

## **City of Gainesville**

Office of Equity & Inclusion

2024-683D



Small	<b>Business</b>	<b>Efforts</b>	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	Sype (i.e. ITB, etc.):	Bi	d #:
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:			🗌 No
Is recommended award to a S/W/M/SDVOB:			No
Awardee Name: A	mount:	-	
Was the 5% preference awarded to qua	lified small business?		
Was an applicable Bidder List sufficier	t to generate adequate number o	of response	es: Yes No
City's Diversity Business	Management System		
State of Florida Certified V	Vendor Directory		
Florida Department of Tra	nsportation Directory		
Requesting Department Pe	rsonnel		
Internet			
Online Trade Journals			
Online Professional Assoc	iations		
Other:			
Was the Local Small Business Procure	ment Program Coordinator cont	acted to ob	tain a list of available vendors?

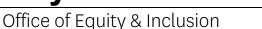
🗌 Yes 🗌 No

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

∑ 2. Method of Source Selection Form Type: □ Continuing Contracts □ Sole Source ⊠ Specified Source

Was this Method of Sole Source posted on Demandstar or GovSpend? :  $\underline{N/A}$  Other: Joint Invitation to Bid with Alachua County lead by the County. County Small Business Enterprise Program utilized; see section 2.8 of the ITB. Fifteen vendors downloaded the solicitation and two vendors responded. Neither vendor is a certified small business.

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