



DOCUMENT DISTRIBUTION
Electronic Version and Controlled Original – (Finance Department)
All other copies are uncontrolled

Standard Operating Procedure –FIN-1000.442 Name : Local Preference Policy	Revision #: Revision Date: Effective Date: Page 2 of 2

3. At least 50% of the work must be performed by individuals whose primary employment location is the New Hanover County office.
4. The vendor must sign an affidavit that indicates their compliance with the above three criteria.

6.0 Strategy – Price Match

The lowest local vendor will be given the opportunity to match the lowest non-local bid if they are within 5% of the lowest non-local bid. This will only apply to those contracts and purchases defined in Section 3.0.

7.0 Solicitation

Staff will make an effort to contact at least one local vendor per bid and quote under Section 3.0. However, it should be noted that some items purchased by the Authority cannot be purchased locally. Also the staff will continue to get the best price and value and this may mean buying from non-local vendors.

1.0 Deviations from this procedure must be documented by completing a Corrective / Preventative Action Form EMS-0005.453A

2.0 Revision History:

Revision		C/PAR #	Reason for Revision	Description of Revision
Date	#			