



Town of Hilton Head Island Local Vendor Preference

To qualify for the local vendor preference all of the following requirements must be met and certified by the vendor:

- (1) The vendor must maintain an office within the legally defined boundaries of the town and have a majority of full-time employees, chief officers and managers regularly conducting work and business from this office;
- (2) The vendor must have held a valid town business license for a consecutive period of at least three (3) years prior to the date of the application for certification; and
- (3) The vendor must submit a local vendor preference certification form (see next page) and have it certified by the Town prior to the sealed bid/proposal deadline.

Use of the local vendor preference during the bid evaluation process:

- (1) For comparing bids, any vendor who meets all the criteria for certification will have their bid price reduced by five (5) percent, not to exceed a maximum reduction of ten thousand dollars (\$10,000.00). If after the application of the local vendor preference, the vendor is determined to be the low responsive and responsible bidder, they will be awarded the contract; and
- (2) Final contract price will reflect the original bid amount before the local vendor preference was applied.

The Local Vendor Preference is not applicable to Requests For Qualifications for professional services.

See next page for the Local Vendor Certification Form.



Town of Hilton Head Island Local Vendor Certification Form

To qualify as a Local Vendor and receive the Local Vendor Preference, the applicant must meet the following two (2) requirements:

- (1) The Vendor must maintain an office within the legally defined boundaries of the Town of Hilton Head Island, and have a majority of full time employees, chief officers, and managers regularly conducting work and business from this office.
- (2) The Vendor must have held a valid Town of Hilton Head Business License for a consecutive period of at least three (3) years prior to the date for application for certification.

I certify, by signature below, that my company meets the requirements listed above, and that the information provided on this form is accurate and complete. I also acknowledge that intentionally providing false information may result in my company being suspended or debarred from bidding on Town contract opportunities in accordance with Section 11-1-712 of the Town's Municipal Code.

Company Name: _____

Address: _____

Business License Number: _____

Phone Number: _____

Email Address: _____

Owner's Name: _____

**Company
Signature:** _____

Upon completion, email this form to richg@hiltonheadislandsc.gov for certification. Allow five (5) business days for processing.

This Section to be completed by Town:

By signature below, the above vendor is certified as a Local Vendor by the Town of Hilton Head Island:

Town Signature: _____ **Date:** _____
Richard Groth, Procurement Officer