

SUMMARY OF BID DISCOUNTS

If you do not have a bid discount, you must submit [BD Form-3] prior to the bid date. **All bid discounts must be submitted for consideration seven (7) days prior to bid opening, with the exception of 'Other Innovative Programs or Practices'.**

Name of Bid Discount	Forms	Required Documentation
Local Workforce	Annual Bid Discount Request [BD Form-3]	Attach EEO 201 (BD Form-4)
MLBE	Annual Bid Discount Request [BD Form 3]	Must be certified with the City of Grand Rapids
Income Tax Incentive	Annual Bid Discount Request [BD Form 3]	Income Tax Incentive Information Release (BD Form-5)
Neighborhoods of Focus (NOF)	Annual Bid Discount Request [BD Form 3]	Substantiate that the principal place of business has been in the NOF for at least six (6) months or more. (Example: copy of current utility bill and one dated six (6) months prior).
Veteran Owned Small Business	Annual Bid Discount Request [BD Form 3]	Complete Business Size Worksheet form [BD FORM-7] and attach evidence of registration with the Small Business Administration (SBA) as a veteran owned small business.
Employee-Owned Business	Annual Bid Discount Request [BD Form 3]	Attach evidence of registration with Certified EO or NCEO as an Employee-Owned Business.
Regional	None Required*	See Purchasing documents.
Family Friendly Policies	Annual Bid Discount Request [BD Form 3]	Attach evidence of official recognition of a practice or policy by a federal, state, or local organization.
Other Innovative Programs or Practices (Engaged and Connected Community)	Annual Bid Discount Request [BD Form-3]	Complete form and attach documentation of other innovative programs or practice to be reviewed by the Office of Equity and Engagement Staff.
Adopt-A-Stream Program	Annual Bid Discount Request [BD Form 3]	Attach proof of active annual participation with West Michigan Environmental Action Council.
Urban Forest Project	Annual Bid Discount Request [BD Form 3]	Attach proof of active annual participation with Friends of Grand Rapids Parks.
Other Innovative Programs or Practices (Clean Environment)	Annual Bid Discount Request [BD Form-3]	Complete form and attach documentation of other innovative programs or practice to be reviewed by the Office of Equity and Engagement and Office of Sustainability Staff.

*See page 4 for additional details

BID DISCOUNT DETAIL

Social Equity: Bid Discounts will be applied to businesses who participate in the activities listed below.

Local Workforce: The City will give up to a 2% bid discount to businesses showing that they currently employ City of Grand Rapids residents (living within the City limits) as part of their permanent workforce. Such commitment must be evidenced in the business’s permanent labor force as follows:

- **Grand Rapids Resident**: A business whose labor force is comprised of 24% or higher Grand Rapids residents shall be eligible to receive a 1% bid discount.
- **Neighborhood of Focus (NOF) Resident**: A business whose labor force is comprised of 24% or higher Grand Rapids residents and at least 50% of those Grand Rapids residents reside in the City’s Neighborhood of Focus (NOF) shall be eligible to receive an additional 1% bid discount.

Submit Annual Bid Discount Request Form [BD Form-3] and [BD Form-4] with all supporting documentation to the Office of Equity and Engagement at least seven (7) days prior to the bid opening date and the Declaration of Bid Discounts form [BD Form-1] to the Purchasing Department with the bid response.

Prosperous Economy: Bid Discounts will be applied to businesses who participate in the activities listed below.

- Micro Local Business Enterprise (MLBE): The City of Grand Rapids will give a 5% bid discount to businesses designated by the City of Grand Rapids as a MLBE. Submit Annual Bid Discount Request Form [BD Form-3] with all supporting documentation to the Office of Equity and Engagement at least seven (7) days prior to the bid opening date and submit the Declaration of Bid Discounts form [BD Form-1] to the Purchasing Department with the bid response.
- Joint Venture: When at least one of the joint venture partners is a MLBE, the City will apply a 5% discount. Submit the Declaration of Bid Discounts form [BD Form-1], and the Joint Venture's Articles of Incorporation with the bid response for each bid to the Purchasing Department.
- Income Tax Incentive: A bid discount of 1% will be applied to those businesses that support the City of Grand Rapids economic base through City income tax revenues. Submit Annual Bid Discount Request form [BD Form-3] and completed Income Tax Incentive Information Release form [BD Form-5] to the Office of Equity and Engagement at least seven (7) calendar days prior to the bid opening date and submit the Declaration of Bid Discounts form [BD Form-1] to the Purchasing Department with the bid response.
- Neighborhood of Focus: Bid discounts will be applied to businesses located in the City's Neighborhood of Focus (NOF) [Please Contact OEE for NOF GIS Map or [use link](#)]. Submit Annual Bid Discount Request form [BD Form-3] and supporting documentation to the Office of Equity and Engagement at least seven (7) calendar days prior to the bid opening date and submit the Declaration of Bid Discounts form [BD Form-1] to the Purchasing Department with the bid response. The following schedule will be used to determine the discounted bid amount:

