

REQUEST FOR BOARD ACTION

**HENDERSON COUNTY
BOARD OF COMMISSIONERS**

MEETING DATE: August 12, 2008

SUBJECT: Henderson County Purchasing Policy Statement

ATTACHMENTS: Yes
1. Purchasing Policy Statement

SUMMARY OF REQUEST:

Pursuant to Board discussion at the July 7, 2008 and July 16, 2008 meetings regarding a purchasing policy for the County, Staff has worked on the specifics for such a policy. Attached is the draft Henderson County Government Purchasing Policy Statement, which reflects revisions based on the Board's discussion.

BOARD ACTION REQUESTED:

The Board is requested to approve the purchasing policy as presented.

Suggested Motion:

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

HENDERSON COUNTY GOVERNMENT PURCHASING 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:

1. 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 taken together as a whole are substantially equivalent to that proposed by out of County vendors if it is deemed in the best interest of Henderson County.

2. 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.

3. Construction bidding

Henderson County will seek construction bids in both single prime and multi-prime format. In the case of multi-prime, each bidding entity will identify its base of operations as to its location within or outside of Henderson County. In the case of single prime bidding, subcontractors and their base of operations will be similarly identified. Henderson County government encourages the use of subcontractors from within Henderson 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.

4. Solicitation of local businesses

Henderson County government will actively solicit businesses located within the county for participation in all procurements and purchases under this policy.

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.