

## **HILTON LOCAL DEVELOPMENT CORPORATION PROCUREMENT POLICY**

### **I. Classes of Goods and Services**

- A. Purchase of goods or services with a value of \$2,500 or less.
- B. Purchases of goods or services with a value of more than \$2,500.
- C. Purchases of goods or services when the HLDC is a joint funding party.

### **II. Procurement Policies**

- A. For the procurement of goods or services with a value of \$2,500 or less, the HLDC shall seek a verbal quotation from the provider or providers of the good or service that best meets the standards of efficiency, timeliness, practicality and convenience for obtaining the good or service. Given these objectives, a price quote from a single vendor may be sufficient.
- B. For the procurement of goods or services with a value of more than \$2,500, the HLDC shall seek written quotations from not less than three vendors, if available, and shall select the least expensive, responsible vendor from those who respond to the request for quotations.
- C. Where the HLDC is a partial contributor to the procurement of a good or service, the HLDC shall work in consultation with the other funding parties. Procurement methods satisfactory to all involved parties shall be agreed to and implemented. In the event the HLDC portion of the procurement exceeds \$10,000, a competitive bid process will be followed. The competitive bid process will consist of the solicitation from not less than three vendors and, in consultation with the other funding parties, the contract will be awarded to the least expensive, responsible vendor.
- D. For purposes of continuity and service consistency, procurement of accounting and legal services shall be for a three year period. The procurement process to be followed at the start of a three year period will be as outlined in Section III (D).

### **III. Form of Procurement**

- A. For classes of goods or services valued at \$2,500 or less, the procurement request and vendor response may be in verbal or written form.
- B. For classes of goods and services of more than \$2,500, procurement will be by written request for proposals and the form of vendor response will be a written quotation.
- C. For a HLDC joint funding project, the form of procurement will be as mutually agreed by all involved parties but written request for proposals will be required when the HLDC portion of the procurement exceeds \$10,000 and the form of vendor response will be a written proposal.
- D. For professional services exclusive to the HLDC, a written statement of requirements for such services shall be provided by the HLDC, distributed in the form of a request for professional services with responses to be in the form of a written proposal including the acknowledgement of each HLDC requirement and the means by which that requirement will be fulfilled. The award of the procurement of such services will be in the form of a resolution of the HLDC designating a specific provider as the source of such services.

### **IV. Local Preference**

It is the policy of the HLDC, to the extent practicable, to use suppliers of goods and services within the County of Monroe. Every effort will be made to include vendors within the County of Monroe on any contact list in any procurement process.