



## City of Green Cove Springs Local Business Preference Initiative

Thank you for your interest in the Local Business Preference Initiative. It is the desire of the City of Green Cove Springs to use the City's spending powers in a manner that promotes fiscal responsibility and maximizes the effectiveness of local tax dollars by ensuring a portion of citizen's tax dollars remain in the local economy for economic benefit of the citizens by utilizing all available legal opportunities to contract with the city and/or local business.

Businesses interested in becoming eligible to participate in the Local Business Preference Initiative must complete this application and sign the attached affidavit. Only businesses that meet the requirements will be eligible to participate.

### Definitions:

**Local Business** means a business with a principal place of business within the incorporated city limits of Green Cove Springs.

**Principal place of business** means the business must be headquartered or have an established place of business in the incorporated city limits of Green Cove Springs, from which 20% or more of the entity's workforce are regularly based, and from which a substantial role in the entity's performance of a commercially useful function or substantial part of its operations is conducted. A location utilized solely as a post office box, mail drop or telephone message center or any combination thereof, with no other substantial work function, shall not be construed as a principal place of business in Green Cove Springs.



## City of Green Cove Springs Application

Complete the following form/affidavit and submit it to the Purchasing Department located at 321 Walnut Street, Green Cove Springs, FL 32043 (904) 297-7500. Applications may be submitted via e-mail to [kthomas@greencovesprings.com](mailto:kthomas@greencovesprings.com) with the subject line to read: "Local Business Preference Initiative Application". Incomplete applications and affidavits will not be processed. Please answer all questions.

1. Application Date: \_\_\_\_\_

2. Name of Owner or CEO: \_\_\_\_\_

Name of Business: \_\_\_\_\_

3. Business Address: \_\_\_\_\_

4. Business Phone Number: \_\_\_\_\_ Business Fax Number: \_\_\_\_\_

5. Business E-mail: \_\_\_\_\_

6. Business Website: \_\_\_\_\_

7. Federal Tax ID Number: \_\_\_\_\_ Business Tax Number: \_\_\_\_\_

8. Describe the primary activities of your firm:  
\_\_\_\_\_  
\_\_\_\_\_

9. What is the total number of employees in the entire company? \_\_\_\_\_



## City of Green Cove Springs Local Business Preference Affidavit

I, \_\_\_\_\_ certify and affirm that my business  
Name of Company Owner

\_\_\_\_\_ is not a location utilized solely as a post office  
Name of Company

box, mail drop or telephone message center or any combination thereof, with no other substantial work function. The undersigned swear/affirm that the foregoing information and statements are true and correct with regard to the company's workforce, location, and principal place of business. In addition, the undersigned gives permission to the City of Green Cove Springs to conduct random audits to ensure compliance with the Local Business Preference Initiative.

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Name of Company Owner

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Name of Company

On this day before me appeared (name) \_\_\_\_\_ with proper identification, who being duly sworn, did execute the foregoing affidavit and did assert that he or she was properly authorized to execute this affidavit and did so as his or her free act/deed.

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Signature (Owner/Applicant)

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Title

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Name (Print)

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Date

(Seal)

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Notary Public

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Commission

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Expiration

\*\* The Local Business Preference Initiative Form must be submitted, approved and on file with the City prior to any bid advertisement in order to submit a proposal/bid and be considered for Local Business Preference.