



PROCUREMENT POLICY AMENDED 6/08/17

**OKEECHOBEE COUNTY
PROCUREMENT POLICY**

I. SCOPE

Purchasing authority is vested in the Office of the County Administrator, subject to limitations prescribed herein. This policy applies to expenditure(s) of any/all funds held by or on behalf of the Okeechobee County Board of County Commissioners and shall govern procurement(s) initiated by all employees of the Board of County Commissioners notwithstanding the source of funding. Procurements shall not be divided for the purpose of avoiding compliance with the provisions of this policy. Final interpretation for the intent of this Procurement Policy rests with the County Administrator.

II. DEFINITIONS

The following words, terms and phrases, when used in this policy, shall have the meanings ascribed to them in this policy, except where the context clearly indicates a different meaning:

Business location means a permanent office or other site where a business conducts, engages in or carries on all or a portion of its business; has personnel, equipment and materials within the boundaries of a county where the business is located sufficient to constitute a present ability to perform the service and/or provide the goods on a regular basis for the preceding consecutive two years. Business stationery and business cards must make a specific reference to an address in that county. A post office box or a location at postal service center shall not constitute a business location.

County means: Board of County Commissioners and/or its designees.

County business means any person, firm, partnership, company or corporation who possesses a current Okeechobee County business tax receipt and is authorized to engage in the particular business for which a proposal is submitted for the preceding consecutive two years, and whose principal place of business, in the sole opinion of the County, is located within Okeechobee County.

Contractual services means all services involving labor activities, but shall not include professional services or service provided by franchise.

Cooperative Procurement refers to allowing the County to purchase goods and services using other governmental agencies competitively bid contract.

Goods includes, but is not limited to, supplies, equipment, materials and printed matter.

Policy Adopted March 12, 2015
Policy Amended June 8, 2017

Invitation to Bid (ITB) means: see Request for Proposal.

Local business means: see Local vendor.

Local Vendor means as any person, firm, partnership, company or corporation who in the sole opinion of Okeechobee County, maintains a business location within the boundaries of Okeechobee County, Florida, and has so maintained such fixed place of business and provided goods or services to residents of Okeechobee County on a regular basis for the preceding consecutive two years. The local vendor must hold all required business licenses. Where a vendor is organized as a partnership, joint venture, unincorporated business or association, the partner, venturer, stakeholder or owner holding a majority interest in the vendor shall be the entity in contractual privity with the County and which must have maintained and operated at the business location. Likewise, a business location operated by a subcontractor, subsubcontractor, materialman or suppliers shall be insufficient to qualify the vendor as a local vendor.

Low bid means a vendor qualified to perform the work required under the invitation to bid, request for proposal, or quotation, meeting all conditions and has submitted the lowest price in the bid response, which shall also include the consideration as identified under consideration for award.

Request for Proposals (RFP) means a solicitation made through a bidding process to procure a commodity, service or valuable assets from potential suppliers who respond.

Request for Qualifications (RFQ) means the pre-qualification stage of the procurement process where only those proponents who successfully respond to the RFQ and meet the qualification criteria may proceed to the RFP process.

Responsible and responsive bidder means a bidder whose bid conforms in all material respects to the solicitation, who has the capability in all respects to perform the contract requirements, and who, by his integrity and reliability, gives reasonable assurance of good faith performance.

Professional services means any service where the county is obtaining advise, instruction or specialized work from an individual firm or corporation specifically qualified in a particular area. Such term does not include those services procured pursuant to (F.S. § 287.055).

Qualified local vendor means a county business satisfying the requirements under the bid, request for proposal or quotation guidelines and consideration for award to perform the services or goods requested.

Policy Adopted March 12, 2015
Policy Amended June 8, 2017

Supplies means materials, equipment, and other tangible and consumable goods, which terms may be interchangeably used in this policy.

