

CITY OF WHITING

PREFERRED VENDOR POLICY

The intent of this policy is to provide for the development and maintenance of a Preferred Vendor's list for purchasing and public works projects in the City of Whiting, Indiana.

Once the selection of a preferred vendor is made for a particular service or for the purchase of a particular commodity, all purchases shall be made in accordance with the Purchasing Policy adopted by the City of Whiting Board of Public Works and Safety.

Preferred vendors shall be selected and utilized for those instances where there is repeat business which in the aggregate does not rise to the threshold for public bidding or for which the actual quantity of the commodity to be purchased is not ascertainable. The preferred vendor is one who has offered discounted goods and/or services and a prioritization of the City's request. Such instances include, but are not limited to: elevator repairs, workers compensation treatment, communication device repair, board-up services, tree trimming and stump removal, locksmith services, etc.

The selection of a preferred vendor shall be as follows:

1. Purchasing manager or department head makes recommendation of the need for a preferred vendor;
2. A review is made of the current vendors utilized by the Civil City, Sanitary District and School City for a particular service or commodity;
3. Interviews are conducted by the Purchasing Manager and city members of the School City Committee with at least three (3) vendors known to deal in a particular service or commodity;
4. Selection is based on a combination of the following: discount offered, priority of service to the City, and geographic location in City and/or county.
5. A selection is made and recommended to the Mayor;
6. Vendor is added to the Preferred Vendors List.

The Preferred Vendor's list shall be reviewed at least every two years to ensure that the City is not violating purchasing policy limits and that the Vendors are in compliance with promised discounts. The Clerk's Office shall conduct periodic audits of the purchase orders to verify discounts and shall be responsible for advising the Mayor if a preferred vendor is not in compliance with price or service conditions.