



GENERAL SERVICES AGENCY
Procurement Services
Hall of Administration-Lower Plaza
800 S. Victoria Avenue, L#1080
Ventura, CA 93009
(805) 654-3750

November 28, 2023

Dear Vendor:

YOUR ATTENTION TO THE BOLDED AREAS IS MANDATORY.

Attached is a County of Ventura (County) **MASTER AGREEMENT (MA)**. This MA authorizes payment for goods/services furnished to the department(s) listed, subject to the conditions of the MA.

MA's combine all agencies' requirements into one document. The actual amount that will be spent under the MA may be less than the overall total shown on the MA. You will receive an MA Modification from Procurement Services whenever changes are made to the authorized agencies, allocations, bill to, etc.

The MA may be used for walk-in, call-in/pickup and delivery. In all three purchase methods, the user of the MA is required to identify the MA#. MA number/name is a combination of the vendor's name, fiscal year, and 2-digit number. Use of a County MA is limited to County employees and **PROPER IDENTIFICATION IS REQUIRED**. This identification must include: County employee I.D. badge and a valid driver's license. The County accepts no financial responsibility for purchases made by unauthorized persons. To assist your firm in receiving prompt payment for the goods/services provided, the following guidelines must be observed:

1. For purchase of goods on a walk-in basis, the following information must be recorded on the invoice: employee name, signature of the individual receiving the goods, County badge number (if I.D. has a number), and **last four digits** of driver's license number.
2. For telephone or written release order requesting delivery, the name of the employee placing the order must be legibly recorded on the invoice.
3. The County accepts no financial responsibility for any charge(s) exceeding the authorized MA limit, unless prior, **written** approval has been obtained.
4. **Only the County Purchasing Agent**, or authorized designee, may approve/authorize exceptions or changes to a County MA. Please contact the Procurement office at (805) 654-3750 with any questions.
5. **Prices/rates listed, or incorporated by reference, shall remain firm for the contract term. Procurement Services will only consider requests for price adjustments submitted in writing no later than May 1, of the current fiscal year. New prices, if agreed too, will be effective no sooner than July 1 of the following fiscal year.**
6. MA's are valid **ONLY FOR THE ITEMS LISTED IN THE MA DESCRIPTION OF GOODS/SERVICES** and only for the contract term specified in the MA.
7. Any act of performance by the vendor shall be considered unconditional acceptance of the County terms and conditions of purchase and specifications stated in the MA and its attachments, **including General Conditions sections 2, 8, and 10.**
8. Forward complete invoices to each agency/department at the address indicated below each agency's allocation. **Each agency will have a specific code for you to use on invoices.** Using the correct code will expedite processing and payment. **Failure to do so may result in delayed payment.**

Your complete cooperation with these terms and conditions is necessary to prevent unauthorized use of MA's. If you have any questions or concerns, please contact the Buyer listed on the MA.

Thank you, and we will look forward to a mutually beneficial business relationship.