



CATOOSA COUNTY GOVERNMENT  
**Finance Department**  
800 LaFayette Street  
Ringgold, Georgia 30736  
706-965-2500

## **LOCAL VENDOR PRIVILEGE QUALIFICATIONS**

Pursuant to the Catoosa County Purchasing Policy, a local vendor privilege allows qualifying local vendors who bid within 4% of the low bid an opportunity to match the low bidder within 24 hours of notification by the County Finance Department when bidding for supplies, equipment, materials, and personal services that are *not part of a public works project*. If more than one local vendor meets the qualifications, the lowest bidder will be given the first opportunity to agree to match the low bid. If they refuse, the next lowest bidder will get the opportunity and so on until all local vendors within the 4% range have been given an opportunity.

In order to qualify for this privilege, a vendor must meet all of the following criteria:

1. The local business shall have established a place of business within Catoosa County.
2. The local business must have at least two (2) employees who have worked in Catoosa County for at least six (6) months prior to submitting the bid.

**Bidders claiming local vendor privilege for any Bid, Price Quote, or RFP must submit an Affidavit of Eligibility (see next page) with their bid or quote response.**

For questions or assistance relating to the County's local vendor preference policy, call us at 706-965-2500.



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LOCAL VENDOR PRIVILEGE

**AFFIDAVIT OF ELIGIBILITY**

*Complete all areas below. Submit with your Bid, Quote or Proposal Documents.*

1. LEGAL NAME OF FIRM: \_\_\_\_\_

Mailing Address:

Physical Address (if different):

_____	_____
_____	_____
_____	_____

2. Month and Year your business was established in Catoosa County: \_\_\_\_\_

3. Does your business have more than two (2) or more employees who have worked at the above location for six (6) months or longer?     YES                       NO

4. All employees working at the firm are legally authorized to work in the United States?  
 YES                       NO

5. Bid or RFP # for which that firm is requesting the local vendor privilege: \_\_\_\_\_

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Under penalty of perjury, the undersigned states that the foregoing statements are true and correct. The undersigned also acknowledges that any person, firm, corporation or entity intentionally submitting false information to the County in an attempt to qualify for local privilege shall be prohibited from bidding on Catoosa County products and services for a period of one (1) year.

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

Printed Name & Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_