

APPROVED



PARTICIPATION OF LOCAL BIDDERS IN BOROUGH PROCUREMENTS

- I. Purpose
The purpose of this policy is to establish uniform procedures to encourage, to the maximum extent possible, the participation of and the award to local bidders in all borough procurements.
- II. Responsibility
 - A. The Chief Procurement Officer is responsible for establishing and maintaining this policy and related procedures.
 - B. Department Directors shall ensure that their department staffs follow the policy and procedures herein.
 - C. Compliance is the responsibility of all Borough employees.
- III. Policy
 - A. For small dollar procurements, to the maximum extent possible, borough departments are required to seek the participation of and award to local bidders.
 - B. For Invitations for Bid (IFB) and Requests for Proposal (RFP), the Purchasing Division of General Services, to the maximum extent possible, is required to seek the participation of and award to local bidders.
 - C. For IFB's, when a department requires a maximum response time for critical repair or maintenance service (for example, a 4 hour maximum response time to a call to repair a malfunctioning copier machine), the ability to meet the response time shall be included in the bid as a mandatory requirement.
 - D. For RFP's, when a department determines that a proposer's office location is of importance, this will be added as an evaluation criterion in the solicitation.
 - E. The Chief Procurement Officer shall actively seek out and participate in outreach programs to educate local bidders as to how to do business with the Borough.
- IV. Procedure
 - A. For small dollar procurements, at the dollar level thresholds identified below, the following procedures shall be implemented by each department:
 1. Up to \$2499.99-- No competition is required. To the maximum extent possible, departments shall purchase from local bidders.
 2. \$2500 to \$4999.99--To the maximum extent possible, local bidders shall be included in the verbal solicitation process.
 3. \$5000 to \$20,000-- -- To the maximum extent possible, local bidders shall be included in the written solicitation process.