

90-May-545

BE IT RESOLVED BY THE JEFFERSON COUNTY COMMISSION that the following ADMINISTRATIVE ORDER providing the policy and procedure for the application of the 3% local preference option for personal property competitive bids, is hereby approved.

ADMINISTRATIVE ORDER NO. 90-2

of the

Jefferson County Commission

The Jefferson County Commission hereby approves the following Administrative Order.

PURPOSE

TO ESTABLISH THE JEFFERSON COUNTY COMMISSION POLICY AND PROCEDURE FOR APPLICATION OF THE 3% LOCAL PREFERENCE OPTION FOR JEFFERSON COUNTY PURCHASES OF PERSONAL PROPERTY.

POLICY

IT IS THE POLICY OF THE JEFFERSON COUNTY COMMISSION THAT, WITH CERTAIN EXCEPTIONS, AWARDS OF PERSONAL PROPERTY PURCHASE CONTRACTS OF THE COUNTY WILL BE MADE TO THE LOWEST RESPONSIBLE BIDDER, HAVING A PLACE OF BUSINESS WITHIN THE COUNTY, WHERE SUCH BID IS NO MORE THAN 3% GREATER THAN THE BID OF THE LOWEST RESPONSIBLE BIDDER WITHOUT A PLACE OF BUSINESS WITHIN THE COUNTY.

(1) Application: This policy (herein 'local preference') applies to all purchases of the county made by the Jefferson County Purchasing Department, with the exception of the following:

(a) Local preference shall not apply unless three or more bids meeting specifications from responsible bidders are received on the bid item. A bid over 4% higher than the lowest bid will not be counted.

(b) Local preference shall not apply to items purchased through the "bid box" procedure.

(c) Local preference shall not apply to purchases resulting from Invitations to Bid which are awarded by line item, when such line items included in the Invitation exceed ten and when the unit price of none of the items exceed \$1,000.00.

(d) Local preference shall not apply to purchases being made from state bid lists.

(2) Local preference shall be initiated by the Purchasing Department as soon as notice of the adoption of this policy can be included in the Invitation to Bid or otherwise provided by the Purchasing Department to prospective bidders prior to submission of the bids.

(3) Eligibility: The Purchasing Department shall determine eligibility of a bidder for an award based upon this policy. In making such determination, the Purchasing Department shall be guided by the following, criteria:

"Having a place of business within the County" shall mean:

(a) A permanent place, not a temporary place;

(b) For at least one year prior to issuance of the Invitation to Bid; provided, however, a transfer of ownership of the business will not interrupt the residency of the business;

(c) The "place of business" shall be a business location and may not be within or part of a resi-

dential location such as a home, residence, hotel or motel.

Evidence of such eligibility shall require, in every case, proof of purchase of a Jefferson County business license(s) or occupational tax license(s) for the business which covers the one-year period. Additional evidence may include, but not be limited to, the following:

Having a mailing address within the county for the one-year period.

Having a local telephone listing in the local telephone directory covering the one-year period.

Notwithstanding the foregoing criteria, if the bidder cannot demonstrate a business presence and activity and impact which provides some substantive benefit to Jefferson County for the one-year period, such bidder shall not be eligible for the local preference.

(4) The Purchasing Department is authorized to include in its bid documents questions and requirements for copies of documents or other items to elicit and prove satisfaction of the foregoing criteria.

DONE AND ORDERED at the Jefferson County Courthouse this, the 29 day of May, 1990.

**APPROVED BY THE
JEFFERSON COUNTY COMMISSION**
DATE: 5-29-90
MINUTE BOOK: 91
PAGE(S): 481-483



President
Jefferson County Commission