**Instructions for PREFERENCE CERTIFICATION FORM**

**For City Local, Small, or Pay Equity Preferences and/or State Preferences**

**(Goods & Services)**

**VJLB06.27.22**

**1. ALL INFORMATION MUST BE PROVIDED.** A Small Business Preference, a Local Business Preference, a Pay Equity Preference, State Resident Business Preference, a State Resident Veteran Business Preference, State Native American Resident Business, State Native American Resident Veteran Business, or recycled goods preference (collectively the last five, “State Preference”) are available for this procurement. The preference percentages applicable to the preferences are applied to the lowest responsible and responsive Bidder’s Bid, or the total points earned by each Offeror, following the scoring of the Bid\Proposal. To qualify for a preference, a Bidder\Offeror **MUST** complete and submit this Preference Certification Form **WITH ITS BID\PROPOSAL.** For a Pay Equity Preference, the City Pay Equity Business Certificate MUST be attached. For State Preferences the New Mexico State certification of eligibility MUST be attached. If a Bid\Proposal is received without, as applicable, a State certification or this Preference Certification Form and any required certifications attached, completed, signed and certified, or if this Preference Certification Form is received without the required information, the preferences shall not be applied. **NO FORM SHALL BE ACCEPTED AFTER THE DEADLINE FOR RECEIPT OF BIDS\PROPOSALS.**

**2. PHYSICAL LOCATION MUST BE STATED.** To qualify for the City’s Small Business or Local Business Preference, a business must have its principal office and place of business in the Greater Albuquerque Metropolitan Area. The business location identified on the Preference Certification Form must be a physical location, street address or such. **DO NOT** provide a post office box or other postal address.

**3. PREFERENCE CERTIFICATION FORM MUST BE COMPLETED BY PRINCIPAL OFFEROR.** This Preference Certification Form must be completed by the Principal Offeror, or one of the Principal Offerors if the Offeror is a joint venture or partnership, or by an individual authorized to sign for the Offeror. Subcontractors of the Offeror shall not be used to qualify a Bid\Proposal for a preference and should not complete or submit the Form.

**4. APPLICATION OF PREFERENCES.** The State Preferences shall be applied to any Bids\Proposals submitted that include a valid, State of New Mexico-issued Business Certificate. The Small Business Preference, and the Local Business Preference shall be applied to all Bids\Proposals submitted by eligible small businesses. The Local Business Preference alone will be applied to Bids\Proposals submitted by eligible local businesses that are not small businesses. The Pay Equity Preference shall be applied to all Bids\Proposals submitted that include a City Pay Equity Business Certificate. However, notwithstanding the above provisions, the total percentage of all City preferences awarded shall not exceed ten percent (10%).

**5. DEFINITIONS.** The following definitions apply:

1. The Greater Albuquerque Metropolitan Area includes all locations within the City of Albuquerque and Bernalillo County.
2. A Local Business is a business with its Principal Office and Place of Business in the Greater Albuquerque Metropolitan Area.
3. A Small Business is a Local Business that employs an average of fewer than fifty (50) full-time employees in a calendar year. The calendar year immediately prior to the request for the preference should be used.
4. A Place of Business is a business’ location in the Greater Albuquerque Metropolitan Areas that is staffed and open to the public on a regular basis.
5. A full-time employee is an employee of the business who is hired to work at least forty (40) hours per week, whether in a permanent, temporary or seasonal status. If all full-time employees of the business are hired to work fewer than forty (40) hours per week, the Chief Procurement Officer, in their sole discretion, may revise this requirement, upon receipt of adequate documentation.

1. Pay Equity Preference shall be applicable as provided in Section 5-5-31 R.O.A. 1994 (as amended by C/S O-17-33).

1. The State Preferences shall be applicable as provided in 13-1-21 NMSA 1978.

**6. ADDITIONAL DOCUMENTATION.** If requested, a business shall provide, within three (3) working days of receipt of the request, documentation to substantiate the information provided on the Preference Certification Form. The Chief Procurement Officer shall determine the sufficiency of such documentation.

**7. NO PREFERENCES SHALL BE APPLIED IF FEDERAL FUNDS ARE USED.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **VENDOR PREFERENCE-AFFIDAVIT OF ELIGIBILITY** | | | **City of Albuquerque**  Purchasing Division | One Civic Plaza – 10th Floor  P.O. Box 1293 Room 10010  Albuquerque, NM 87103  Phone: (505) 768-3320 |   http://www.cabq.gov/seal/images/COA_logo_line_3_PC.gif | | | |
| **Preference Type: (Check applicable preference/s)**  **[ ] Local-City Business [ ] Small Business [ ] State Preference [ ] Pay Equity Preference** | | | |
| Legal Name of Firm: | | | |
| Contact Person: | | Telephone: | |
| E-mail Address: | | Fax: | |
|  | | | |
| Mailing Address: | Physical Address (if Different): | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  | | | |
| Number of full-time employees working in the City of Albuquerque: | | | Attach 941 Tax Form |
| Check all that apply:    □ **I certify my company meets the following qualifications to be eligible for Local Business Preference:**   1. **Is headquartered within the Greater Albuquerque Metropolitan Area (City of Albuquerque or Bernalillo County).** Attach 941 I.R.S. Tax Form. 2. Such location is staffed with full-time employees. 3. Such location is open to the public on a regular basis. 4. The vendor is operating or performing its business from this location. 5. Note: A post office box shall not be considered a physical business address.   □ **I certify my company meets the following qualifications to be eligible for Small Business Preference:**   1. Meets the requirements for a Local Business Preference (see above). 2. Employs fewer than fifty (50) full-time employees in a calendar year. Attach 941 I.R.S. Tax Form   □ **I certify that I am attaching the Pay Equity Business Certificate.** A Pay Equity Business Certificate can be accessed at <https://www.cabq.gov/gender-pay-equity-initiative>. Please visit the website or contact the gender pay equity task force with questions: [OEI@CABQ.GOV](mailto:OEI@CABQ.GOV)  □ **I certify that I am attaching the New Mexico State Certification for the applicable State Preference.**  □ **I certify that under the penalty of perjury, the foregoing statements are true and correct. I also acknowledge that any person, firm, corporation or entity intentionally submitting false information to the City in an attempt to qualify for a preference shall be prohibited from bidding on City goods and/or services for a period of up to three (3) years.**  Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ACKNOWLEDGMENT  State of New Mexico  County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed and sworn to before me on \_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  Notary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  My Commission expires on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |