

LOCAL BIDDERS PREFERENCE POLICY

When preparing specifications or solicitations for bids, quotes, etc., the following policy shall be made available to bidders.

The City may grant an award to a qualified local bidder/vendor as defined below, if a local bid/quotation is within the following percentages of the lowest qualified bid:

- A. Within 3% for projects/purchases/services up to and including \$100,000;
- B. Within 2% for projects/purchases/services over \$100,000 up to and including \$500,000;
- C. Within 1% for projects/purchases/services over \$500,000;

To be considered for local bidder preference, a qualified local bidder/vendor shall have met the following qualifications for at least one year prior to date bids are due:

- 1. Shall have a legal permanent business address within Charlevoix County;
- 2. Shall be a personal property or real property taxpayer in Charlevoix County;
- 3. Shall not be indebted or in default to the City or in breach of any contract with the City.

Any Charlevoix County-based business awarded a contract or bid pursuant to this policy shall agree to make available to the City all records necessary to establish eligibility and compliance with all provisions of this policy.

All projects/purchases/services awarded under this policy shall be awarded pursuant to the applicable bid specifications and shall require a responsive bid from a Charlevoix County-based business who must be a responsible bidder as determined by the City. In accepting a bid under this policy, the City may consider some or all of the following as may be applicable:

- 1. The ability, capacity and skill of the bidder to complete project or offer products or services;
- 2. Whether the bidder can perform promptly or within the time specified, without delay or interference;
- 3. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- 4. The quality of performance of previous projects or services;

5. The previous and existing compliance by the bidder with laws and ordinances relating to performing project or providing goods and services;
6. The sufficiency of the financial resources and ability of the bidder to perform the project or provide the service;
7. The quality, availability and adaptability of the materials/supplies or services to the particular use required;
8. The ability of the bidder to provide future maintenance and services for the use of the subject of the contract or goods or services specified;
9. The number and scope of the conditions attached to the bid.

In furtherance of the best interest of the City, its taxpayers and residents, the City Council has adopted this policy to support local businesses in the procurement of City capital improvements and goods and services, whenever reasonably possible. This policy may be revised at any time by proper action of the City Council, acting in compliance with the City Charter the City Code, and the Rules and Procedures of the City Council.