



CITY OF CHARLESTON West Virginia



Council Member – 12th WARD

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Finance Committee, Chair
Parking Committee, Chair
Public Safety Committee

AGENDA LOCAL VENDOR PREFERENCE SUBCOMMITTEE Wednesday, October 16, 2019 at 12:00 p.m. City Hall – AV Room #308

I. DISCUSSION

- a. Review of proposed local vendor preference language and draft bill prepared by the City Manager; preparation and finalization of report of subcommittee's findings and recommendations to Finance Committee regarding the implementation of a local vendor preference in the City's purchasing regulations.

*Meetings may be recorded and broadcast via internet <https://charlestonwv.civicclerk.com>

MINUTES

LOCAL VENDOR PREFERENCE SUBCOMMITTEE MEETING

8:30 A. M., JULY 29, 2019

Room 308

Joseph Jenkins called the meeting of the Local Vendor Preference Subcommittee to order at 8:30 a.m., JULY 29, 2019, in Room 308 in City Hall.

Subcommittee Members Present:

Joseph Jenkins

Will Laid

Keeley Steele

1. Councilmember Steele moved to approve the minutes for the June 27, 2019 meeting and that they be approved as distributed. There was no objection and the minutes were approved.

2. Councilmember Jenkins distributed the current Rules and Regulations concerning purchases and bidding as well as a rough draft to be used as a starting point that incorporates codes from South Charleston and Huntington.

Erin Vriendt, Purchasing Director, put together a list for the subcommittee of all of the instances in which a local vendor lost the winning bid with a 10% price deviation for the past three years. Two instances were found.

In regard to what qualifies as "lowest responsible bidder," Councilmember Laird asked if the Administration would want the kind of discretion it would afford. Councilmember Jenkins stated that the current policy is somewhat vague, and it might be better to have written down certain requirements that are disqualifying (such as not have the proper permits and fees). Jonathan Storage, City Manager, stated it would be beneficial to also consider the past history with the bidder.

Councilmember Steele suggested having a local vendor ordinance for any purchase \$25,000+ and a good practice purchasing ordinance for smaller purchases. It was discussed that the more discretion that is allowed will open the City up to a chance of increased complaints/litigation. Councilmember Jenkins suggested making 4 requirements:

- The bidder is meeting all of the laws (paying taxes etc.)
- The bidder meets all of the objectives of the RFP
- Local vendor preference
- Lowest cost

Councilmember Laird suggested that the Administration return to the Subcommittee with language that they would be comfortable with.

Councilmember Jenkins stated that they are ready to start to draft the documents. He further stated it needs to be addressed in 2 different ways: purchases under \$25,000 and purchases over that amount. He asked that the Administration draft those documents for the Subcommittee's review.

With no further discussion, the meeting was adjourned.