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.
B. For IFB’s and RFP’s, the Purchasing Division shall ensure that the following procedures are implemented.

1. All IFB’s and RFP’s shall be:
   a. Advertised in the Fairbanks Daily News Miner
   b. Posted on the bulletin board outside of the General Services office
   c. Available for viewing on the General Services website

In addition, IFB’s for construction shall be available for viewing at the AGC Office and Dodge Plans Room in Fairbanks and Anchorage, Alaska, and MEET in Fairbanks, Alaska.

C. The Purchasing Division shall use the State of Alaska Bidder’s List as the foundation for all IFB and RFP bidder lists (except construction). Other resources, to include lists from previous bids, the Yellow Pages, Borough departments, professional/technical organizations, Internet searches, etc., may also be utilized. As is practicable, all local bidders shall be included on the bidders list. Copies of the IFB or RFP, or a notification thereof, shall be sent to all parties on the bidder’s list.

D. If a department determines that the inclusion of a maximum response time for critical repair or maintenance service in an IFB is of importance, then with the approval of the Chief Procurement Officer, this shall be included as a mandatory requirement. If a vendor indicates in their bid submittal that they cannot meet the requirement, their bid shall be declared non-responsible and eliminated from further consideration.

The determination to allow a maximum response time requirement for a critical repair or maintenance service shall be based on factors to include, but not be limited to:

1. The department requirements
2. The availability of qualified local bidders
3. The best interest of the borough

E. If a department determines that the inclusion of an evaluation criterion for office location in an RFP is of importance, then with the approval of the Chief Procurement Officer, this shall be included and provide for a higher number of possible points awarded to local proposers than to non-local proposers.

The determination to allow an evaluation criterion for office location, shall be based on factors to include, but not be limited to:

1. The department requirements
2. The availability of qualified local proposers
3. The best interest of the borough
F. The Chief Procurement Officer shall actively seek out and participate in opportunities such as local workshops, direct mailings, websites postings, etc., to educate local bidders on how to do business with the Borough.

V. Supplemental Information
A. References
   General Services Procurement Handbook (Oct. 2002 and revisions)
   FNSB Title 20: Property Acquisition and Disposal

B. Acronyms
   1. AGC—Association of General Contractors
   2. MEET—Minority Education and Entrepreneurship Training Inc.; a non-profit organization.

C. Definitions:
   1. Invitation for Bid (IFB)—formal competitive process to solicit bids for procurements anticipated to exceed $20,000. This process is administered by the Purchasing Division of the General Services Department.

   2. Local Bidder—a person who (1) has a place of business located in the Fairbanks North Star Borough; (2) which is staffed by an employee or employees as their permanent employment year round in the normal course of business.

   3. Local Proposer—a person who (1) has a place of business located in the Fairbanks North Star Borough; (2) which is staffed by an employee or employees as their permanent employment year round in the normal course of business.

   4. Request for Proposal (RFP)—a formal competitive process to solicit proposals for procurements anticipated to exceed $20,000, in which the judgement of the proposer’s experience, qualifications and proposed solution may take precedence over price. This process is administered by the Purchasing Division of the General Services Department.

   5. Small Dollar Procurement—any procurement not exceeding $20,000.00. Individual borough departments administer small dollar procurements.

D. Revision History
   Supersedes Policy No. Effective Dates
   70.01 12/28/04
   70.01 01/01/05