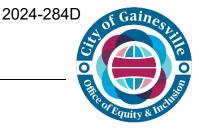


City of Gainesville

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 No List Sources for Supplemental Bidders: Yes Bid(s) submitted by *S/W/M/SDVOBs: 🗌 No Yes Is recommended award to a S/W/M/SDVOB: No 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

 \boxtimes 2. Method of Source Selection Form Type:

Continuing Contracts Sole Source

Specified Source

Was this Method of Sole Source posted on Demandstar or GovSpend? Work Order was not. Continuing contract, which established pricing, was posted on Demandstar. Watson Construction is a woman-owned local business operating out of Newberry, FL.

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