



# Highlands County Sheriff's Office

Sheriff Paul Blackman

400 S. Eucalyptus Street  
Sebring, Florida 33870  
863-402-7200  
www.highlandssheriff.org



Dually Accredited

## LOCAL VENDOR PREFERENCE

Local vendor preference is considered when the lowest responsive, responsible, qualified bidder is a regional or non-local business, then all bids received from responsive, responsible, qualified "local business" bids are decreased by the respective percentage as defined Sheriff's Office General Order 2111.00, Purchasing, Section VI in preference for bidding and request for proposals. The original bid amount is not changed; the decrease is calculated only for the purposes of determining local preference. All procurement documents including but not limited to bid documents and request for proposal documents shall include a notice to vendors of the Sheriff's Local Preference Policy.

### CHECK LIST FOR LOCAL BUSINESS:

\_\_\_\_ Vendor has had a fixed office or distribution point located in and having a street address within Highlands County for at least six (6) months immediately prior to the issuance of the request for quotations, competitive bids or request for proposals by the Sheriff.

\_\_\_\_ Holds any business license required by the County, and/or, if applicable, the Cities or Townships.

\_\_\_\_ Employs at least one full-time employee, or two part-time employees whose primary residence is in Highlands County, or, if the business has no employees, the business shall be at least fifty (50) percent owned by one or more persons whose primary residence is in Highlands County.

### VENDOR INFORMATION:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Person \_\_\_\_\_

### CERTIFICATION:

I certify myself to be a local business as defined above.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name Printed: \_\_\_\_\_