

**Title: Small and Local Business Enterprise Preference Policy and Procedure**

**Meeting Date:** April 20, 2026

**Section:** Hearings/Ordinances/2nd Read

**Contact:** Stacy Fallon, Byron Raysor

**District:** ALL

**Fiscal Impact:** No Fiscal Impact

**Summary:** On December 8, 2025, City Council approved Ordinance No. 2025-47 establishing the Small and Local Business Enterprise Preference Program (“Program”) on first reading. To be certified as a small or local business and take part in the City’s Program, entities must meet the eligibility criteria and requirements set forth in the Policy and Procedure adopted by City Council.

This Small and Local Business Enterprise Preference Policy and Procedure (“Policy and Procedure”) sets forth the criteria for certification as a Small or Local Business Enterprise, the requirements of the Program, and the procurement preferences for eligible contracts and opportunities with the City.

**CERTIFICATION REQUIREMENTS:**

**Small Business Enterprise (SBE)** is defined as a for-profit corporation, partnership, sole proprietorship or other legal entity certified by the City, and:

- i. For which the Average Annual Gross Receipts does not exceed the following:
  - a. For Construction Services: Thirteen Million One Hundred Thousand Dollars (\$13,100,000).
  - b. For Professional Services: Seven Million Dollars (\$7,000,000).
  - c. For Supplies: Seven Million Dollars (\$7,000,000).
  - d. For General Services: Five Million Seven Hundred Thousand (\$5,700,000).
  - e. The amounts listed in a through d will be adjusted every five (5) years by a percentage equal to the percentage changes in the Consumer Price



Index (CPI) for urban consumers, rounded to the nearest one hundred thousand.

- j. For which the owner, or majority shareholder, is a lawful permanent resident of the State of Florida.; and
- k. Which maintains a permanent, principal place of business within the MSA.; and
- l. Provides a Commercially Useful Business Function according to customs and practices of the industry.; and
- m. Which operates independently from another firm in such areas as personnel, facilities, equipment, financial and/or bonding support or other resources. Franchises, subsidiaries, joint ventures and affiliates are not eligible for certification.;
- n. Has no more than 100 full-time employees.

**Local Business Entity (LBE)** is defined as a for-profit corporation, partnership, sole proprietorship or other legal entity certified by the City that meets the Small Business Enterprise requirements and whose headquarters are located wholly within the city limits of the City of Orlando, Florida

**SBE AND LBE PROCUREMENT PREFERENCES:**

For procurement by competitive sealed proposals, invitations to negotiate and requests for qualifications, SBE Participation or LBE Participation shall receive a preference as follows:

- A. SBE Participation shall receive six percent (6%) of the points in the scoring as provided in the solicitation, when weighted evaluation criteria with score sheets are utilized in the solicitation.
- B. LBE Participation shall receive ten percent (10%) of the points in the scoring as provided in the solicitation, when weighted evaluation criteria with score sheets are utilized in the solicitation.

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*"Enhance the quality of life in the City by delivering public services in a knowledgeable, responsive and financially responsible manner."*

For solicitations by competitive sealed bidding and requests for quotation, SBE Participation or LBE Participation shall receive a preference as follows:

- A. SBE Participation shall receive a four percent (4%) bid preference; provided its bid does not exceed the lowest responsive and responsible bid by the amount of preference provided.
  
- B. LBE Participation shall receive a five percent (5%) bid preference, provided its bid does not exceed the lowest responsive and responsible bid by the amount of preference provided.

**Recommended Action:** Adopt the Small and Local Business Enterprise Preference Policy and Procedure.