

Local Vendor Questionnaire

City of Granbury – Local Spend Program

Purpose

This questionnaire is used to identify and pre-qualify local businesses eligible to participate in projects subject to local-spend requirements within a 40-mile radius of Granbury, TX.

SECTION 1: BUSINESS INFORMATION

1. **Legal Business Name:**
2. **DBA (if applicable):**
3. **Business Address (Physical Location):**
4. **Mailing Address (if different):**
5. **Primary Contact Name & Title:**
6. **Phone Number:**
7. **Email Address:**
8. **Website (if applicable):**
9. **Year Business Established:**
10. **Federal EIN:**
11. **Texas Comptroller Tax ID:**

SECTION 2: LOCAL ELIGIBILITY VERIFICATION

12. **Business Location (check one):**
 - City of Granbury
 - Hood County (outside city limits)
 - within a 40-mile radius list address: _____

13. **Does your business maintain a staffed, operating location within 40 miles?**
 - Yes
 - No

14. Is your business independently owned and operated?

- Yes
- No

SECTION 3: BUSINESS CLASSIFICATION (optional but encouraged)

16. Certifications Held (check all that apply):

- Veteran-Owned
- Small Business
- None

If certified, list certifying agency and expiration date.

SECTION 4: GOODS & SERVICES PROVIDED

17. Primary Industry Category (check all that apply):

- Construction / General Contracting
- Electrical
- Mechanical / HVAC
- Plumbing
- Concrete / Site Work
- Materials / Aggregates
- Fuel / Energy Services
- Transportation / Rail / Logistics
- Engineering / Architecture
- Environmental / Testing
- Security
- IT / Low Voltage
- Office / Professional Services
- Landscaping / Maintenance
- Other (describe): _____

18. Brief Description of Services or Products Offered:
(150 words or less)

SECTION 5: CAPACITY & EXPERIENCE

19. Typical Contract Size Range:

- <\$50,000
- \$50,000–\$250,000
- \$250,000–\$1M
- \$1M+

20. Maximum Single Contract Capacity (estimated): \$ _____

21. Number of Full-Time Employees: _____

22. Have you worked on any of the following? (check all that apply)

- Industrial Projects
- Energy Facilities
- Data Centers
- Aviation / Hangars
- Commercial / Mixed-Use
- Public Infrastructure

23. List up to three recent relevant projects (optional):

- Project Name | Location | Year | Approx. Value

SECTION 6: COMPLIANCE & INSURANCE

24. Are you properly licensed and in good standing in the State of Texas?

- Yes
 No

25. Can you meet standard insurance requirements (GL, Auto, Workers' Comp)?

- Yes
 No

26. Have you ever been debarred or suspended from public contracting?

- Yes
 No

27. 27. Are you able to meet standard commercial insurance requirements typically required for public or private development projects (including general liability, auto liability, and workers' compensation)?

- Yes No

28. 28. If yes, please indicate current general liability coverage limits:

- \$1M / \$2M aggregate
 \$2M / \$4M aggregate
 \$5M+
 Other: _____

29. Bonding Capacity (if applicable)

30. 29. Are you currently bondable through a licensed surety?

- Yes No Not Applicable

31. **30. If yes, indicate your approximate single-project bonding capacity:**

- <\$250,000
- \$250,000–\$1M
- \$1M–\$5M
- \$5M+

SECTION 7: AVAILABILITY & INTEREST

27. **Are you interested in participating in projects with local-spend requirements?**

- Yes
- No

28. **Preferred Project Types (check all that apply):**

- Construction
- Ongoing Maintenance
- Professional Services
- Supply / Materials
- Transportation / Logistics

29. **Estimated Availability Timeline:**

- Immediate
- 3–6 months
- 6–12 months

SECTION 8: Professional Conduct & Eligibility

The Qualified Local Vendor Program is intended to promote positive, professional collaboration between the City of Granbury and the local business community.

Vendors acknowledge that participation in this program may be revoked if the City determines that the vendor or its employees has engaged in knowingly false, misleading, or defamatory public statements that materially harm the City's interests or undermine public trust in City operations or approved development projects.

Nothing in this section is intended to restrict lawful speech or participation in public meetings; however, eligibility in this voluntary program is conditioned upon maintaining professional and good-faith engagement with the City and other participating vendors.

ACKNOWLEDGEMENT

By submitting this questionnaire, the undersigned certifies that the information provided is accurate and understands that inclusion on a Qualified Vendor List does not guarantee work but allows project sponsors to identify eligible local vendors.

Authorized Representative Name: _____

Title: _____

Signature : _____

Date: _____

Please Mail or Drop of the document at:

**City of Granbury- City Hall
Attn: Economic Development Department
Local Vendor Questionnaire
116 W. Bridge St.
Granbury, TX 76048**

Or email to: Shopkins@Granbury.org