



## Local Vendor *Partnership Program*

### *What is the Local Vendor Partnership Program?*

The Town of Mount Pleasant offers a Local Vendor Partnership Program to support local businesses while ensuring the quality of the products and services the Town procures.

Through this program, businesses located within the Town may apply for and receive a “preferred vendor status” as an approved local business. This means, in the evaluation of pricing proposals or bids submitted, approved vendors will be evaluated as though the prices offered were 5%, 2%, or 1% lower than actually proposed. This program applies to products, goods, and non-professional services.

### *How will the variable percentage of preference be calculated?*

1. The Town determines the lowest or most responsive bid; NO CHANGE to current procedures.
2. If the apparent successful offer is from an approved local business, meaning they have applied to receive the preferred vendor status, the recommendation for award can be made to that business.
3. If the apparent successful offer is from a non-participating business, the following preference schedule is applied to the approved preferred vendor’s bid or proposal for products or non-professional services:
  - a. Those costing less than \$10,000 are evaluated at a 5% reduction;
  - b. Those costing between \$10,000 and \$50,000 are evaluated at a 2% reduction; and
  - c. Those costing \$50,000 or more are evaluated on a 1% reduction basis, not to exceed a total reduction of more than \$2,000.
4. If the local reductions have been considered and the non-local business is still the lowest, the recommendation for award will be made to that non-local vendor as the lowest and most responsive offer.
5. If the local reductions have been considered and the offer received from an eligible preferred vendor appears the lowest while meeting the Town’s requirements, the recommendation for the award will be made to that local business.

*Nothing within the ordinance or the Partnership Program increases or decreases the actual price of any offer. The actual prices paid will be the same as those bid. The variable percentage calculations on pricing are used only for award determination.*



# Local Vendor Partnership Program

## *How does my company become an approved vendor?*

Qualified, local businesses who enter into a partnership agreement with the Town and meet the following qualifications are eligible to become an approved local vendor:

- Have a principal place of business located within the corporate limits of the Town of Mount Pleasant as registered with the Secretary of State, the Internal Revenue Service or the South Carolina Department of Revenue
- Have a current Mount Pleasant business license and be in compliance with other local ordinances
- Agree to, and comply with, the following:
  - Sell the Town the best products or services for the best price available
  - Respond to the Town's needs in a timely fashion
  - Provide future maintenance and service as may be required
  - Agree to allow the Town to audit the applicant's records relating to the Town's purchases to ensure the Town is receiving the best products or services for the best price

*Applications may be found online at [experiencemountpleasant.com](http://experiencemountpleasant.com) and must be completed in full and submitted to the Town's Purchasing Division, along with a short list of products or services provided by your business, via email ([kframe@tompsc.com](mailto:kframe@tompsc.com)), in-person, or mail at 100 Ann Edwards Lane, Mount Pleasant, SC 29464.*

## *Are there exclusions from the local Vendor Partnership Program?*

Yes. This program does not apply:

- To procurements for professional services, state procurement contracts or procurements through state or federal regulations or provisions where application is prohibited by state or federal laws or program restrictions.
- In emergency, sensitive or critical procurement situations.

The application of the provisions of this program may be waived by Town Council upon a formal finding that the best interest of the Town is not served by adhering to the conditions of the partnership program.

## *What are products, goods or non-professional services?*

Products and goods are generally referred to as "off -the-shelf" or stock items which are readily available and warehoused by local or centrally located distributors. However, these items are sometimes available only by special order.

Non-professional services are considered to be construction or renovation of facilities, janitorial services, general maintenance, fleet management, landscaping or tree services, printing services, travel services, food services, recreational services, training assistance, and temporary job placement services, among other services.



Section 38.06 of Chapter 38 of the Mount Pleasant Code of Ordinances provides for a local vendor partnership program in the purchase of products and non-professional services by the Town of Mount Pleasant. The rules and regulations adopted for the administration of this Ordinance requires that vendors must execute this agreement to be eligible for considerations outlined in the Ordinance. Failure to complete and return this document will result in the vendor not being eligible to receive the benefits of the vendor partnership program.

CORPORATION NAME: \_\_\_\_\_  
(PLEASE SHOW BUSINESS NAME AS IT APPEARS ON BUSINESS LICENSE)

DOING BUSINESS AS (NAME) \_\_\_\_\_

BUSINESS OWNER: \_\_\_\_\_

MOUNT PLEASANT BUSINESS LICENSE# \_\_\_\_\_

REGISTERED PRINCIPAL BUSINESS LOCATION AS DEFINED BY THE SCSOS, IRS, OR SCDOR :

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIPCODE \_\_\_\_\_

MAILING ADDRESS:

STREET \_\_\_\_\_ OR P.O. BOX \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIPCODE \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

EMAIL \_\_\_\_\_

FEDERAL I.D. NO. OR SOCIAL SECURITY NO. \_\_\_\_\_

LIST SERVICES OR PRODUCTS: \_\_\_\_\_

To be eligible to receive the benefits of the vendor partnership program, the business must:

1. Have a principal place of business, which is either rental or owned real property used for business purposes, which is located within the corporate limits of the Town of Mount Pleasant as registered in official documents filed with the Secretary of State, the Internal Revenue Service or South Carolina Department of Revenue. A post office box or temporary construction or office trailer shall not be considered a place of business to comply with the provisions of Chapter 38;
2. Have a current Mount Pleasant business license;
3. Be in compliance with other local ordinance requirements.

I, (name) \_\_\_\_\_ on behalf of the aforementioned business as its (title) attest that the business concern (business name) does meet the eligibility requirements as stated above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_



LOCAL VENDOR PARTNERSHIP AGREEMENT

As an eligible local vendor, I (name) \_\_\_\_\_ do hereby agree to,

and will comply with, the provisions of the local vendor partnership program whereby

I, (name) \_\_\_\_\_, on behalf of

(business name) \_\_\_\_\_

as its (title) \_\_\_\_\_ and duly authorized agent will:

1. Provide or sell the Town the best product or service as specified by the Town for the best price available;
2. Respond to the Town’s needs in a time frame acceptable to the Town;
3. Provide future maintenance and service for the products I sell;
4. Agree to allow the Town to audit my vendor records relating to the Town’s purchases at any time they request, in order to ensure that the Town is receiving the best product or service for the best price.

In return, I do hereby understand that the Town of Mount Pleasant will solicit bids for products and non-professional services from the aforementioned business which shall be evaluated and awarded on a percentage reduction basis and in accordance with Section 38.06 of the Town of Mount Pleasant Code of Ordinances.

TOWN OF MOUNT PLEASANT

BUSINESS

\_\_\_\_\_  
Town Administrator or his Designee

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agent/Owner

\_\_\_\_\_  
Date

**Please submit completed form to [kframe@tompsc.com](mailto:kframe@tompsc.com) or to the Town of Mount Pleasant’s Procurement Division 100 Ann Edwards Lane, Mount Pleasant, SC 29464.**

