



OFFICE OF PROCUREMENT SERVICES LOCAL PREFERENCE AFFIDAVIT

A supplier not interested in being considered for local preference may opt out by checking this box:

For certain contracts, the City of Dallas prefers suppliers with a principal place of business in Dallas or that hire Dallas residents. Preference differs depending on the contract value and contract type (e.g., goods, services, or construction). For more information on the City's local preference program, please visit the [Office of Procurement Services' website](#).

A supplier interested in being considered for local preference shall complete, sign, and submit this affidavit with its bid or proposal. The City reserves the right to seek additional information or clarification to confirm a supplier's local preference status. A supplier not interested shall indicate, sign, and submit this affidavit.

Principal Place of Business:

- (A) the headquarters of a business or the primary executive or administrative office of a business from which the operations and activities of the business are directed, controlled, and coordinated by its officers or owners; or
- (B) an established office, plant, store, warehouse, or other facility where the majority of the business' operations and activities are conducted and located. A location solely used as a message center, post office box, mail drop, or similar service or activity that provides no substantial function to the business is not a principal place of business.

LOCAL PREFERENCE REQUIREMENTS

For an RFB: The supplier must have a principal place of business in the City of Dallas.

For an RFCSP: The supplier may have a principal place of business in the City of Dallas OR may satisfy one of the workforce requirements.

Principal Place of Business Address (must be in the Dallas city limits as confirmed by an appraisal district website).

Street Address, Dallas Zip Code

Number of City of Dallas residents who are full time employees for the supplier (full-time is 40 hours/ week):

Percentage of workforce (full time employees) who are City of Dallas residents:

Please attach supporting documents, which may include, without limitation, a property tax statement and Texas Secretary of State documentation.

The undersigned swears/affirms that the foregoing information and statements are true and correct, and that the supplier shall maintain the above through the term of the contract in order to satisfy the requirements of the City's local preference program. Furthermore, the undersigned agrees that the City of Dallas may audit my files to confirm compliance with the foregoing; and I further agree to notify the City of Dallas within 30 days after any change in its principal place of business or in its workforce composition.

Authorized Signature	Date
Printed Name	Title