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FINANCIAL SERVICES/PURCHASING DIVISION

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BIDDER'S CERTIFICATION FOR LOCAL PREFERENCE FORM

SECTION ONE

Business Name/DBA:

Physical Address:

City: State: Zip Code:

Telephone Number: Fax Number: Email:

Business Type (Please check one) : Partnership Corporation Sole Proprietorship LLC Other:

Office or Store Location Within the Corporate Limits or Extraterritorial Jurisdiction of the City of Greenville:

Physical Address:

City: State: Zip Code:

Telephone Number: Fax Number: Email:

Business Owner or Position: Check one:

- Owner (Sole Proprietorship) Partner (Partnership) Manager (LLC) Officer (Corporation)

Name and Title:

Address:

City: State: Zip Code:

Telephone Number: Fax Number: Email:

Product(s) and/or Service(s) Please list the type of products and/or services that your company can provide:

Please check one category of work, which best describes the products and/or services that your company provides. NOTE: Professional Services includes architectural, engineering, surveying, construction manager at risk, et cetera and those that are of a consulting nature.

- Construction Professional Services General Services Supplies & Materials

SECTION TWO

To be certified as an Eligible Local Bidder, a potential bidder must satisfy at least one of the following criteria listed below. Please select which of the following criteria you satisfy to apply for certification as an Eligible Local Bidder. Additional documentation must be submitted with this application to verify that you satisfy the selected criteria.

- 1. Have an office or store from which all or a portion of its business is directed or managed and which is located within the corporate limits or extraterritorial jurisdictional area of the City of Greenville consisting of at least 500 square feet of floor area within a building on property having a non-residential zoning classification; or
- 2. Have an office of store located within the corporate limits or extraterritorial jurisdictional area of the City of Greenville and have at least three (3) employees who are based and working out of said office or store; or
- 3. Have an office from which all or a portion of its business is directed or managed for a period of at least one (1) year and which is located within a residence that is the residence of the owner of the bidder and this is within the corporate limits or extraterritorial jurisdictional area of the City of Greenville as allowed by the Zoning Ordinance. For the purpose of this subsection, the owner of the bidder means a person who has an ownership interest of at least fifty percent (50%) in the legal entity which is the bidder or, if the bidder is an individual, the individual person.
- 4. **(For Service Contracts Only)** Have an arrangement with one or more firms or companies that qualify as an Eligible Local Bidder pursuant to 1, 2 or 3 above to subcontract with said firms or companies to perform at least twenty-five percent (25%) of the dollar value of the work to be performed pursuant to the service contract, if the bidder is awarded the contract.

Additional Instructions for Completing this Form

For the criteria you selected in Section Two, the City requires that you submit the following supporting documentation with this Form:

Property Taxes

To qualify as an Eligible Local Bidder, you must have paid and be current on any City of Greenville property taxes. Please be advised that by signing this form, you are certifying that all City of Greenville property taxes owed by the business have been paid and are current.

Office or Store Size

If you are applying for certification on the basis of 1 above, please provide a sketch of the office or store demonstrating approximate dimensions and square footage.

Employees

If you are applying for certification on the basis of 2 above, please provide a listing of the employees working at the store located within the corporate limits or extraterritorial jurisdictional area of the City of Greenville. Please provide the names, addresses and telephone number for each of the employees.

Arrangements with Other Firms or Companies

If you are applying for certification on the basis of 4 above, please provide an explanation of the arrangement with the firms or companies which qualify as an Eligible Local Bidder including the names of the firms or companies, a description of the work to be performed by the firms or companies, and an estimated dollar value of the work to be performed by the firms or companies.

SECTION THREE GENERAL INFORMATION FOR APPLICANTS

- a) Applicability: This local preference program shall apply to any City contract as described in Section 4 of the City of Greenville Local Preference Policy.
- b) In order to qualify for the local preference, an Eligible Local Bidder must complete the Bidder's Certification for Local Preference Form and submit it to the Purchasing Manager with or prior to the submittal of the bid or proposal. The Bidder's Certification for Local Preference Form shall be required to be updated by a bidder (i) when matters certified to in the form have materially changed and/or (ii) when notified by the Purchasing Manager that a periodic update is required.
- c) False or Substantially Inaccurate or Misleading Certifications. If at any time during or after the procurement process, the City determines that certifications or information in the Bidder's Certification for Local Preference Form are false, substantially inaccurate or misleading, the City Manager or designee may:
 - (1) Cancel the Eligible Local Bidder's contract and/or purchase order that was awarded based on the preference: The Eligible Local Bidder shall be liable for all costs it incurs as a result of the cancellation and all increased costs of the City that may be incurred by awarding the contract to the next lowest bidder;
 - (2) Exclude the bidder from any preference in any future City bidding opportunities for a period of time determined by the City Manager or designee; and/or
 - (3) Debar the bidder from doing business with the City for a period of time determined by the City Manager or designee.

SECTION FOUR CERTIFICATION

The undersigned, _____(name), being the _____(title), of the business named on this Bidder's Certification for Local Preference Form, do hereby submit on behalf of the business named herein the Bidder's Certification for Local Preference Form in order to qualify for a local preference in accordance with the City of Greenville Local Preference Policy and do, further, hereby certify as follows:

- (1) that I am the person authorized by the business named herein to file this Form;
- (2) that the information provided in this Form and any accompanying documentation is true, correct, and complete;
- (3) that the business named herein has paid and is current on any applicable City of Greenville privilege license fees and on property taxes in the City of Greenville; and
- (4) that I understand that there is a requirement that the business named herein update this Form in the event any information certified to in this Form materially changes.

Signature: _____ Date: _____

FOR INTERNAL USE ONLY:			
Form Reviewed By: _____		Date: _____	
Office or Store Located in City or ETJ	____ Yes ____ No ____ N/A	Verified By: _____	Date: _____
Office or Store 500 Sq.ft. or More	____ Yes ____ No ____ N/A	Verified By: _____	Date: _____
Office or Store with 3 Employees or More	____ Yes ____ No ____ N/A	Verified By: _____	Date: _____
Office Located in Residence for 1 Year or More	____ Yes ____ No ____ N/A	Verified By: _____	Date: _____
Privilege License Current:	____ Yes ____ No ____ N/A	Verified By: _____	Date: _____
Property Taxes Current:	____ Yes ____ No ____ N/A	Verified By: _____	Date: _____
Application Approved : _____		Date: _____	
Application Denied: _____		Date: _____	