

CITY OF DALTON

Finance Department

P. O. Box 1205

Dalton, GA 30722

Phone: 706-278-6006

Fax 706-277-4640

LOCAL VENDOR ALLOWANCE QUALIFICATIONS

Pursuant to the City of Dalton Purchasing Policy, a local vendor allowance permits qualifying local vendors who bid within 4% of the low bid an opportunity to match the low bidder within 24 hours of notification to the City Finance Department or department issuing bid when bidding for supplies, equipment, materials, and personal services that are not part of a public works project. If more than one local vendor meets the qualifications, the lowest bidder will be given the first opportunity to agree to match the low bid. If they refuse, the next lowest bidder will get the opportunity and so on until all local vendors within the 4% range have been given an opportunity.

In order to qualify for this allowance, a vendor must meet all of the following criteria:

1. The local business shall have established a physical place of business within Whitfield County. A Post Office Box does not meet this requirement.
2. The local business must have at least two (2) employees who have worked in Whitfield County for at least six (6) months prior to submitting the bid.
3. The local business must be current on property tax and city occupation tax (if located within City limits).

Bidders claiming local vendor allowance for any Bid, Price Quote, or RFP must submit an Affidavit of Eligibility (see next page) with their bid or quote response.

For questions or assistance relating to the City's local vendor preference policy, call us at 706-278-6006.

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AFFIDAVIT OF ELIGIBILITY

Complete all areas below. Incomplete forms may be rejected. Submit by mail, fax, or email to Mark Burford at mburford@cityofdaltonga.gov

1. LEGAL NAME OF FIRM:

2. DOING BUSINESS AS (DBA) IF ANY:

3. Mailing Address:

Physical Address:

4. Month and Year your business was established in Whitfield County: _____

5. Does your business have more than two (2) or more employees who have worked at the above location for six (6) months or longer?

Yes

No

6. All employees working at the business are legally authorized to work in the United States?

Yes

No

7. Bid or RFP # for which the business is requesting the local vendor privilege:

Under penalty of perjury, the undersigned states that the foregoing statements are true and correct. The undersigned also acknowledges that any person, firm, corporation or entity intentionally submitting false information to the City in an attempt to qualify for local allowance shall be prohibited from bidding on City of Dalton products and services for a period of one (1) year.

Authorized Signature: _____

Date: _____

Printed Name & Title: _____

Phone: _____