



**City Of El Paso  
Purchasing & Strategic Sourcing Department  
Contract Monitoring & Socioeconomic Programs Division**

**TIER 2 LOCAL BUSINESS AFFIDAVIT PURSUANT TO  
HIRE EL PASO FIRST - LOCAL BUSINESS PURCHASING PREFERENCE POLICY**

**THIS IS AN OFFICIAL PURCHASING DOCUMENT – RETAIN WITH PURCHASE ORDER FILE**

Please check the one affidavit option that applies:

**New Application Affidavit**

City of El Paso Hire El Paso First – Local Bid Preference: Tier 2 Principal Place of Business Certification

- \$150.00 (USD) Paid Initial Subscription period: 3 years and no recurring payments

**Renewal Application Affidavit**

City of El Paso Hire El Paso First –Local Bid Preference: Tier 2 Principal Place of Business Certification

- \$150.00 (USD) Paid Renewal Subscription period: 3 years and no recurring payments

**Update Application Affidavit**

City of El Paso Hire El Paso First –Local Bid Preference: Tier 2 Principal Place of Business Certification

Before me, the undersigned authority, on this day, personally appeared

(the “Affiant”), a person known to me to be the person whose signature appears below, whom after being duly sworn upon his/her oath deposed and stated as follows:

1. I am over the age of 18, have never been convicted of a crime, and I am authorized and competent to make this affidavit and have personal knowledge of the facts and matters stated herein.
2. I am a duly authorized representative of the following company or firm (the “Bidder”), which is submitting a response to **[INSERT SOLICITATION NO. and DESCRIPTION]**:

[Bidder’s Corporate or Legal Name]

3. I certify that I have read and/or understand the City of El Paso’s Hire El Paso First – Local Bid Preference Policy.
4. Pursuant to the City of El Paso’s Hire El Paso First – Local Bid Preference Policy, I understand that:
  5. **“Principal place of business”** means Tier 2 Principal place of business: means a business that:
    - (1) Has been physically present and operating for at least one (1) year in the incorporated limits of the City of El Paso; and
    - (2) A minimum of fifty (50) of its full time employees reside within the incorporated city limits of El Paso, Texas; and
    - (3) Owns or leases real property or owns or leases space in a structure in which primary business is conducted in the incorporated limits of the City of El Paso; and
    - (4) The Property or space owned or leased is used as an office, plant, store, warehouse, or other function that is fully operational and has sufficient equipment, supplies, and personnel to provide the product or service of the business without significant reliance on the resources of another entity, affiliate, or an auxiliary facility of the business which is located outside the incorporated limits of the City of El Paso; and
    - (5) A temporary construction trailer or temporary structure shall not be construed as a real property for purposes of meeting the ownership or lease requirement.
6. **“Local business”** means a business with its principal place of business within the incorporated City limits of El Paso, Texas.
7. I certify that Bidder’s **principal place or places of business** is/are located at the following address(es):
 

\_\_\_\_\_

(Street No. and Street Name, City, State and Zip Code)
1. I certify that Bidder’s **local business** is/are located at the following address(es):
 

\_\_\_\_\_

(Street No. and Street Name, City, State and Zip Code)
8. I certify that Bidder is submitting its bid to this Solicitation as a local business with it principal place of business within the incorporated City limits of El Paso, Texas, as those terms and conditions are defined and delineated in the Hire El Paso First - Local Business Purchasing Preference Policy at <http://www.elpasotexas.gov/purchasing/hire-el-paso-first>.
9. I acknowledge that providing false information in this Affidavit shall be grounds for debarment and/or discontinuation of any/all business with the City of El Paso for no less than three years.
10. In addition, the undersigned gives permission to the City of El Paso - Contract Monitoring &

Socioeconomic Programs Division to conduct random audits to ensure compliance with the Hire El Paso First- Local Bid Preference Program in accordance with the City Resolution adopted on November 8, 2011, Section 4: Responsibilities and Enforcement.

Signature