



### PURCHASING GUIDELINES

Criteria below are to be applied after it is determined that the vendor has met all of the requirements for bidding.

Do they meet quality standards?

Do they meet safety standards?

Do they practice solid, friendly customer service?

Are they insurable or are they bondable, if required?

Do they meet regulatory requirements for your organization or industry?

	Yes	No
Headquartered in Muskegon County	___	___
Headquartered in West Michigan	___	___
50% employees reside in Muskegon County	___	___
Minority- or Woman-Owned	___	___
Diversified Workforce	___	___
Environmentally Friendly Practices	___	___
Small Business (<\$ 500, 000 in annual receipts)	___	___
Chamber member	___	___
Community Investment Activities	___	___
Community Non-Profit Involvement/Volunteerism	___	___
<b>TOTAL</b>	_____	

VENDOR \_\_\_\_\_