

**REQUEST FOR BOARD ACTION**

**HENDERSON COUNTY  
BOARD OF COMMISSIONERS**

**MEETING DATE:** July 16, 2008

**SUBJECT:** Henderson County Purchasing and Contracting Policy

**ATTACHMENTS:** Yes  
1. Purchasing & Contracting Policy Statement

**SUMMARY OF REQUEST:**

Pursuant to Board discussion at the July 7, 2008 meeting regarding a purchasing policy for the County, Staff has worked with Eileen Youens of the School of Government on the specifics for such a policy. Attached is the draft Henderson County Government Purchasing and Contracting Policy Statement, which reflects revisions based on the Board's discussion and Ms. Youens input.

**BOARD ACTION REQUESTED:**

The Board is requested to discuss the purchasing and contracting policy presented, and direct Staff regarding any amendments and implementation. If the policy meets with the Board's approval, the following motion is suggested.

**Suggested Motion:**

*I move the Board approve the Henderson County Government Purchasing and Contracting Policy Statement.*

# HENDERSON COUNTY GOVERNMENT PURCHASING & CONTRACTING POLICY STATEMENT

**Purpose:** Strengthen the local economy by purchasing and contracting with local businesses as provided for within the framework of state law.

**Outcomes:**

- A) Encourage business growth opportunities for local companies.
- B) Enhance employment opportunities for county residents.
- C) Stimulate taxable investment by current and potential businesses.

## **Policy statement:**

- **Contracts Below NC Competitive Bidding Threshold**  
In the procurement of apparatus, materials, supplies, services or equipment by the County that have a total contract cost of less than \$30,000, preference will be given to local County vendors in the event price, quality and delivery time are equal to that proposed by out of County vendors if it is deemed in the best interest of Henderson County.
- **Contracts Requiring Competitive Bidding**  
While complying with North Carolina's competitive bidding requirements (for both informal and formal bids), the County seeks to stimulate and promote local businesses through its procurement process. The County does this by providing to businesses which have offices within the County with individual notice of solicitations for quotes or bids when requested by such business. Such requests are good for a period of one year from the date received, and must be in writing, and must specify the types of contracts for which the business wishes to be considered.
- **Construction Bidding**  
Henderson County may seek construction bids in either single prime or multi-prime format, or both. In the case of multi-prime bidding, each bidder shall identify the location, by County, of its base of operations. In the case of single prime bidding, the base of operations of each subcontractor shall also be identified by County. Upon award and subsequent project completion, contractors will certify the use of these subcontractors. Changes in the use of subcontractors are subject to the approval of Henderson County.

### **Disclaimer**

This policy should not be interpreted as restricting requests for bid proposals from local vendors only. The purpose of this policy is to assure that local vendors have an opportunity to participate in County contracts.