



City of Jacksonville, Florida

Supplier Checklist for Determining Local Business

As defined within Chapter 126 (Jax P-code)

Date:

Project Name and Bid Number:

Name of Contractor:

Authorized Signature and Title:

Printed Name:

Please review the following and respond accordingly, if applicable.

<p><i>By submission of this checklist, the Prime Supplier attests that they in fact meet the requirements to be considered a Local Business as defined with the Jax P-Code. If the Prime Supplier is a Non-Local Business, then the Prime Supplier attests that the Local Businesses that make up the required 40% meet the same requirements. The Non-Local Prime is required to generate a completed and signed checklist from every Local Business that makes up the 40%.</i></p>	
<p>1. Does your business have all required business occupational licenses to operate in one of the following counties: Baker, Clay, Flagler, Nassau, St. Johns, Putnam, or Duval County (individually, a “Northeast Florida County”)?</p> <p><i>If yes, proceed to question # 2. If no, STOP, local business preference does not apply.</i></p>	<p>Yes / No (circle one)</p>
<p>2. Is your business entity registered with the State of Florida, Division of Corporations, indicating a principal office located in a Northeast Florida County or presents other verifiable documents to substantiate business location in a Northeast Florida County?</p> <p><i>If yes, proceed to question # 3. If no, STOP, local business preference does not apply.</i></p>	<p>Yes / No (circle one)</p>
<p>3. Has your business maintained a permanent, physical business address located within the limits of a Northeast Florida County from which the business operates or performs business for a minimum twelve (12) consecutive month period immediately preceding the submission of a response to solicitation under this Chapter?</p> <p><i>If yes, proceed to question # 4. If no, STOP, local business preference does not apply.</i></p>	<p>Yes / No (circle one)</p>
<p>4. Does your business have at least three (3) full-time employees or one (1) principal officer at a Northeast Florida County office location.</p> <p><i>If yes, you ARE considered a Local Business as defined by Jax P-Code/Manual. If no, you ARE NOT considered a Local Business as defined by Jax P-Code/Manual.</i></p>	<p>Yes / No (circle one)</p>