



**LOCAL VENDOR PREFERENCE (LVP) AFFIDAVIT
CONTRACT COMPLIANCE DIVISION
CLAYTON COUNTY CENTRAL SERVICES
7994 NORTH MCDONOUGH STREET
JONESBORO, GEORGIA 30236**

Dear Prospective Local Vendor:

Thank you for your interest in becoming certified with Clayton County Government, Contract Compliance Division, and Central Services Department as a Local Vendor.

Clayton County has established a local vendor preference. The Ordinance was passed May 2, 2017. The county has a significant interest in encouraging the creation of employment opportunities for its residents and for businesses located within the County. As a purchaser of goods and services, the County will benefit from expanded job and business opportunities for its residents and businesses through additional revenues generated by its activities. It is in the interest of the County and its residents to give preference to vendors who have direct physical and economic relationships with the County. More specifically, bids and proposals awarded to local vendors contribute to the local tax base and local vendors will therefore be given special consideration when bidding against vendors outside of the geographic boundaries of Clayton County.

Local Preference is given to applicants that have a business location within the geographic boundaries of Clayton County and submit a responsive and responsible bid or proposal within five (5) percent of the low bid submitted by any out-of-county bidder. The term business location means that the business or supplier must operate and maintain a staffed, fixed, physical place of business within Clayton County, and must have held a valid business license from Clayton County or a city located within Clayton County for at least one (1) year prior to the date of submission of its proposal or bid, as applicable.

Following is the LVP certification affidavit, which serves as an application for certification. All questions on the affidavit must be answered completely and ALL requested documentation must accompany the affidavit. Failure to complete portions or provide the required documentation may result in the return of your unprocessed application and the denial of certification for your business. The information on the affidavit must be true and accurate to the best of the applicant's knowledge. The Contract Compliance Division will keep all submitted documents and information confidential to the extent allowable by law.

Submit the completed affidavit and documents to the Contract Compliance Division, Clayton County Central Services, 7994 North McDonough Street, Jonesboro, Georgia 30236. Direct all questions to the Contract Compliance Division at (770) 477-3587 or visit our website at www.claytoncountyga.gov for more information.

**Contract Compliance Division
Clayton County Central Services Division**

PLEASE REVIEW BEFORE COMPLETING APPLICATION
MINIMUM REQUIREMENTS
FOR
LVP CERTIFICATION

(Please Note: This list is not exhaustive, but contains a few of the minimum, not all, requirements for certification. Please make sure you meet the minimum requirements before completing the application for certification.)

The Proposer must meet **EACH** of the following criteria in order to receive local preference:

- 1) The business or supplier must operate and maintain a staffed, fixed, physical place of business within Clayton County, and must have held a valid business license from Clayton County or a city located within Clayton County for at least one (1) year prior to the date of submission of its proposal or bid, as applicable; and
- 2) The business or supplier must provide a copy of a current business license and/or occupational tax certificate; and
- 3) The business or supplier must have paid all real and personal taxes owed to Clayton County; and
- 4) The business or supplier must certify its compliance with the Georgia Security and Immigration Act; and
- 5) The business or supplier must certify its compliance with the Georgia Secretary of State's registration requirements.

Contract Compliance Division
Clayton County Central Services Division



**CONTRACT COMPLIANCE DIVISION
CLAYTON COUNTY CENTRAL SERVICES
7994 NORTH MCDONOUGH STREET
JONESBORO, GEORGIA 30236
(770) 477-3587 Phone (770) 477-3335 Fax**

LOCAL VENDOR PREFERENCE PROGRAM CERTIFICATION AFFIDAVIT

ALL QUESTIONS MUST BE ANSWERED IN FULL

Business Name/DBA: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Telephone Number: _____ Fax Number: _____

Email address: _____

Business Type (Please check one): Partnership Corporation, GA Sole Proprietorship

Other: _____

Principal or Corporate Office Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Telephone Number: _____ Fax Number: _____

Owner One - Name and Title: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Telephone Number: _____ Fax Number: _____

Owner Two - Name and Title: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Telephone Number: _____ Fax Number: _____

Officers/Partners One - Name and Title: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Telephone Number: _____ Fax Number: _____

Officers/Partners Two - Name and Title: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Telephone Number: _____ Fax Number: _____

To be certified as a Local Bidder, a potential bidder must satisfy EACH of the following criteria listed below.

