



City of Dallas

**Business Development and Procurement Services
Local Preference Affidavit**

Sections 2-32(h)(2) and (h)(3) of the Dallas City Code (adopted pursuant to Sections 271.905 and 271.9051 of the Texas Local Government Code) authorize the City of Dallas to grant a preference to a local business (a business with a principal place of business in the City of Dallas) in awarding certain competitively bid contracts with the city when the local business bid is within a specified percentage from the lowest responsible bid (5% for construction services or facility construction contracts of less than \$100,000; 5% for goods or general services contracts of less than \$500,000; 3% for goods contracts of \$500,000 or more). Section 2-27 of the city code defines a bidder's "principal place of business" as:

- (A) the headquarters of a business or the primary executive or administrative office of a business from which the operations and activities of the business are directed, controlled, and coordinated by its officers or owners; or
- (B) an established office, plant, store, warehouse, or other facility where the majority of the business' operations and activities are conducted and located, except that a location solely used as a message center, post office box, mail drop, or similar service or activity that provides no substantial function to the business is not a principal place of business.

In granting a local preference, the city council must determine that the bid submitted by the local business offers the best combination of contract price and additional economic development opportunities for the city (including employment of city residents and increased tax revenue). Exclusions to the local preference authorization are expenditures of \$50,000 or less, construction contracts greater than \$100,000, competitive sealed proposals, and purchases that are: federally-funded, sole source, emergency, cooperative agreements, telecommunication services, or information services.

A business interested in being considered for a local preference in a bid award shall complete, sign, and submit this affidavit with its bid. Only a business meeting the local preference requirements may be considered.

SECTION I. PRINCIPAL PLACE OF BUSINESS

According to the definitions above, is your business a local business? _____

Name of Business: _____	Name of Owner: _____
Address: _____	E-Mail: _____
City: _____ State: _____ Zip: _____	Phone: _____ Fax: _____
Phone: _____ Fax: _____	Website: _____
Number of employees at this location: _____	

SECTION II. ECONOMIC DEVELOPMENT OPPORTUNITIES (use additional pages if needed)

- 1) Number of jobs created and/or retained within the City of Dallas if the bidder is awarded the city contract. _____
- 2) Information about local subcontractors to be used, if applicable:

Company Name: _____	Company Name: _____
Address: _____	Address: _____
Contact Name: _____	Contact Name: _____
Phone: _____	Phone: _____
- 3) Economic development opportunities for the City of Dallas if the bidder is awarded the city contract:

Local Preference Affidavit

The undersigned swears/affirms that the foregoing information and statements are true and correct and that the business meets all of the requirements for being granted a local preference. Furthermore, the undersigned agrees to notify the City of Dallas within 30 days after any change in its principal place of business or in any other information provided to obtain a local preference.

_____ Owner Name (Print)	_____ Owner Title
_____ Owner Signature	_____ Date