Every contract for capital construction of improvements in excess of $10,000 will contain a provision requiring the contractor to use products manufactured, assembled, or produced in the United States in the performance of the contract, if the quality and price are comparable with other available goods.

Post Consumer Products: Preference will be given to vendors or contractors who offer products which contain post consumer recyclable material if the quality and price are comparable with other available goods.

Federally Provided Funds: All federal requirements will be followed when purchasing goods and/or services with federally provided funds. Before placing an order with a vendor, each department will verify that the vendor is not debarred or suspended by the federal government on the web page. The web page address is **www.sam.gov**. The issuing department will verify that the prevailing wage is paid to all workers on construction contracts.

State of Missouri Vendors: Preference will be given to vendors or contractors who produce, manufacture, or market goods and/or services within the State of Missouri, if the quality and price are comparable with all other goods and/or services offered to the City and all other factors to be considered in the bid award process are equal.

Local Vendors:

1. Preference will be given to vendors or contractors who produce, manufacture, or market goods and/or services within the defined radius as described below, if the quality and price are comparable with all other goods and/or services offered to the City and all other factors to be considered in the bid award process are equal. When a formal written bid or proposal is not required, local vendors may be given an opportunity to match prices offered by non-local vendors, as long as the products are equal as to specifications and quality requirements.

2. A vendor or contractor is considered to be local if their principal place of business is located within a radius of twenty-five (25) miles from Joplin City Hall, with the majority of its primary business operations, including but not limited to, production, operation, purchasing, billing, marketing, management, administration and ownership, occurring within said radius. "Local" shall not include the following:

    (a) Those businesses with only a local post office box; or
    (b) Those businesses with a sales presence in the said radius, but no physical business location within the said radius; or
    (c) Home based businesses that merely take orders for products shipped from out-of-town to their customers.

3. When bids or proposals are received from both local and non-local vendors or contractors, the local bidder may be given preference in the awarding of the bid provided that its bid meets all other specification, quality, and service requirements in the following instances:

(a) If a local bidder is within three (3%) percent of the lowest bid from a non-local bidder on a bid or proposal from $3,000.00 up to $1,000,000.00, and within two (2%) percent on such bid or proposal from $1,000,000.00 up to $3,000,000.00, and within one (1%) percent on such bid or proposal from $3,000,000.00 to $5,000,000.00.

(b) The local purchasing preference policy shall not apply in the following instances:
    (1) When purchases and or contracts are funded in whole or in part by federal funds.
    (2) When such preference is in conflict with any applicable state or federal laws, rules or regulations.
    (3) When construction projects are financed with public assistance, including but not limited to, tax increment financing, Chapter 100 bonds, Chapter 353 redevelopment projects and enterprise zone redevelopment.

(c) In the event that a general/prime contractor wishes a bid to be considered local, such contractor must either be local as defined above and at least 51% of the value of the total work to be performed as set forth in the bid price must be accomplished by the general/prime contractor or subcontractors considered local pursuant to this policy as defined above; or, utilize subcontractors considered local who will perform at least sixty percent (60%) of the value of the total work to be performed as set forth in the bid. The general/prime contractor will be required to document this information and provide it with the bid in order for the bid to be considered under the local vendor preference policy.

E. Commodity Buying

Departments are encouraged to plan ongoing purchases of goods and/or services in a manner to take advantage of price discounts for quantity purchases of items, such as the following:

*Office and Stationary Supplies
*Janitorial and Paper Supplies

F. Encumbrance Accounting and Budgetary Control

Encumbrance accounting is employed as a practical means of controlling spending. Encumbrances are used to indicate that some unspent funds have been committed by means of purchase orders or executory contracts, and so are NOT available for new spending. Encumbrances are used to reflect committed, but unspent resources, thereby indicating the true balance of resources available for new spending.

The first step in the purchasing process is the preparation and approval of a budget. The budget establishes the levels of available funding and how the funds may be spent. Through the automated financial accounting system, all purchase requisitions and orders will be encumbered against available funds in the department's budget. Encumbrance accounting assists the City in maintaining proper budgetary control to assure that actual expenditures do not exceed annual appropriation levels. Monies committed through the issuance of