Using Agency means any department under the jurisdiction of the Board of County Commissioners, for which a supply or service is being procured. It is the Using Agency's responsibility to confirm that any person, firm, partnership, company or corporation is licensed, insured and in compliance with all state and local requirements.

III. OBJECTIVES

The objectives of a formal procurement policy include, but are not limited to:

1. Cost-effective procurement of goods and services consistent with operational needs and quality requirements;
2. Facilitation of fair and open competition among qualified vendors consistent with cost-effective and timely procurement;
3. Specification of the organizational level at which procurement approval must be secured prior to procurement;
4. Standardization and development of procedures by which all operating departments and divisions shall procure goods and services; and
5. Recognition that legitimate emergencies arise and that preservation of public health, welfare and safety shall take precedence over this policy.

IV. PURCHASING AUTHORITY AND CLASSIFICATION OF PURCHASES

Authority to procure goods and services is hereby established as follows:

PURCHASING AUTHORITY:

Employees authorized by Department Heads: \$200.00

Division Heads and Assistant Directors: \$5,000

Department Heads aka: Directors: \$7,000

County Administrator or his/her designee: \$25,000

Board of County Commissioners: all purchases greater than \$25,000.01

CLASSIFICATION OF PURCHASES: as provided for in Section VIII through XI as may be applicable.

1. Procurements of not more than **\$1,000.00** may be made **without vendor competition**.
2. Procurements between **\$1,000.01** and **\$7,000.00** may be procured after making a reasonable effort to acquire three **(3) VERBAL** quotations within 5 business days for the item or group of items to be purchased which shall be recorded on the Procurement/Bid Tabulation Form.
3. Procurements between **\$7,000.01** and **\$25,000.00** may be procured after making a reasonable effort to acquire at least three **(3) WRITTEN** quotations within 5 business days for the item or group of items to be purchased. Written vendor quotations shall be attached and submitted on the Procurement/Bid Tabulation Form.
4. Procurements greater than **\$25,000.01** shall be authorized by the **Board of County Commissioners** and may be procured by using competitively bid contracts by other governmental agencies, solicitation of sealed bids, or proposals or as provided in Section VIII and/or Section XI.
5. Procurements subject to the competitive sealed proposal/bid process may be authorized by the County Administrator without such competition when an unforeseeable emergency arises and further delay of the required procurement(s) would be detrimental to the health, safety or welfare of the public. However, solicitation of competitive proposals/bids to the extent that is practicable under the emergency circumstances shall be undertaken prior to such procurement(s). All emergency procurements shall be reported to the Board of County Commissioners by e-mail and no later than the date of its next regular meeting.
6. No provision herein shall serve to preclude the County Administrator from exercising veto authority over procurements authorized at the staff level.

V. SOLICITATION OF SEALED PROPOSALS, BIDS OR QUALIFICATIONS

1. Sealed proposals and bids shall include a 5% bid security in the form of a bid bond or cashier's check from the proposer when proposal/bid is submitted.
2. Payment and Performance Bonds are required on all projects \$100,000 or more.
3. Notice of issuance of a Request for Qualifications (RFQ), Request for Proposals (RFP), or Invitation to Bid (ITB) solicitation shall be published at least one (1) time in a newspaper of general circulation and posted on the County's website and may be provided directly to vendors who have previously provided satisfactory services and/or goods to further promote vendor

competition and opportunity.

Said notice shall specify:

A general description of the goods or services to be procured;

