.
- 5) If any Elected Official, Department Head or other County employee or agent signs a contract which is contrary to public policy, forbidden by statute or otherwise disallowed, the County Board of Commissioners reserves the right to set aside such contract and hold the person signing such contract personally liable for any damages caused by entering into an unauthorized contract.
- 6) Any contract signed by an individual without the authority to do so from the Board of Commissioners will by default be considered invalid. The County is not bound to any costs or terms from failure by an individual or entity doing business with Antrim County to follow this policy.
- 7) Nothing in this policy shall be deemed to negate, modify, alter, or be a waiver of any statutory or case law requirements.
- 8) Nothing in this policy shall be deemed to negate, modify, alter or be a waiver of any governmental immunity or any other statutory or case law protection afforded to a governmental body or the County of Antrim.

Adopted as Authority to Sign Contracts Policy: September 8, 2011; Amended May 14, 2015  
Amended to Contracts Policy: October 20, 2022



# Antrim County

## **Contracts Policy**

### **Acknowledgement**

The undersigned acknowledges that he/she has received a copy of the Contracts Policy.

The undersigned also understands that he/she is bound by the policies and procedures described in this Policy.

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Signature

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Printed Name

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Date

Please return the following to:

Antrim County Human Resources  
P.O. Box 187  
Bellaire, MI 49615