



Board of County Commissioners  
Office of Purchasing  
**Title: Local Preference in Vehicle and  
Equipment Purchases**

Effective Date: 10/1/2013 Supersedes Date:

Procedure No: PP-066

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I. Purpose

To establish a procedure for meeting the provisions for local preference in the purchase of vehicles and equipment in the execution of planned purchases from State Term Contracts, Federal Schedules or other Purchasing Cooperative Contracts.

II. Scope

This procedure will apply to all vehicle or equipment purchases in cases where local suppliers exist.

III. Local Preference Policy

On September 16, 2013 the Board of County Commissioners enacted an ordinance of Escambia County Code of Ordinance 2013-43, Chapter 46, Article II, Section 110 providing for a local preference in the sealed bid process and established a policy for posting pending purchases of vehicles and equipment for a period of 30 days to allow local vendors to submit offers meeting or beating the posted purchase price.

IV. Definitions:

"Local business" defined: "Local business." For purposes of this section, "local business" shall mean a business which meets all of the following criteria:

- (1) Has had a fixed office or distribution point located in and having a street address within Escambia County or Santa Rosa County for at least one (1) year immediately prior to the issuance of the request for competitive bids by the county. The fixed office or distribution point must be staffed by at least one employee. Post office boxes are not verifiable and shall not be used for the purpose of establishing a physical address; and
- (2) Holds any business license required by Escambia County or Santa Rosa County; and
- (3) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

V. Certification.

Any vendor claiming to be a local business as defined above shall so certify in writing to the office of purchasing. The certification shall provide all necessary information to meet the requirements provided herein.



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The purchasing agent shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a vendor meets the definition of a "local business."

VI. Posting of Pending Vehicle and Equipment Purchases

In compliance with the Local Preference initiative adopted on September 16, 2013, the Purchasing Manager will post information regarding pending purchases of vehicles and equipment for County departments including make, model, specifications and purchase price. Posted purchases will be delayed for a period of 30 days to allow for submission of offers from local vendors meeting or beating the posted purchase price.

Postings will be available at the Escambia County Home Page at:  
<http://myescambia.com/business/pending-vehicle-and-equipment-purchases>

VII. Offers for Posted Vehicle and Equipment Purchases from Local Vendors

All offers to be considered shall be in the possession of the Office of Purchasing prior to the time of the solicitation closing. Offers may be mailed or delivered in a sealed envelope to:

**The Office of Purchasing, 2<sup>nd</sup> Floor, Room 11.101  
Matt Langley Bell, III Bldg.  
213 Palafox Place, Pensacola, Florida 32502  
and clearly marked with the Specification Number and the name of the offeror.**

Acceptable offers from vendors meeting the criteria for Local vendors as specified in Escambia County Code of Ordinance 2013-43, Chapter 46, Article II, Section 110, must meet the specifications of the vehicle or equipment and must not exceed the posted purchase price.

The Office of Purchasing shall evaluate the lowest acceptable offer against the contract price. In all cases where the local vendor has provided an acceptable offer equal to or lower than the posted contract price, the vehicle or equipment shall be purchased from the local vendor in compliance with policies and procedure of Escambia County Purchasing Department and Escambia County Code of Ordinance, Chapter 46, Purchases and Contracts.



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After the 30 day posting period is complete and if it is determined that the posted contract price is the lowest price offer available, the purchase of the vehicle or equipment shall be completed in accordance with Policies and Procedures of the Purchasing Department and Escambia County Code of Ordinances, Chapter 46, Purchases and Contracts based on State Term Contracts, Federal Schedules or other Purchasing Cooperative Contracts. Postings will be removed after the 30 day period.

**VIII. Waiver of the application of local preference.**

The application of local preference to a particular purchase or contract for which the Board of County Commissioners is the awarding authority may be waived upon approval of the Board of County Commissioners.