1. The location at which vendors may obtain detailed plans and/or specifications, if applicable and cost, if any, of bid documents;
2. The date, time and location at which vendors may submit a proposal/bid in response to the RFQ, RFP or ITB. Such date shall be at least ten (10) calendar days subsequent to first publication;
3. The date, time and location at which submittals are to be opened publicly;
4. A statement that submittals received after the time and date specified in the notice shall not be considered;
5. A statement, unless specifically prohibited by law or regulation, that Okeechobee County accepts no responsibility for any expense related to preparation or delivery of proposals, reserves the right to reject any or all proposals, to waive technical errors and informalities, and to accept the proposal which, in its judgment, best serves the public interest.
6. The date, time and location of a pre-submittal conference and identification of whether the pre-submittal conference is mandatory. If such pre-submittal conference is determined to be warranted (mandatory) due to the complexity of the project, then include the following statement: "The purpose of the mandatory pre-submittal conference is to receive questions from respondents on any issues considered germane to the requirements of the project."
7. Bid Identification number.
8. A statement, unless specifically prohibited by law or regulation, that includes an *assignability* clause that allows for the assignment of all or part of the specified deliverable items.
9. Include complete information regarding bid security and payment and performance bond, if applicable, in all RFPs and ITB's .

VI. PROPOSAL/BID EVALUATION CRITERIA

All RFP's, RFQ's and ITB's shall specify the criteria upon which vendor submittals will be evaluated to determine the best and/or lowest responsive proposal/bid. Criteria shall be measurable, i.e., approach, estimated delivery time, discounts, transportation costs, total contract cycle cost, life cycle costs, etc. Criteria that is not specified in the RFP, RFQ or ITB shall not be used to evaluate submittals. It is the Using Agency's responsibility to confirm that any person, firm, partnership, company or corporation is licensed, insured and in compliance with all state and local requirements.

VII. PROPOSAL/BID AMENDMENT & WITHDRAWAL

A vendor shall not be permitted to amend a proposal/bid, after opening that would result in said vendor having the lowest cost proposal/bid; other than as provided in VIII (3) and extension of unit prices. However, nothing herein shall prohibit a reduction of cost offered by or negotiated with the vendor having the lowest cost proposal/bid provided that any such reduction shall not be contingent upon modification or deletion of any requirement set forth in the RFP or ITB.

Any vendor who withdraws a submittal without alleging a non-judgmental mistake or act, or which fails to meet any of its responsibilities under a County procurement award shall be disqualified from competing for future awards for a period of two (2) years from the date of such withdrawal or award unless such disqualification is waived by the Board of County Commissioners.

VIII. LOCAL VENDOR PREFERENCE

1. Certification & Election Form:

Persons, firms, partnerships, companies or corporations who desire to be considered for the local vendor preference must complete a Certification & Election form provided in the solicitation documents and return it with their bid, request for proposal, or quotation. Upon a finding by the County that the Certification & Election is sufficient and meets the local vendor criteria, the person, firm, partnerships, companies, or corporation that provided the Certification & Election form with their solicitation will be allowed to receive a local vendor preference. Vendors shall not have the opportunity to change the Certification & Election form once submitted to the County and shall have the burden of demonstrating that it meets the definition.

2. Applied to purchases less than \$100,000:

In the event that equal and lowest cost proposal/bids are submitted by two (2) or more responsive and responsible vendors, one (1) of whom is a local vendor, as defined herein, the local vendor's proposal/bid shall be awarded to the local vendor up to 2% above the lowest proposal/bid. No business shall be qualified to receive a preference amount that

exceeds 2% percent.

In the event that equal and lowest cost proposals/bids are submitted by two (2) or more responsive and responsible vendors who are local vendors, as defined herein, the proposal/bid shall be awarded on the basis of a lot drawing before two witnesses at the organizational level authorized by this policy to approve a purchase in the subject amount(s). No business shall be qualified to receive a preference amount that exceeds 2% percent.

A Notice of Determination identifying the best and/or lowest proposal/bid shall be posted on the County website or e-mailed, to all vendors responding to the pertinent RFP or ITB within three business days of bid opening.

3. Applied to purchases between \$100,000.01 and \$1,000,000.00:

Okeechobee County may allow the lowest qualified local business who participated in the bidding process and is within 2% of the lowest competitively bid contract of another governmental agency or sealed bid, to match the lowest qualified non-local vendor. If the lowest qualified local business declines or is unable to match the lowest bid, then the option to do so moves to the next qualified local business if such business is within 2% of the lowest bid and similarly qualified and responsive.