Total Bid Amount	Discount Percentage
\$2,500 - \$50,000	5.0%
\$50,001 - \$100,000	4.0%
\$100,001 - \$200,000	3.0%
\$200,001 - \$500,000	2.0%
\$500,000 +	1.0%

- Veteran Owned Small Business (VOSB): A bid discount of 1% will be applied to those businesses that show evidence of registration with the Small Business Administration (SBA) as a veteran owned small business. Submit Annual Bid Discount Request form [BD Form-3] and [BD Form-7] along with supporting documentation to the Office of Equity and Engagement at least seven (7) calendar days prior to the bid opening date and submit the Declaration of Bid Discounts form [BD Form-1] to the Purchasing Department with the bid response.
- Employee-Owned Business (EOB): A bid discount of up to 2% will be applied to those businesses that show evidence of registration with the Small Business Administration (SBA) as a veteran owned small business. Submit Annual Bid Discount Request form [BD Form-3] and [BD Form-7] along with supporting documentation to the Office of Equity and Engagement at least seven (7) calendar days prior to the bid opening date and submit the Declaration of Bid Discounts form [BD Form-1] to the Purchasing Department with the bid response.
- Regional: A bid discount may be applied when purchasing bids are over \$10,000, subject to City Commission approval, within 2% of the lowest bid. The submittal of a request form is not required. If the conditions are met the discount will automatically be applied. Bid discounts are applied to bids based on the primary business location within one of the following regional boundaries:

Region	Bid Discount
City of Grand Rapids, MI	2.0%
Kent County, MI	1.5%
State of Michigan	1.0%

The above bid discounts are added to any other bid discounts earned by the vendors, not to exceed 5%.

Enriched Lives: Bid Discounts will be applied to businesses that can show evidence of community partnerships that enrich the lives of the citizens of Grand Rapids through any of the activities listed below during the previous twelve (12) month period ending December 31st.

- Family Friendly Policies: A bid discount of 1% will be applied to those businesses that show evidence of official recognition of a practice or policy by a federal, state, or local organization as being family friendly. Submit Annual Bid Discount Request Form [BD Form-3] with all supporting documentation to the Office of Equity and Engagement at least seven (7) days prior to the bid opening date and submit the Declaration of Bid Discounts form [BD Form-1] to the Purchasing Department with the bid response.
- Other innovative programs and practices: A bid discount of 1% will be applied to those businesses that show evidence of activities done in partnership with Grand Rapids public schools, Grand Rapids non- public schools or with area colleges and universities such as job training programs, job re-entry programs, apprenticeship programs, mentorships and internship programs that provide evidence of positive impact on the objectives of the City Commission Strategic Plan may be considered for bid discount. Notwithstanding the above-mentioned examples, other innovative programs and practices may be considered. Submit Annual Bid Discount Request Form [BD Form-3] and Other Innovative Program or Practice [BD Form-6] with all supporting documentation to the Office of Equity and Engagement. This discount must be approved by the Office of Equity and Engagement prior to submission with a bid response from the Purchasing Department.

Clean Environment: Bid Discounts will be applied to businesses that can show evidence of protecting the environment through any of the activities listed below during the previous twelve (12) month period ending June 30.

- Adopt-A-Stream program: A bid discount of 1% will be applied to those businesses that show proof of active annual participation with the West Michigan Environmental Action Council in a full season of cleaning, monitoring, and restoring streams within the City of Grand Rapids. Submit Annual Bid Discount Request Form [BD Form-3] with all supporting documentation to the Office of Equity and Engagement at least seven (7) days prior to the bid opening

date and submit the Declaration of Bid Discounts form [BD Form-1] to the Purchasing Department with the bid response.

- Urban and Community Forestry Program: A bid discount of 1% will be applied to those businesses that show proof of active participation with the Friends of Grand Rapids Parks Urban Tree planting program (or other and/or successor program) in any of the Neighborhoods of Focus within the City of Grand Rapids. Must be submitted to the Office of Equity and Engagement prior to approval of a bid discount.
- Other innovative programs and practices: Programs that further the environmental goals of the City Commission Strategic Plan. Submit Annual Bid Discount Request Form [BD Form-3] and Other Innovative Program or Practice [BD Form-6] with all supporting documentation to the Office of Equity and Engagement to be reviewed and approved by the Office of Sustainability and Office of Equity and Engagement. This discount must be approved by the Office of Equity and Engagement prior to submission on the Declaration of Bid Discounts form [BD Form-1] with bid response to the Purchasing Department.