Local Vendor Worksheet

If you wish to claim Local Vendor Preference & Local Employee Ratio; and/or "At-risk employer" preference in the event of a tie, you must fill out the requested information below and return with bid documents.

Local Vendor Preference (LVP)
Per County Ordinance 2.38.31, the Local Vendor Preference will be implemented. This ordinance allows local vendors a 5% preference in a competitive bid process. If the low bidder is not a local vendor, any local vendor who submitted a bid that is within five percent (5%) of the low bid shall have the option of submitting a new bid within 48 hours (not including weekends and holidays) of the time indicated in the bid documents of the bid opening. Such new bids must be in an amount less than or equal to the low bid announced by the Purchasing Agent. If the Purchasing Agent receives any new bids from local vendors who have the option of submitting new bids within said forty-eight (48) hour period, the Purchasing Agent shall award the contract to the local vendor submitting the lowest bid. If no new bids are received, the contract shall be awarded to the original low bidder as announced by the Purchasing Agent. If more than one new bid is received from local vendors, and there is a tie for the low bid, the contract shall be awarded to the local vendor whose original bid was the lowest.

Local Employee Ratio
A local employee ratio shall be defined as the ratio of Kern County residents currently employed and working full-time equivalent for a local vendor; to local vendor's total number of full-time equivalent employees statewide. This ratio when applied shall give local vendors that hire and employ full-time equivalent local residents a higher preference over other vendors considered local by the definition above.

Bids awarded low bid to specification: After application of the 5% LVP, all vendors with a Local Employee Ratio of 50% or higher will receive an additional 2% preference; those with a ratio of 100% will receive a 3% preference. If there is a tie for the lowest price after the preference is applied, the award will go to the local vendor whose original bid was the lowest.

RFPs: In addition to the 5% LVP score increase, if the vendor's Local Employee Ratio is 50% or higher, they will receive an additional 2% score increase, and those with a ratio of 100% will receive a 3% increase to their score.

Best Value Bids: Qualifying local vendor with a Local Employee Ratio of 50% or higher will be elevated one(1) ranking position, and those with a ratio of 100% will be elevated two (2) ranking positions.

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At-Risk Employer Preference

Per County Ordinance 2.38.132, the At-Risk Employer preference will be implemented. This ordinance provides a preference to local vendors who are also at-risk employers. If there is a tie for the low bid and both bidders are local vendors but one of the bidders is also an at-risk employer, the contract shall be awarded to the low bidder that is also the at-risk employer. In the event local vendors are allowed to submit a new bid equal to or less than the out of county low bidder, and there is a tie for the low bid and one of the responsible low bidders is also an at-risk employer, the local vendor who is also an at-risk employer will be awarded the contract.

Vendor shall supply the following qualifying information:

1. Vendor holds any required business license by the County or a City within the County.
   Vendor Initials _____
   Kern County Business License: Kern County or City within Kern County Business License Number *(state license number below)*:
   _____

2. Vendor has had a fixed office or distribution point located in and having a street address within the county for at least six (6) months immediately prior to the issuance of the request for competitive bids by the purchasing agent. Vendor Initials: _____
   Local Office Address within Kern County for Six Months Prior to Bid Request *(state office address below)*:
   _____

3. Vendor employs at least one (1) Full-time or two (2) part-time employees whose primary residence is located within Kern County, or if the business has no employees, is at least fifty percent (50%) owned by one or more persons whose primary residence is located within Kern County. Vendor Initials _____
   (state qualifying information below).
   _____

4. Vendor shall credit all sales taxes generated pursuant to the contract awarded as a result of the application of this local vendor preference to its business location in Kern County. Vendor Initials:_____
   _____

Vendor shall calculate and provide your local employee ratio:

The ratio of Kern County residents currently employed and working full-time equivalent for a local vendor to local vendor's total number of full-time equivalent employees statewide.

1. Number of full-time equivalent Kern County residents currently employed by your company: _____
2. Total Number of Full-time equivalent employees statewide for your company: _____

3. Calculate ratio: Divide Number from item 1 by Number from item 2

   = _____Local Employee Ratio

To qualify as an "At-Risk Employer," Vendor shall state below that you have provided gainful employment to "at-risk" individuals residing in Kern County for at least one (1) year prior to submitting this bid; and you continue to provide gainful employment to 'at-risk individuals. "At-Risk Individuals" are defined in County Ordinance 2.38.132 as those individuals who have been incarcerated within the last five (5) years and/or have been convicted of a misdemeanor or felony within the last five (5) years and/or are youth in foster care.

Vendor has employed at least one (1) at-risk individual residing in the County of Kern for at least one year prior to submitting a bid for this project and continues to provide gainful employment to at-risk individuals residing in the County of Kern.
Vendor Initials _____
(state qualifying information below).

_____

Please sign a copy of this sheet acknowledging that you meet all the criteria for Local Vendor Preference and Local Employee Ratio and 'At-risk' employer preference and submit with your return bid.

BY:_____ SIGNATURE:_____