



# City of Gainesville

## Office of Equity & Inclusion



### Small Business Efforts Checklist

Department to complete and include in backup documents for purchases over \$100,000 that require City Commission approval.

Purchase is based upon (selection section 1 or 2 to complete):

1. Formal Bid through Procurement      Type (i.e. ITB, etc.): \_\_\_\_\_      Bid #: \_\_\_\_\_

Bid Name: \_\_\_\_\_

Category: \_\_\_\_\_

Supplemental Bidder List included S/W/M/SDVOBs:       Yes       No

List Sources for Supplemental Bidders: \_\_\_\_\_

Bid(s) submitted by \*S/W/M/SDVOBs:       Yes       No

Is recommended award to a S/W/M/SDVOB:       Yes       No

Awardee Name: \_\_\_\_\_ Amount: \_\_\_\_\_

Was the 5% preference awarded to qualified small business? \_\_\_\_\_

Was an applicable Bidder List sufficient to generate adequate number of responses:       Yes       No

[City's Diversity Business Management System](#)

[State of Florida Certified Vendor Directory](#)

[Florida Department of Transportation Directory](#)

Requesting Department Personnel

Internet

Online Trade Journals

Online Professional Associations

Other: \_\_\_\_\_

Was the Local Small Business Procurement Program Coordinator contacted to obtain a list of available vendors?

Yes       No

Was a phone survey conducted to determine interest level and was new potential sources sought out if low response anticipated?

Yes       No



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Identify or explain other Good Faith Efforts undertaken for this procurement to ensure that S/M/W/SDVOBs had the maximum opportunity to compete for the solicitation to provide goods and/or services.

Trade shows, exhibits, and conventions

State and federal Procurement contracts

May add the County's small business listing as a resource

\_\_\_\_\_

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**2. Method of Source Selection Form**    Type:     Continuing Contracts     Sole Source     Specified Source

Was this Method of Sole Source posted on Demandstar or GovSpend? No, doing so would be a violation of Florida's Consultants' Competitive Negotiation Act (CCNA)

Other: In accordance with CCNA, CHW is best qualified to perform this work as the firm managed the design effort and can deliver the construction phase at reduced effort (cost) to the City; CHW is well versed with the City's construction standards and administration as they regularly deliver construction work for private development in the City. CHW also has a working relationship with the City's hired roadway contractor which will also reduce effort.

\*S=Small, W=Woman, M=Minority, SDVOB=Service Disabled Veteran Owned Business