



## GARFIELD COUNTY PROCUREMENT DEPARTMENT

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The Garfield County Procurement Code, Article 5.1 sets forth the process and procedure for granting Garfield County Local Businesses a five percent credit when it evaluates bids for supplies, equipment, materials, and construction projects. This cover sheet is an overview and does not constitute a substitute or interpretation of the actual policy. Please review the policy for the definitions, the exceptions, and the process that will be followed.

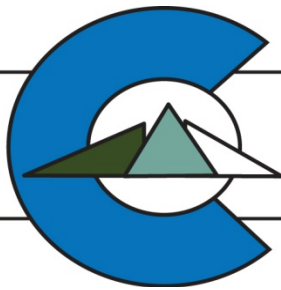
In order to qualify for the local preference, a “Local Business” must meet the following definition:

- Any organization, corporation, limited liability company, or other form of business entity; partnership of any kind or sole proprietorship; or group of associated individuals whether profit or non-profit, which is registered with and in good standing with the Office of the Secretary of State, State of Colorado and maintains its headquarters in Garfield, County, Colorado; and
- At least seventy-five percent (75%) of its work force resides within Garfield County. If subcontract work is involved, then at least seventy-five percent (75%) of the aggregate contract amount must be completed by Local Businesses and subcontractors who meet the Local Business criteria of having at least seventy-five percent (75%) of its work force residing in Garfield County; and
- At least seventy-five percent (75%) of its business vehicles or its subcontractor business vehicles are registered in Garfield County, Colorado.
- If a joint venture or teaming arrangement, including design build construction, the general or primary contractor or team leader must meet the terms of this definition above.

Important to the definition is what constitutes “Headquarters.” While discretionary, the Local Business must have a majority of the factors that include “most, if not all of the important functions of a local business are coordinated and regularly conducted. The location is leased or owned, contains all or a majority of the following: organizational governance (such as, CEO, partner, CFO, managers), warehousing operations, location of seventy-five percent (75%) of its employees, or materials and supplies are purchased within Garfield County.” Therefore, in order to qualify for the Local Business designation, it is critical that the attached affidavit be completed with as much information about your business as possible. If insufficient space is provided, please feel free to substantiate with additional documentation.

Bidders claiming Local Business preference for any bid must submit an Affidavit of Eligibility (see next page) via mail or fax to the above address or fax number. **In no event shall a business be qualified to have the Local Business designation applied to a competitive solicitation unless the Local Business designation has been given in writing prior to the release of the RFP or IFB. Except where expressly authorized by other provisions of these rules, a Local Business may not submit any type of revised bid or proposal in order to take advantage of any of the provisions in this rule.**

For questions or assistance regarding the policy, please contact us at the above number.



# Garfield County

## LOCAL VENDOR PREFERENCE AFFIDAVIT OF ELIGIBILITY

Complete all areas below. Incomplete forms may be rejected. Submit by mail or fax to the address on the cover sheet.

1. LEGAL NAME OF FIRM: \_\_\_\_\_  
  
 Mailing Address: \_\_\_\_\_ Physical Address (if different): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. Year your business was established in Garfield County: \_\_\_\_\_
3. Type of business: \_\_\_\_ Corporation \_\_\_\_ Limited Liability Corporation/LLC \_\_\_\_ Sole Proprietorship  
 \_\_\_\_ Other (please specify): \_\_\_\_\_
4. Name the individuals and titles of your organization's governance (e.g., CEO, CFO, Partners, managers, HR Director) that maintain an office in Garfield County:  

Name	Title
_____	_____
_____	_____
_____	_____
5. Are you registered with and in good standing with the Colorado Secretary of State? \_\_\_\_  
 If yes, is your principal place of business on record with the Secretary of State located within Garfield County? \_\_\_\_
6. What business functions are conducted in Garfield County: Production \_\_\_\_ Planning \_\_\_\_  
 Warehousing \_\_\_\_ Purchasing \_\_\_\_ Other (Please explain): \_\_\_\_\_  
 \_\_\_\_\_
7. Does at least seventy-five percent of your work force reside within Garfield County? \_\_\_\_
8. Are at least seventy-five percent of your business vehicles registered in Garfield County? \_\_\_\_
9. Do you purchase materials and supplies within Garfield County? \_\_\_\_ If so, please identify your supplier or suppliers. \_\_\_\_\_  
 \_\_\_\_\_
10. Is your organization regularly engaged in subcontracting, design/build, or teaming (collectively referred to as "subcontractors") to complete work for Garfield County? \_\_\_\_  
 A. If so, do your subcontractors meet the "Local Business" definition under the policy? \_\_\_\_  
 B. Have your subcontractors submitted an Affidavit of Eligibility? \_\_\_\_

The undersigned states that the foregoing statements are true and correct. I acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under C.R.S. 18-8-503. The undersigned also acknowledges that any person, firm, corporation or entity intentionally submitting false information to the County in an attempt to qualify for local preference shall be prohibited from bidding on Garfield County projects, products, and services for a period of one (1) year from the date of determination.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_