



Supplier's Guide

Vendor Selection

Vendors will be selected on a competitive basis. Formal bids, informal bids, or telephone quotations will be solicited. Bid awards will be issued to the lowest responsible bidder, taking into consideration quality, performance and the time of delivery.

Selection Procedures

For the procurement of supplies, materials and/or equipment and for construction or repair, the Town will observe the following procedures:

- a) In accordance with North Carolina General Statute 143-129, invitation for formal bids will be used for purchases of \$30,000 and greater (\$100,000 and greater for construction and repairs). This will include advertising in the local newspaper and receiving sealed bids with bid bonds.
- b) In accordance with North Carolina General Statute 143-131, Request for Written Quotation (RFQ) will be used for purchases of \$5,000 to \$29,999 with or without advertising or bid bonds.
- c) In accordance with North Carolina General Statute 143-131, purchases of less than \$5,000 will be made in the open market with or without formal invitation for bids or request for quotations.

Terms and Conditions

1. All shipments are FOB Boone. Price quotations shall include freight charges.
2. Vendors are to communicate with the designated buyers or substitutes within each department.
3. Purchase orders are required for all purchases \$300 and over. The purchase order number must be stated on each invoice. A copy of the purchase order will be mailed to each vendor.
4. Town employees are required to show their Town ID when purchasing from local vendors. Vendors must obtain Town employee signature and ID number. The employee number must be stated on the invoice.
5. Standard payment terms are NET THIRTY (30) DAYS after invoice date. C.O.D. shipments will be refused.
6. Deliveries must be made and vendor visits scheduled during the hours of 8:30 a.m. to 4:30 p.m. Town of Boone employees must sign all deliveries; truck driver's signature is not acceptable.
7. All invoices are to be submitted to Accounts Payable, Town of Boone, PO Drawer 192, Boone, NC 28607
8. The Town has a standard credit information form available upon request.

Purchasing Definitions

Sealed Bids: Any purchase that is estimated to cost \$30,000 or greater requires the advertisement for quotes in the local newspaper followed by an official "opening," as set forth in the advertisement, at a given time and place. Sealed form bids require a bid bond.

Bid Bond: A guarantee that the bid provided is given in good faith and that the bid, when awarded, will be satisfied by execution of the contract or purchase order.

Purchase Order: A purchase order is a binding contract between the Town and a vendor and is not binding until accepted by the vendor. All purchase orders, to be valid, must be signed by the Purchasing Agent and the Finance Director.

General Purchase: Any purchase for products or service where the cost will be less than \$5,000.

Information Purchase: Any purchase for products or service where the cost will be \$5,000 - \$29,999. Purchases in this range should be accompanied by at least three (3) written quotes.

Formal Purchase: Any purchases for products or service where the cost will be greater than \$30,000. Purchases in this range require advertising and bid bonds.

Town of Boone Purchasing Goals

To comply with the legal requirements of public purchasing and procurements.

To assure vendors that impartial and equal treatment is afforded to all who wish to do business with the Town.

To receive maximum value for each dollar spent by awarding purchase orders to the lowest responsible bidder, taking into consideration quality, performance, technical support, delivery schedule, past performance and other relevant factors.

Marketing Your Products/Services

Vendor representatives will be received in the using department for all commodities.

Vendors may call City Hall for a Vendor Application and directions to the appropriate departments.

Prospective suppliers are encouraged to send catalog, line card or other listing or products/services offered.

Purchasing of Services

In order to secure competitive, quality services, the Town of Boone will seek proposals for all professional services estimated to cost \$15,000 or more. Services to be included, but not limited to, are: Janitorial, Banking, Auditing, Insurance, Uniform Rental, Engineering and Architecture.

Gifts and Favors

In compliance with North Carolina General Statute 133-32, no official or employee of the Town shall accept any gift, favor, or thing of value that may tend to influence such employee in the discharge of the employee's duties, or grant in the discharge of duty an improper favor, service, or thing of value.

Conclusion

The Town of Boone seeks to carry out the purchasing process in the best overall interest of the Town of Boone at all times. It does so in accordance with the General Statutes and recognized professional purchasing practices.