



Attachment "B"

Contract Forms (A-3, A-3(a), A-14)



LOCAL BUSINESS PREFERENCE AFFIDAVIT

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

SECTION 1: GENERAL TERMS

Local Preference

The evaluation of competitive bids is subject to Section 7-151 of Ordinance 1244 which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. To satisfy this requirement, the vendor shall affirm in writing that it meets at least two (2) of the following objective criteria prior to the City's issuance of the Solicitation.

Business location means a permanent office or other site where the local business conducts, engages in, or carries on all or a portion of its business. A post office box or location at a postal service center shall not constitute a business location.

At least two (2) of the following criteria must be met in order to qualify for local preference:

1. A business that is located in the City of North Miami (City) with a current city business tax receipt issued prior to the City's issuance of the Solicitation for supplies or services **AND/OR**;
2. A business has at least ten (10%) of its total workforce residing in the City prior to the City's issuance of the solicitation for supplies or services **AND/OR**;
3. A business that subcontracts at least ten percent (10%) of the contractual amount of a City project with subcontractors who are physically located within the City.

The offeror, supplier, or contractor seeking the local business preference has the burden to show that it qualifies for the preference, to the satisfaction of the City.

The preference is used to evaluate the submittals received from bidders. Except where federal or state law mandates to the contrary, in the purchase of supplies or services in which objective factors used to evaluate the submittals received from offerors are assigned point totals, **a preference of ten (10) percent of the total evaluation points, or ten (10) percent of the total price**, shall be given to a local business.

Comparison of Qualifications

The preferences established in no way prohibit the right of the City to compare quality of supplies or services for purchase and to compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals. Further, the preference established in no way prohibit the right of the City from giving any other preference permitted by law instead of preferences granted, nor prohibit the City to select the bid or proposal which is the most responsible and in the best interests of the City.

SECTION 2: AFFIRMATION

Failure to fully complete this affidavit and to submit the requisite supporting documents may render the Vendor ineligible for Local Preference. Bidder/Respondent must check the applicable boxes below.

LOCAL PREFERENCE CERTIFICATION: The local preference may be applied to businesses located within the limits of the City.

NOTE: A copy of a current Business Tax Receipt must be submitted along with this bid or proposal.

Place a check mark here only if affirming bidder meets requirements for **Local Preference Certification**.

LOCAL PREFERENCE FORM A - 3

WORKFORCE LOCAL PREFERENCE CERTIFICATION: The local preference may be granted to businesses with a least ten percent (10%) of its total workforce residing within the geographical boundaries of the City.

NOTE: Must submit copy of current roster of all employees and provide proof of residence (Driver's License, Voter Registration Card, etc.) and proof of employment for those employees living within the City of North Miami.

Place a check mark here only if affirming bidder meets requirements for **Workforce Local Preference Certification**.

SUBCONTRACTOR LOCAL PREFERENCE CERTIFICATION: The local preference may be granted to businesses that subcontract at least ten percent (10%) of the contractual amount of a City project to subcontractors who are physically located within the City of North Miami.

NOTE: Must submit a fully completed Form A-3(a): Statement of Intent signed by the respective subcontractor(s).

Place a check mark here only if affirming bidder meets requirements for **Subcontractor Local Preference Certification**.

I certify that the information and responses on this form or attached hereto are true, accurate, and complete. I understand that the submittal of this form to the City's Purchasing Department is for this public entity only. I also understand that I am required to inform the City's Purchasing Department of any change in the information contained in this form or any attachments hereto.

Company Name

Print Name – Authorized Representative

Title

Signature – Authorized Representative

Date

Sworn to and subscribed before me on this ____ day of _____, 20____.

Notary Public

My Commission Expires:



STATEMENT OF INTENT

RFP/IFB NO. _____

A signed "Statement of Intent" shall be completed by both the proposer/bidder and the owner or authorized principal of each Local to provide services under this Solicitation.

_____ agrees to perform work on the above contract as (check one)
Name of Local Business a partnership; a corporation; an individual; a joint venture

Local Business Contractor

The Local Business will enter into a formal agreement, conditioned upon the Bidder/Proposer executing a contract with the City of North Miami for the work with _____.

Name of Bidder/Proposer

Item No.	Type of Work	Agreed Price of Work	Percentage of Work
1.		\$	%
2.		\$	%
3.		\$	%
TOTAL VALUE OF WORK		\$	%

_____ **Local Business Contact Name** (Please Print) _____ **Title** _____ **Date**

_____ **Local Business Address, City, State & Zip Code**

_____ **Local Business E-Mail address** _____ **Phone Number** _____ **Authorized Local Business Signature**

_____ **Authorized Bidder/Proposer Signature** _____ **Title** _____ **Date**

NOTE: A copy of the Local Vendor Business Tax Receipt and signatures of Local Business and Bidder/Proposer are required.



REFERENCES (Form A-14)

List a minimum of three (3)

Name: _____ Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Phone: _____ E-Mail: _____

Type of Job Performed & Cost _____

Name: _____ Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Phone: _____ E-Mail: _____

Type of Job Performed & Cost _____

Name: _____ Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Phone: _____ E-Mail: _____

Type of Job Performed & Cost _____