A Notice of Determination identifying the best and/or lowest proposal/bid shall be posted on the County website or emailed to all vendors responding to the pertinent RFP or ITB within three business days of bid opening.

4. Exemptions from Local Vendor Preference

The local vendor preference as provided in this section shall not apply to the following contracts or purchases:

- a. Purchases made for items that have been deemed as a Single Source and/or standard items by the County.
- b. Purchases or contracts for which funding is received and local vendor preference is prohibited pursuant to any laws, rules, regulations or policies. i.e. State and Federal Grant Funded Projects
- c. Professional Services which are subject to the State of Florida Consultants Competitive Negotiations Act (F.S. 287.055)
- d. Highly Specialized and Technical Services
- e. Purchases or contracts for which funding is derived from F.S. 336.41 County Road System and the use of constitutional gas tax.

IX. CONTRACTS

- 1. The County shall include in all contracts for goods and/or services all applicable federal, state and/or local terms & conditions including, but not limited to, required insurance coverage/limits, public entity crimes affidavit and terms for payment; following receipt of invoice in the County Administrator's office.**
- 2. For Public Safety contracts in which renewals are authorized, the Board of County Commissioners (BOCC) may consider price escalations at the time of renewal only, if not already provided for in the RFP or ITB, in an amount not to exceed 3%; provided that the contractor documents the request for price escalation with written verification of industry price increases. Any such renewals which contain a request for a price increase shall be brought before the BOCC as a separate item for discussion and not placed on the consent agenda.**
- 3. Every contract shall be assigned a Contract Manager. The Contract Manager shall be the department head from the using agency or suitable subordinate, or staff member specifically employed to manage contracts.**
- 4. In all procurements in which there is a requirement for an insurance and/or surety bond, the vendor shall provide such insurance requirement and bond requirements in the form and in the amount acceptable to the County, prior to the effective date of the procurement contract, or sooner if so stated in the bid specifications. Payment and Performance Bonds are required on projects over \$100,000.**
- 5. Bid/Contract Extension for goods and/or services may be requested by the using agency to the County Administrator in writing for a period not to exceed (12) months and shall be subject to the same terms and conditions set forth in the initial bid/contract. Any subsequent extensions shall be approved by the Board of County Commissioners.**
- 6. Contract Renewals contemplated shall be included in the RFP or ITB. Renewals shall be on an annual basis and any such contracts shall not be renewed for more than three (3) years unless competitively procured or otherwise specific by the Board of County Commissioners. Renewals shall be contingent upon satisfactory performance evaluations by the contract manager.**
- 7. Contracts which are from a cooperative purchase from another governmental agency should:
 - a) include an *assignability* clause that allows for the assignment of all or part of****

- the specified deliverable items
- b) the specific items and quantities to be ordered were included in the original bid and evaluated as part of the contract award decision (i.e, there are unit prices and no specific quantities) and;
- c) the contract has not expired, or, if the initial term has passed, the contract has been extended.

X. MISCELLANEOUS PROVISIONS

1. In all cases of procurement brought before the Board of County Commissioners, whether by bids, sealed proposals, competitive negotiations or otherwise, the Board of County Commissioners reserves the right to reject any and all bids, sealed proposals or negotiations, and cancel the bid as they may deem in the best interest of the County.

2. PROCUREMENT FROM AUCTIONS

Procurement from an auction is permitted if, in the opinion of the County Administrator, an auction purchase potentially presents the best dollar value for the purchase of a specific piece of equipment. If the County Administrator makes such a determination, the following process shall be followed:

The County Administrator or designated Department Director shall prepare an agenda item requesting Board authorization to use the auction acquisition method with a specific maximum dollar expenditure. As justification for the approval, the agenda item shall provide the following information:

- a. A statement explaining the need for the piece of equipment and why the auction acquisition method is believed to provide the best dollar value for the County.
- b. A statement highlighting the auction firm, their business operation and any other information believed pertinent to the purchase.
- c. Type of equipment
- d. Manufacturer
- e. Model and serial number
- f. A brief discussion from a knowledgeable source of the equipment's condition as it relates to the prospective county use.
- g. The estimated value of the piece, who made the estimate and the manufactures listed or bid price for a new comparable model.
- h. The auction fee, if any, payable by the purchaser.

