

Section: Business and Support
Operations

Section Number: 3.20.9

Subject: Local Vendor Preference Policy

Date of Present Issue: 11/11/11

Date of Previous Issues:
10/11

PURPOSE:

Lake Superior State University (LSSU) has established a local vendor preference policy to show appreciation for services provided to the University. Local vendors often provide quick turnaround in emergency situations and are called upon to provide support for numerous University and community endeavors. This policy is intended to help small local business to effectively compete for University business.

POLICY:

LSSU extends a 5% preference on bids to local business enterprises for supplies, equipment and nonprofessional (e.g. cleaning service, construction/repair, catering, sign making, waste management, etc.) services up to \$25,000.

Bids received from local vendors will be reduced by the applicable percentage before an evaluation is made to determine the lowest responsible bidder. If a local vendor is selected, an award will be recommended in the amount shown in the vendor's bid.

For example, a local business bidding \$1,000 for a contract would be evaluated as if it had bid \$950. If the bid is awarded to the local business, it is paid the bid price of \$1,000.

A local vendor is defined as "a person or legal entity which has a place of business with an address (other than a post office box) within the Tri-County area of Chippewa, Mackinaw, and Luce Counties." The address must be an established place of business licensed to do business within the State of Michigan as well as have a business location in the Tri-County area for at least one year prior to an award of a bid.

To qualify as a local vendor, the vendor shall submit, or have on file with the LSSU Purchasing Office, a completed Lake Superior State University affidavit that documents the business meets the definition of a local vendor under this policy which will be good for one year as long as the business entity still qualifies as a local vendor. It is the responsibility of the business to ensure their affidavit is in effect when they submit a bid to receive local vendor preference. The Purchasing Office will make the final determination of qualifications.

Exceptions to this policy shall include, but are not limited to, purchases that are funded in whole or in part by assistance from any federal state, or local agency that disallows local preference, purchases made through a cooperative agreement, purchases made with departmental purchasing cards, or purchases by LSSU's bookstore and pro shop for resale.

REVISION HISTORY:

Revision Date	Revision Summary	Revision Made By	Title/Dept.
10/11/11	New Policy	S. Brooks	Vice President of Finance / Business Operations
11/11/11	Removed "and support given" from first sentence. Provided examples of nonprofessional services.	S. Brooks	Vice President of Finance / Business Operations

