

Series 2000 – Finance and Facility Management

Section 2200 – Internal Operations

Policy 2210 – Vendor Preference

The purpose of this policy is to establish guidelines for providing in-state vendor preference as allowed by WV Code §5A-3-37.

- 2210.1 In-state vendor preference shall be applied to all purchases for goods or printing services.
- 2210.2 Bid preference will be calculated by applying the applicable percentage to the lowest submitted bid, if the said bid is from an out of state vendor. This amount will then be subtracted from the lowest in-state vendor’s bid to determine the adjusted bid amount for the purpose of awarding the bid.
- 2210.3 The following percentages shall be applied for in-state preference:
- | Bid Amount | Percentage Allowance |
|--------------------------|----------------------|
| \$1 - \$ 1,000 | 5% |
| \$1,001 - \$ 50,000 | 4% |
| \$50,001 - \$ 100,000 | 3% |
| \$100,001 - \$ 1,000,000 | 2% |
| \$1,000,001 plus | 1% |
- 2210.4 Qualifications to determine eligibility for in state vendor preference are contained in the Purchasing Policies and Procedures Manual for Local Educational Agencies.
- 2210.5 Application for in-state vendor preference must be made in writing to the purchasing director to ensure conformity with eligibility requirements.

Approved by Harrison County Board of Education

Effective Date: September 16, 2003

Page 1 of 1