Following the presentation, the Board may authorize the estimated value, including auction fee, if any, as a maximum authorized expenditure for the purchase of the specific piece of equipment presented.

3. COOPERATIVE PURCHASING

The County may use Cooperative Purchasing for the purpose of obtaining goods or services when it is determined to be cost effective and in the best interest of the County. This term Cooperative Purchasing refers to the use of competitive Bids or RFP's which have been through a competitive solicitation process by any governmental entity.

In accordance with authority granted by Chapter 287 F.S. and the County Procurement Policy, the County may utilize a competitive Bid or RFP solicited by any other local, municipal, county, state or federal governmental agency if such Bid or RFP is deemed to be in the best interest of the public but only if all the following requirements are met:

a. The County's using agency has attempted to contact a known local vendor and obtain a quote for goods and/or services that meets the same deliverable goods or services as specified in the Cooperative Purchasing contract. All local vendor contacts and quotes must be listed on the County's Procurement/Bid Tabulation Sheet.

b. If the County using agency has determined that the cost of the goods or services under the Cooperative Purchasing contract is lower than the cost indicated by the local vendor, or if the product is not available locally, then the County using department may proceed with the procurement using an awarded competitively bid contract of any other local, municipal, county, state, federal government or non-profit agency

Note: If any local vendor offers a lower cost than the competitively bid contract, then the competitively bid contract is not permissible and the commodities or contractual services will be procured based on Classification of Purchases in accordance with Section IV of this Procurement Policy. c. The procurement was publicly advertised, issued and awarded by a bona-fide governmental agency during the last 12-month period or is a current valid three (3) or five (5) year term contract. A copy of the awarded and executed contract have been obtained and are attached to the request for purchase order.

Note: Cooperative Procurement is not permissible when the action would call for a substitution of commodities or contractual services or an increase in quantities that were not originally bid on and not originally evaluated as part of the contract award. Such an order for substitutions or additional quantities would constitute a non-

competitive procurement sometimes referred to as a “tag-on.”

d. The vendor consents to the cooperative procurement and provides a written quote or executes a separate agreement with the County which confirms that the same prices, terms and conditions granted to the original contracting agency will be granted to the County. A copy of the written quote or executed agreement shall be attached to the request for purchase order.

e. A completed *Cooperative Procurement Checklist* form is attached to the request for purchase order.

f. Where the procurement requires approval by the Board of County Commissioners because it exceeds the classification of purchases, a copy of all documents required above will be attached to the agenda item. When using a contract from a State of Florida, Department of Management Services, Division of Purchasing contract (“State contract”), paragraphs (b) through (d) above do not apply. Paragraphs (a) and (d) above apply to all procurement utilizing the cooperative purchasing procedures including use of State contracts. Cooperative Purchasing is not authorized for the procurement of professional services that are subject to the requirements of the Consultants’ Competitive Negotiation Act (CCNA), section 287.055 F.S.; i.e. those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered land surveying.

