



# CITY OF ATLANTA

Kasim Reed  
Mayor

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DEPARTMENT OF PROCUREMENT  
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## LOCAL BIDDER APPLICATION

SECTION ONE			
<b>Business Name/DBA:</b>			
Address:			
City:	State:	ZIP Code:	
Telephone Number:		Fax Number:	
Business Type (Please check one) : <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation, GA <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other: _____			
<b>Principal or Corporate Office Name:</b>			
Address:			
City:	State:	ZIP Code:	
Telephone Number:		Fax Number:	
<b>Owner One - Name and Title:</b>			
Address:			
City:	State:	ZIP Code:	
Telephone Number:		Fax Number:	
<b>Owner Two - Name and Title:</b>			
Address:			
City:	State:	ZIP Code:	
Telephone Number:		Fax Number:	
<b>Officers/Partners One - Name and Title:</b>			
Address:			
City:	State:	ZIP Code:	
Telephone Number:		Fax Number:	
<b>Officers/Partners Two - Name and Title:</b>			
Address:			
City:	State:	ZIP Code:	
Telephone Number:		Fax Number:	

## SECTION TWO

To be certified as a Local Bidder, a potential bidder must satisfy no less than two (2) of the following criteria listed below. Please select **TWO (2)** of the following criteria which you satisfy to apply for certification as a Local Bidder. Additional documentation must be submitted with this application to verify that you satisfy the selected criteria. Instructions for submitting documentation to satisfy each of the criteria are located on the next page of this application.

- 1. Verify that the Potential Bidder's principal place of business is located in the City of Atlanta or that the Potential Bidder has held a valid City of Atlanta business license for at least one (1) year prior to the date of application.
- 2. Verify that a majority of the full-time employees, chief officers, and managers of the Potential Bidder have regularly conducted work and business in the City of Atlanta for at least one (1) year prior to the date of application.
- 3. Verify that a majority of the employees based at the Potential Bidder's location(s) in the City of Atlanta have been residents of the City of Atlanta for at least one (1) year prior to the date of application.
- 4. Provide references or other means of verification acceptable to the Department of Procurement, that the services the Potential Bidder offers to the City of Atlanta have been provided by the Potential Bidder in the City of Atlanta for at least one (1) year prior to the date of application.

If the applicant is a Joint Venture or Mentor-Protégé team, each participant in the Joint Venture or Mentor-Protégé team must be approved independently as a Local Bidder in order for the Joint Venture or Mentor-Protégé team to receive the bid preference on potential local projects.

### **Additional Instructions for Completing this Section**

For each of the criteria you selected in Section II, the Department of Procurement requires that you submit the following supporting documentation with this application:

#### **Business License**

If you have a City of Atlanta business license, please provide a copy of Articles of Incorporation or Organization, or a copy of the Potential Bidder's most recent federal income tax return, or if the potential Bidder is a partnership, provide a copy of the Partnership Agreement.

#### **Employees**

Provide a list of all full time employees, chief officers, and managers at the Potential Bidder's locations. For those employees, chief officers, and managers who regularly conducted work and business in the City of Atlanta for at least one year prior to the date of application, please provide employee's name, business address, business phone number, a brief description of the work business performed in the City of Atlanta, and the number of years such work or business has been performed in the City of Atlanta.

Provide a list of all employees based at Bidder's Potential locations. For those employees who have been resident of the City of Atlanta for at least one year prior to the date of application, provide employee's name, address, phone number and number of years at residence.

#### **References**

Provide a notarized letter from at least three (3) customers of the Potential Bidder, which letters shall include the following information: (a) a description of services provided by the Potential Bidder to the customer that were performed at least one (1) year prior to the date of application; (b) the total dollar value of the services provided at least one (1) year prior to the date of application; and (c) a statement that the services the Potential Bidder offers to the City of Atlanta have been provided by the Potential Bidder in the City of Atlanta for at least one (1) year prior to the date of application.

**SECTION THREE**

Certification: This information herein is required by section 2-1188.1 Code of Ordinances of the City of Atlanta, Georgia.

I (name) \_\_\_\_\_ being the (title) \_\_\_\_\_  
\_\_\_\_\_ of the business firm named, do hereby apply for local bidder certification. In accordance with local preference ordinance, city of Atlanta, Georgia: the undersigned certifies that he/she is the person duly authorized by the business herein named to file this application for local bidder certification, including the accompanying documentation and statements, and that same are true, correct and complete.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**GENERAL INFORMATION FOR APPLICANTS**

- a) **Applicability:** This local preference program shall apply to any City contract as described in Code Section 2-1188, excluding competitive sealed proposals under Code Section 2-1189, small purchases not exceeding \$20,000 under Code Section 2-1190, sole source procurement under Code Section 2-1191, emergency procurement under Code Section 2-1192, competitive selection procedures for professional and consultant services under Code Section 2-1193, and federally-funded projects (referred to herein as “Potential Local Projects”).
- b) A Potential Bidder must submit a completed and signed written application to become a Local Bidder **before** it will be allowed to receive a bid preference on a Local Project.
- c) In order to be approved as a Local Bidder and receive a bid preference on a Potential Local Project, the application for approval as a Local Bidder and all supporting documents must be received by the Department of Procurement no later than thirty (30) calendar days prior to the date bids are received on such Potential Local Project.
- d) **Term:** The certification as a Local Bidder shall expire two (2) years from the date of the approval of the application. Following the expiration date, a business is no longer a Local Bidder. A Potential Bidder must submit a new application for certification as a Local Bidder to the Department of Procurement and establish that it continues to meet the requirements of section 2-1188.1 in order to continue receiving the bid preference on Potential Local Projects.
- e) Potential Bidders certified as Local Bidders shall be under a continuing duty to immediately inform the Department of Procurement in writing of any changes in the Potential Bidder’s business, if as a result of such changes, the Potential Bidder no longer satisfies the requirements.