

WALTON COUNTY BOARD OF COUNTY COMMISSIONERS

Office of Central Purchasing

**Procedure No:
PP-017**

Title: Local Preferences

Effective Date: March 25, 2008

Revised Date: September 3, 2008

I. Purpose:

To establish a procedure for giving preference to local vendors of goods and services and to local contractors for public works and construction projects.

II. Findings:

The Board of County Commissioners finds that it is in the best interest of the people of Walton County for the County to purchase goods and services from local vendors and to contract with local contractors for public works and construction projects. Such purchases and contracts will benefit the economy of Walton County, increase job opportunities for the people of Walton County, and generate additional tax revenues within Walton County.

III. Definitions:

1. "Local Vendor" shall mean a business entity, including a franchise owned by a Walton County resident, which has maintained its principal place of business within Walton County; or a business entity which has maintained a permanent place or places of business within Walton County and which has employed people who live in Walton County on a regular and continuing basis for at least six (6) months prior to a potential contract being advertised.
2. "Local Contractor" shall mean a construction business entity which has maintained its principal place of business within Walton County; or a business entity which has maintained a permanent place or places of business within Walton County and which has employed people who live in Walton County on a regular and continuing basis for at least six (6) months prior to a potential contract being advertised.
3. "Local Preference" shall mean a percentile reduction used to compare price bids made by local vendors or contractors or a weighted criterion used to evaluate Request for Proposals by local vendors or contractors.

IV. Procedures:

1. Documents:

Vendors and contractors wishing to obtain a local preference shall certify on a form Provided by the Purchasing Agent, that they qualify as “local” entities with their bids or proposal.

2. Bids:

- a. Each Invitation to Bid shall state whether it is subject to a local preference.
- b. If the lowest responsible responsive bidder is a local vendor or local contractor, The County shall award it the contract.
- c. The bid of a responsible responsive bidder that is not the lowest bidder, but is a local vendor or local contractor, shall be reduced by an amount equal to two (2%) of its bid up to a maximum of ten thousand dollars (\$10,000.00), for comparison purposes with the bid of the lowest bidder if that bidder is not entitled to a local preference.
- d. If the original bid from a local vendor or local contractor, minus two percent (2%) of said bid up to a maximum of ten thousand dollars (\$10,000.00) equals or is lower than the lowest bid submitted by an entity not entitled to a local preference, the contract shall be awarded to the local vendor or local contractor at its original bid price.

3. Proposals:

- a. Each Request for Proposal shall state whether it is subject to a local preference.
- b. If a Request for Proposal is subject to a local preference, the criteria and weight given for local preference shall be stated therein.

V. Exceptions:

No local preference shall be used if the Board of County Commissioner or its designee deems procurement through a State term contract or extend on another local government contract to be more efficient and economical than Walton County purchasing or contracting directly. No local preference shall be used in the purchase of vehicles, heavy equipment or computer and telecommunications hardware.