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**Standard Practice: Local Preference Program**

**Effective Date: October 1, 2010**

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**PURPOSE:** In an effort to stimulate economic growth and development of local businesses and keep local resources in the community this Local Preference Program (LPP) is established to encourage local businesses to participate in the competitive process of supplying goods and services to the Authority.

**GUIDELINES:**

1. **Definitions**  
As used throughout the policy, the following terms shall have the meanings ascribed to them below:
  - A. **Authority**  
Jacksonville Aviation Authority – (JAA)
  - B. **Normal Market Area (NMA)**  
The Authority's Normal Market Area is Baker, Clay, Flagler, Duval, Nassau, Putnam and St. Johns counties.
  - C. **Local Business or Local Bidder**  
The term "Local Business" or "Local Bidder" shall mean a person, firm, corporation or other business entity which is duly licensed and authorized to engage in the particular business at issue, which has been in business and maintained its permanent place of business in the NMA for a minimum of one (1) year prior to the solicitation release date and has at least three (3) full-time employees living in the NMA. The Local Business shall perform or operate on a day-to-day basis and provide a substantial component of the goods or services which are being procured by the Authority.
  - D. **Small Business Enterprise (SBE)**  
A business that meets the eligibility requirements as a small business and is certified by the JAA Disadvantage Business Enterprise (DBE) or the City of Jacksonville Small Emerging Business departments.
2. **Local Preference**
  - A. **Competitive Bid Process**  
In a procurement in which a selection is made based on the lowest price, the bid of a qualified, local bidder will be reduced by 5% for the purposes of price comparison only. If the local bidder's bid is the same as or lower than the non-local low bidder, an award will be made to the local bidder at the price submitted with their bid. If the verifiable local bidder is not within 5% of the lowest bid and/or fails to meet all minimum mandatory bid requirements, the award shall be made to the lowest responsive and responsible bidder regardless of local business status.

**B. Qualification based Solicitation**

In an evaluation selection, when a verification form is received from a Local Business within the NMA and approved by JAA up to five (5) points will be awarded for each responsive and responsible submittal.. These points may be in addition to SBE criteria points.

**3. Tie Breaker**

If a tie occurs between two or more qualified Local Businesses the award shall be given to the qualified Local Business with the greatest number of employees in the NMA. If a tie occurs between a non-local business and a qualified Local Business the award shall be made to the Local Business.

**4. Verification Statement**

The Authority will conduct a verification process on all verification forms submitted to validate each as a Local Business according to the definition stated above. Firms that fail to meet the Local Business criteria will be considered ineligible for local preference.

**5. Exclusions**

**The Local Preference Policy shall not be applied to procurements under the following criteria**

- Where funding for projects is provided by the State or Federal government,
- Such preferences are prohibited by state or federal law, including but not limited to Florida Statutes 255.20 (Examples: FDOT, FAA);
- Where a procurement is designated as a sheltered procurement;
- Cooperative procurement;
- Emergency procurements;
- Sole source procurements;
- The business is determined to be ineligible to perform the work as determined by the Authority or another independent agency.

**6. Tools used to promote Local Business participation**

- Outreach and introduction of policy to the Authority NMA, and Business Community,
- Development of verification system.

**7. Penalties**

A vendor that materially misrepresents its qualifications as a Local Business in a proposal or bid submitted will either (i) lose the privilege to claim local preference status for a period of up to two (2) years; or (ii) be debarred or suspended from all future Authority procurements for a period not to exceed one (1) year from the date the misrepresentation was discovered by Authority. The final decision will be determined by the Awards Committee or their designee. Refer to JAA Procurement Code for debarment or suspension procedures.



**AUTHORITY AND INTERPRETATION:**

Procurement and DBE Departments are responsible for the official interpretation of this practice. Questions regarding the application of this practice should be directed to Procurement or DBE Departments. The Authority reserves the right to terminate or amend this practice at any time with or without notice.

**LEGAL REQUIREMENTS:**

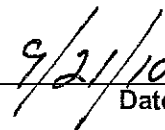
In compliance with JAA's Charter, Procurement Code, State of Florida Procurement Statutes and Federal Aviation Administration Policies and Practices.

**RELATED POLICIES AND STANDARD PRACTICES:**

Procurement Code

**APPROVED:**

  
Signature

  
Date

**Steven Grossman  
Executive Director/CEO**