


# CITY COMMISSION POLICY

<b>GRAND RAPIDS</b>  <b>MICHIGAN</b>	<b>NUMBER:</b> 600-15	<b>HISTORY</b>	
	<b>DATE:</b> July 13, 2004	<b>FILE #</b>	<b>DATE</b>
	<b>FILE NUMBER:</b> 72724	76002	03/13/07
	<b>DEPARTMENT:</b> Equal Opportunity	77593	09/16/08
		78460	07/07/09
		85077	10/27/15

**SUBJECT:    EQUAL BUSINESS OPPORTUNITY – GOODS & SERVICES**

**PURPOSE:**    In support of the City of Grand Rapids Mission Statement and City Commission Sustainability Plan, the purpose of this policy is to:

- 1) ensure non-discrimination in the performance and administration of City contracting and subcontracting;
- 2) promote supplier diversity by providing all business enterprises access and an equal opportunity to participate in the performance of all City contracts; and
- 3) utilize strategies that enhance the growth and development of local small and emerging businesses.

**POLICY:**

1. No person, firm or corporation shall discriminate on the basis of race, color, creed, national origin, ancestry, age, religion, marital status, disability, height, weight, sexual orientation or gender identity or any other extraneous consideration not directly and substantively related to effective job performance in the procurement of any contract with the City for goods and services.
2. This policy shall apply:
  - a. to bidders submitting bids to the City for goods and services projects in any amount, financed by the City, and
  - b. to the Purchasing Department and all other City departments and staff responsible for the acquisition of goods and services.
3. The City Manager shall promulgate Administrative Guidelines to implement this policy. The Guidelines shall allow for the utilization of Micro-Local Business Enterprise (Micro-LBE) and Veteran Owned Small Businesses.

# CITY COMMISSION POLICY

NUMBER: 600-15

Page 2 of 3

- a. Micro-Local Business Enterprise: A business designation provided by the City of Grand Rapids to businesses that meet all of the following criteria:
    1. Business Age: Verification that the business has been in operation for a minimum of two full years.
    2. Registration: Verification of registration with the following entities:
      - a). Federal Government's Central Contractors Registry (CCR) database as a small business.
      - b). City of Grand Rapids Purchasing Department.
    3. Location: Verification that the principle place of business has been in operation for at least six (6) months from a fixed office located in Kent County, Michigan. The local office must operate in accordance with the following criteria:
      - a). The local office functions on a daily or regular basis, and provides all services to operate the business for which certification is sought;
      - b). The local office contains all fixtures, equipment and/or space necessary to operate, including but not limited to, as appropriate, computer(s), software, copy machine(s), furniture, vehicle(s), tools, appliances and/or machinery necessary to operate the business for which certification is sought;
      - c). The local office must be the main office for assigned personnel who conduct the business' activities necessary to operate the local business for which certification is sought;
    4. Business Size: Verification that the latest three-year average business revenue or number of permanent employees is 25% or less of the Small Business Administration's (SBA) NAICS industry small business standards.
    5. Personal Net Worth: Verification that the controlling owner's (totaling 51% or more) individual personal net worth, as determined for SBA (8a) status (13CFR124.104.c(2)), is \$250,000 or less at the time of initial application. For continued Micro-LBE eligibility after admission to the program, net worth shall not exceed \$750,000.
  - b. Veteran Owned Small Business (VOSB): A small business whose size is no greater than 50% of the numerical size standard applicable to the NAICS and that is at least 51% unconditionally owned by one or more veterans; or in the case of any publicly owned business, at least 51% of the stock of which is unconditionally owned by one or more veterans; and whose management and daily business operations are controlled by one or more veterans.
4. Said Guidelines shall provide for an appeal process and a method for the granting of exceptions to this policy under unusual circumstances. The Guidelines shall also be used in the interpretation and application of this policy.

# CITY COMMISSION POLICY

NUMBER: 600-15

Page 3 of 3

5. The City reserves the right to accept or reject any and all bids, to refuse to award a contract, to terminate any bid or contract attempted to be secured, to advertise for new bids, and further reserves the right to award a contract in the City's best interest and, therefore, may select a bidder other than the lowest.