

APPENDIX J
SACRAMENTO COUNTY
PROCUREMENT OPPORTUNITIES PROGRAM
LOCAL AND MICRO-BUSINESS VENDOR PREFERENCES

PURPOSE

The purpose of the Procurement Opportunities Program is to promote and enhance the utilization of local and small business enterprises in the County's procurement and contracting processes. Small businesses contribute to the overall economic health of the community. Therefore, government has a compelling interest to provide economic opportunity to small businesses. The economic health of the community is dependent upon an active and thriving business community, including both large and small businesses. For this reason, the program is designed to provide procedural assistance and contracting information to any firm wishing to do business with the County. This program is not, however, intended to become a separate activity within the County's procurement and contracting process. It is intended to be an integral part of the County's standard procurement and contracting process.

INCENTIVES

Service and supply acquisition: For material, supply, construction and/or non-professional service contracts of less than \$1,000,000 processed through the Department of General Services, Contract and Purchasing Services Division, or through the Delegated Purchase Order (DPO) Program. The County of Sacramento will award a two-percent (2%) price or point micro-business preference to State Certified Micro-Business enterprises located within the Sacramento Regional Market Area (Sacramento, El Dorado, Placer, Sutter, Yolo and Yuba Counties), and/or a five-percent (5%) price or point local business preference.

The Delegated Purchase Order program (a delegated purchasing program utilized by department "DPO Buyers") includes a provision requiring the departments to obtain multiple quotes based on the dollar amount of the purchase. This program will eliminate the quoting requirement if the DPO Buyer issues a DPO to a certified micro-business in the Sacramento Regional Market Area. When obtaining multiple quotes, the DPO Buyer shall apply all applicable preferences stipulated in this program.

CERTIFICATION OF SMALL BUSINESS ENTERPRISES

Most County contracts are open to competitive bidding. It is the policy of the County to actively solicit participation by small business enterprises in its procurement and contracting activities. In order for the County to readily find small businesses to solicit, businesses should (1) be certified with the State of California, Office of Small Business and DVBE Services, or reciprocal agency, and (2) register with the State of California, Department of General Services.

For a firm to be eligible for a two-percent (2%) price preference, it must be a formally certified micro-business AND located in the Sacramento Regional Market Area (Sacramento, El Dorado, Placer, Sutter, Yolo and Yuba Counties). The County will accept certifications from the State of California, Office of Small Business and DVBE Services, or reciprocating governmental agencies. The County will accept formal certifications from other agencies within the State of California for documentation purposes.

Complete information regarding this program is located on the following website:

<http://www.saccountyids.net/>



COUNTY OF SACRAMENTO LOCAL AND MICRO-BUSINESS VENDOR PREFERENCE

LOCAL VENDOR PREFERENCE QUALIFICATIONS

Pursuant to Sections 2.56.420 and 2.56.440 of the Sacramento County Code, where applicable, a local price or point preference credit of 5% shall be granted to Local Business Enterprises on supply and non-professional service contracts of less than one million dollars (\$1,000,000) to business enterprises located within Sacramento County when evaluating bids for material, supply, construction, and/or non-professional services acquisitions processed through the Department of General Services, Contract and Purchasing Services Division or through the Delegated Purchase Order Program. In order to qualify for local preference, a vendor must meet all of the following criteria (as defined in SCC 2.56.420):

1. The business maintains its Principal Place of Business within the geographic boundaries of the County of Sacramento.
 - (a) Suppliers and professional truck drivers are not required to maintain their principal place of business within the County, but must maintain a Fixed Office within the County. Suppliers must also maintain a continuously stocked inventory within the County consistent with the type of goods for which the business is seeking a local preference. Professional truck drivers must also park their registered vehicles and trailers within the County when not under contract for use. The business may be required to submit to the County a copy of its rental or lease agreement evidencing its Fixed Office location.
2. The business must provide 50 percent or more of the contracted product from its own local inventory.
3. The business must possess a current County of Sacramento business license or a business license from a city within the County. If the business's Fixed Office is located in a city that does not issue business licenses, the business must be current with the city's business operations taxes or other business regulations.
4. The business has been established and conducting business activities in the County for at least six months preceding the due date of the bid/proposal for which a local preference is being sought. The business may be required to submit to the County evidence of its business activities within the Sacramento area during the preceding six months.
5. The business must have paid sales tax to either a city located within the County or to the County of Sacramento. The business may be required to submit to the County copies of its State of California Board of Equalization sales and use tax returns.

This preference shall also be provided to Sacramento Regional Market Area businesses that meet the criteria of a Local Business Enterprise for the county in which they are located, provided that:

- (a) Those criteria are at least as stringent as section 2.56.420(d); and
- (b) The county in which such businesses are located also provides pricing preferences to businesses located within Sacramento County.

Bidders claiming local vendor preference for any Request for Bid, Price Quote, or Request for Proposal must submit an Affidavit of Eligibility (see page 3) with their bid, quote or proposal response, unless an approved affidavit is already on file.

For questions or assistance relating to the County of Sacramento's Local Vendor Preference Policy, call the Contract & Purchasing Services Division at 916-876-6360 or visit our website at www.saccountybids.net.

AFFIDAVIT OF ELIGIBILITY

COMPLETE THIS FORM IF YOU QUALIFY FOR AND WISH TO CLAIM A 5% LOCAL VENDOR PREFERENCE AND/OR A 2% MICRO-BUSINESS PREFERENCE (REFER TO PREVIOUS INFORMATION FOR QUALIFICATION REQUIREMENTS)

To claim the local vendor preference (5%), complete items 1 - 5 below. To claim the micro-business preference, complete items 1 – 3 and 6. To claim both preferences (7% combined), complete items 1 -6 below. Incomplete forms may be rejected.

1. Legal Name of Business: _____

Physical Address: _____
Street City ST Zip

Mailing Address (if different): _____
Street City ST Zip

2. County and Year your business was established in Sacramento County or reciprocal county:

County Year

Business License Number: _____ Issued by: _____

3. For transactions which require sales tax, provide the Reseller Permit Number: _____

Enter the Company Name and Address as it appears on permit:

Company Name: _____

Address: _____
Street City ST Zip

4. Does your business have more than one office in the State of California? Yes No

If Yes, specify the office location considered as the point-of-sale for sales tax purposes:

Office Location: _____
Street City ST Zip

5. Was the local business required to pay business and/or real property tax for the most recent tax year?
Yes No

If Yes, did the local business pay any of this tax to Sacramento County?

Yes No

6. State of California Small Business Certification Number: _____ Expiration Date: _____

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 County in an attempt to qualify for local preference shall be prohibited from bidding on Sacramento County products and services for a period of one (1) year.

Authorized Signature: _____

Date: _____

Printed Name: _____ Title _____

Phone: _____