

## **Section 3000: Fiscal Management**

3690-R Local Purchasing Preference (Cf. 3660, 3670, 1900)

3690-R

### Qualification for Local Purchasing Preference

On an annual basis beginning with July 1<sup>st</sup> of each fiscal year, a vendor desiring to receive a bid discount for local purchasing may submit appropriate documentation to the Director of Purchasing. Appropriate documentation shall include the following:

1. Proof of completed submittal of Certification of a Michigan Based Business as determined by the Michigan Department of Technology, Management, and Budget.

and

2. Proof it has its primary business operations located within the municipality of the City of Grand Rapids, Michigan for the past six months (on company letterhead)

or

Proof it has been certified as a Micro-Local Business Enterprise by the City of Grand Rapids and has its primary business operations within the municipality boundaries of the City of Grand Rapids (on company letterhead)

A firm may submit the same documentation with its sealed bid or proposal in order to qualify for the bid discount.

### Eligibility/Verification

The District may request documentation at the completion of a purchase order for which a bid discount was received verifying eligibility with local bid discount criteria. If it is determined that a vendor did not actually meet the terms of local preference, disqualification from future consideration of a local purchasing preference may occur for a period of two years unless excused by the Superintendent or Designee.

Rules Dated: September 12, 2012

POLICY Ref:  
3660- Bids and Quotation Requirements  
3670- Local Construction Contracting  
1900- Contracts and Board Member Disclosure Obligations