XI. EXEMPTIONS

The following procurements are exempt from competitive bidding requirements set forth in this policy:

1. Goods and/or services provided by non-profit organizations or governmental/other public entities (see Section X for procedure);
2. Specific goods and/or services provided on the same terms and conditions set forth in a competitively bid contract, let by a government/other public entity (see Section X for procedure);
3. Specific goods and/or services which are procured at or below a cost set forth in a competitively bid contract, by a governmental/other public entity;
4. Dues and memberships in trade or professional organizations; subscriptions for periodicals; books, maps, pamphlets and similar materials and advertisements;
5. Medical, dental, nursing, psychological, pharmaceutical, and similar professional services;

6. Legal, financial analysis and banking services;
7. Auditing services subject to the provisions of s. 218.391, F.S. (Refer to statute for auditor selection process);
8. Professional architectural, engineering, landscape architectural, surveying and mapping services subject to the provisions of s. 287.055, F.S. (Refer to statute for policy and procedures governing acquisition of such services);
9. Any product or service for which there is not a known equivalent, which is procured to achieve/maintain standardization;
10. Water, sewer, electricity, telephone, cable television or other utility services;
11. Component parts of an existing unit of equipment or integrated system;
12. Parts or service which maintain warranty and continuity of service when damages occur as a result of a natural disaster or vandalism;
13. Entertainment and Artwork;
14. Real estate;
15. Lobbyists;
16. Software and/or upgrades to software; and
17. Maintenance agreements.

XII. PROTESTS

Any individual or entity which is adversely affected by any act, omission, recommendation or decision which is allegedly not in compliance with pertinent law, policy or procedure(s) relevant to a specific procurement shall be entitled to submit a written protest thereon within ten (10) calendar days of Notice of Determination issuance.

A written protest shall identify the proposal/bid at issue and state with particularity, all facts upon which the protest is based. Written disposition thereon shall be rendered at the organizational level having the authority to approve the procurement, a copy of which shall be provided to the Board of County Commissioners and the individual or entity submitting the protest within fourteen (14) calendar days of

its receipt.

XIII. PROCEDURES

The County Administrator shall cause such procedures to be developed and implemented as may be necessary to properly implement and manage this policy.

Appendix: Forms

1. Purchase Requisition
2. Request for Payment
3. Procurement / Bid Tabulation Sheet
4. Certification & Election for Local Vendor Preference
5. Cooperative Purchasing Checklist Form

**BOARD OF COUNTY COMMISSIONERS
OKEECHOBEE COUNTY, FLORIDA**

PURCHASE REQUISITION

DEPARTMENT NAME: _____ DATE: _____

PERSON MAKING REQUEST: _____

ARE MATERIALS/SERVICES AVAILABLE FROM STATE BID? YES: _____ NO: _____

ARE ITEMS BUDGETED? YES: _____ NO: _____

ACCOUNT NAME: _____ ACCOUNT #: _____ AMOUNT: _____

ORDERED FROM: _____

ADDRESS: _____

NAME OF ITEM: _____ PRICE: _____

DEPARTMENT HEAD APPROVAL _____ DATE _____

APPROVED BY: _____ DATE: _____

REVIEWED BY DIRECTOR: _____ DATE: _____

RECEIVED IN FINANCE BY: _____ DATE: _____

**"PLEASE USE A SEPARATE PURCHASE REQUISITION FOR EACH VENDOR"
*ALL PURCHASE REQUISITIONS MUST BE REVIEWED BY THE BUDGET DIRECTOR**

(Please submit this form with appropriate approval signature to finance when requesting a payment to be made when you have no other documentation such as invoices, etc.)

REQUEST FOR PAYMENT

AMOUNT OF PAYMENT : _____ VENDOR #: _____

Make Payment to: _____

Address (if appropriate) _____

City: _____ State: _____ Zip: _____

REASON FOR PAYMENT: _____

Account Payment to be charged to: _____

Payment Requested by: _____ Date: _____

Payment Authorized by: _____ Date: _____

Reviewed by Budget Director: _____ Date: _____

Payment Approved in Finance by: _____ Date: _____

Comments: _____

BOARD OF COUNTY COMMISSIONERS OKEECHOBEE COUNTY, FLORIDA

PROCUREMENT / BID TABULATION SHEET

Classification of Purchase: (check applicable box)

<input type="checkbox"/>	Procurements between \$1,000.01 and \$7,000.00 may be authorized by department heads following solicitation of at least three (3) verbal quotations, which are to be recorded on this form.
<input type="checkbox"/>	Procurements between \$7,000.01 and \$25,000.00 may be authorized by the County Administrator, or designee, following solicitation of at least three (3) written quotations, which are to be recorded on this form.

