

ORD. AMDT. 14, 11-12

AMENDING CHAPTER 25 OF THE DANE COUNTY CODE OF ORDINANCES,  
CREATING A PREFERENCE IN COUNTY CONTRACTS FOR LOCAL VENDORS

The County Board of Supervisors of the County of Dane does ordain as follows:

ARTICLE 1. Unless otherwise expressly stated herein, all references to section and chapter numbers are to those of the Dane County Code of Ordinances.

ARTICLE 2. Section 25.06(7h) is created to read as follows:

*Local vendor* means a supplier or provider of equipment, materials, supplies or services which has an established place of business within the County of Dane. An established place of business means a physical office, plant or other facility. A post office box address does not qualify a vendor as a Local Vendor.

ARTICLE 3. Section 25.11(8) is amended to read as follows:

**(8)(a)** The method of evaluating bids or proposals and the criteria for awarding contracts shall be stated in the bid document or in the request for proposals.

**(b)** When issuing a request for proposals (RFP), the RFP shall specify that any Local Vendor will automatically receive five points in the evaluation scoring. Non-local vendors with an established place of business within one of the counties adjacent to Dane County in the Thrive 8 county region will automatically receive 2 points. Non-Local Vendors will receive zero points in that portion of the evaluation scoring.

ARTICLE 4. Section 25.11(12) is amended to read as follows:

**(12)(a)** Contracts for purchases shall be awarded to the most responsive and responsible bidder.

**(b)** The purchasing manager and the committee shall consider compliance with fair labor standards as set forth in sub. (28) in determining the most responsible bidder.

**(c)** If the Purchasing Manager, after reviewing the responses to a competitive solicitation under 25.11(6) or a sealed bid under 25.11(7), finds that a Local Vendor's price is within 10% of the lowest cost bid, the Purchasing Manager will contact the Local Vendor to determine if the Local Vendor is willing to meet the bid price offered by the Most Responsive Bidder. If the Local Vendor is willing to meet the price offered by the Most Responsive Bidder, then the Local Vendor shall be awarded the bid. If more than one Local Vendor has offered a price within 10% of the Most Responsive Bidder, the Local Vendor with the lowest price will be contacted first. If the first Local Vendor declines to meet the price of Most Responsive Bidder, then the Purchasing Manager will contact the next highest Local Vendor to determine that vendor's interest in meeting the price offered by the Most Responsive Bidder.

**(d)** If after reviewing the responses to a competitive solicitation under s. 25.11(6) or a sealed bid under s. 25.11(7), the Purchasing Manager finds there is no local vendor within 10% of the lowest cost bid, or if there is a local vendor within 10% of the lowest cost bid, but that vendor is not willing to meet the bid price offered by the most responsive bidder in the process set forth in sub. (c), then the Purchasing Manager shall review the responses to determine if there is a non-local vendor with an established place of business in one of the counties adjacent to Dane County in the Thrive 8 county region within 5% of the lowest cost bid. If the Purchasing Manager identifies such a vendor, the Purchasing Manager will contact the vendor to determine if the vendor is willing to meet the bid price offered by the most responsive bidder. If the Non-local vendor is willing to meet the price offered by the most responsive bidder, then that vendor shall be awarded the bid.