- 6) The business or supplier must operate and maintain a staffed, fixed, physical place of business within Clayton County, and must have held a valid business license from Clayton County or a city located within Clayton County for at least one year prior to the date of submission of its proposal or bid, as applicable; and
- 7) The business or supplier must provide a copy of a current business license and/or occupational tax certificate; and
- 8) The business or supplier must have paid all real and personal taxes owed to Clayton County; and
- 9) The business or supplier must certify its compliance with the Georgia Security and Immigration Act; and
- 10) The business or supplier must certify its compliance with the Georgia Secretary of States registration requirements.

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

Clayton County Central Services requires that you submit the following supporting documentation with this application:

Business License

If you have a Clayton County 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 Clayton County 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 Clayton County, and the number of years such work or business has been performed in Clayton County.

Provide a list of all employees based at Bidder's Potential locations. For those employees who have been resident of Clayton County 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 Clayton County have been provided by the Potential Bidder in Clayton County for at least one (1) year prior to the date of application.

Certification: This information herein is required by Clayton County Ordinance Section 4-310(c).

I (name) _____ being the (title) _____ of the business firm named, do hereby apply for local bidder certification.

In accordance with local preference ordinance, Clayton County, 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: _____

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT
AFFIDAVIT AND AGREEMENT**

Effective July 1, 2007, the following language is required to be included in all contracts entered into by the Clayton County Board of Commissioners for the physical performance of services within this State of Georgia:

- A. Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the Proposer understands and agrees that compliance with the requirements of O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-.02 are conditions of this Agreement. The Proposer further agrees that such compliance shall be attested by the Proposer through execution of the proposer affidavit required by Georgia Department of Labor Rule 300-10-1-.07, or a substantially similar proposer affidavit. The Proposer's fully executed affidavit is attached hereto and is incorporated into this Agreement by reference herein.
- B. By initialing in the appropriate line below, the Proposer certifies that the following employee-number category as identified in O.C.G.A. § 13-10-91 is applicable to the Proposer:
1. _____ 500 or more employees;
 2. _____ 100 or more employees;
 3. _____ Fewer than 100 employees.
- C. The Proposer understands and further agrees that, in the event the Proposer employs or contracts with any subcontractor in connection with this Agreement, the Proposer shall:
1. Secure from each such subcontractor an indication of the employee-number category as identified in O.C.G.A. § 13-10-91 that is applicable to the subcontractor;
 2. Secure from each such subcontractor an attestation of the subcontractor's compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 by causing each such subcontractor to execute the subcontractor affidavit required by Georgia Department of Labor Rule 300-10-1-.08, or a substantially similar subcontractor affidavit. The Proposer further understands and agrees that the Proposer shall require the executed subcontractor affidavit to become a part of the agreement between the Proposer and each such subcontractor. The Proposer agrees to maintain records of each subcontractor attestation required hereunder for inspection by the Clayton County Board of Commissioners at any time.

Contractor: _____ EEV *User ID

Authorized Signature: _____ Date: _____

Title: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20____.

(Seal)
Notary Public

My Commission Expires: _____

**As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).*

APPENDIX

“A”

Local Vendor Preference (LVP) Certification Checklist

(Minimum Documents Required for All Applicants for Certification)

The Local Vendor Preference Certification Affidavit must be signed and notarized. In addition, the following supporting documentation relevant to your legal business enterprise must be submitted to the Contract Compliance Division. Failure to submit all required documentation may result in the return of your unprocessed affidavit and/or the denial of certification. Certification packages must be neat and legible and returned in the order listed below. Please include this Checklist in front of your supporting documents.

The documentation required depends on the legal status of the business: Sole Proprietor (SP); Partnership (P); Corporation (C); Limited Liability Company (LLC); or Limited Liability Partnership; check the “INCLUDED” box to indicate you have provided the document or note N/A. “N/A” responses must be accompanied by a description of the item and an explanation as to why the documents were not submitted.

All documents must be returned in the order listed

REQUIRED DOCUMENTS FOR ALL APPLICANTS	SP	P	C	LLC	LLP	INCLUDED (✓)
Birth Certificate and Picture ID; or Passport	X	X	X	X	X	
W-9 Forms	X	X	X	X	X	
Clayton County Business License	X	X	X	X	X	
Articles of Organization/Incorporation			X	X	X	
Georgia Security and Immigration Act Form	X	X	X	X	X	
Partnership Agreement		X				
List of Full Time Employees	X	X	X	X	X	
3 Notarized Statement from Clayton County Customers	X	X	X	X	X	