Item to be Purchased:

Number to be purchased:		Units of Purchase:	
Name of Item:			
Manufacturer:			
Make/Model:			
Other Specifications:			

Quotations: (record verbal or written quotes; attach copies of Bidders' written quotations to form)

	Bidder #1	Bidder #2	Bidder #3
Company Name			
Address			
Telephone			
Quote# and Date:			
Bid Cost per Unit			
Total Cost w/shipping			

Signature of employee obtaining and recording quotes: _____

Approved by: _____ Date: _____

Department Head

Approved by: _____ Date: _____

County Administrator

Okeechobee County Board of County Commissioners Procurement Policy

COOPERATIVE PURCHASING CHECKLIST FORM

Instructions: This form must be completed for any purchase of goods or services where the County will utilize a contract competitively bid by another governmental agency (i.e. Cooperative Purchasing) as defined in Section 3 of the Okeechobee County Procurement Policy. Where the purchase requires approval by the Board of County Commissioners because it exceeds applicable thresholds or is an unbudgeted expense, a copy of this completed form must be attached to the Agenda Item.

Department/Division: _____ Date: _____

Item/Service: _____

Vendor/Service Provider: _____

State Contract # _____ Other Governmental Agency _____

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Were local vendor informal quotes obtained by the County's using agency for comparison purposes? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is documentation of informal quotes attached? | <input type="checkbox"/> | <input type="checkbox"/> |

Note: If box beside "Other Governmental Agency" is checked above, complete the remainder of this form.

- | | | |
|--|--------------------------|--------------------------|
| 3. Governmental Agency Name: _____ | | |
| | Yes | No |
| 4. Was Item/Service bid out in compliance with the County's Purchasing Ordinance/Policy? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is the proposed vendor the low bidder selected by the agency named above? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is contract/bid documentation of the bid process attached to this form? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Does the original contract contain an assignability clause? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Is the price the County will receive by piggybacking equal to or lower than any local vendor? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Has the Vendor/Service Provider executed an agreement with the County confirming that the County may piggyback on the contract with the agency named above? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Is a copy of the agreement attached to this form? | <input type="checkbox"/> | <input type="checkbox"/> |

**“TO ALL BIDDERS”
CERTIFICATION & ELECTION FORM
LOCAL VENDOR PREFERENCE**

TO BE EXECUTED BY ALL BIDDER’S AND SUBMITTED WITH YOUR BID “The Bidder is requested to select the appropriate boxes and execute the document in full as required”.

I. Please select as appropriate:

- The undersigned hereby certifies that undersigned qualifies as a “Local Vendor” according to the Okeechobee County Procurement Policy,
- The undersigned does not qualify as a “Local Vendor” according to the Okeechobee County Procurement Policy
- The undersigned chooses not to match the lowest qualified non-local bid even if undersigned is qualified as a “Local Vendor” according to the Okeechobee County Procurement Policy.

II. Please Complete, if a Local Vendor wishing to participate:

Applied to purchases less than \$100,000:

- Bidder agrees that in the event undersigned’s bid is within 2% of the lowest non-local qualified bid, the undersigned’s proposal/bid shall be awarded to the local vendor as referenced in the current Procurement Policy.

Applied to purchases between \$100,000.01 and \$1,000,000.00:

- Bidder agrees that in the event undersigned’s bid is within 2% of the lowest non-local qualified bid, the undersigned will match said bid.

Failure to execute and submit this document with your bid shall be considered a waiver of the right to participate in the Local Vendor Preference process. Availability of the Local Vendor Preference process is at the sole discretion of the Owner.

Bidder’s Signature: _____

Bidders Name: _____

Company Name: _____

Company Address: _____

Date: _____