



INTERLOCAL M/WBE CONSORTIUM CERTIFICATION APPLICATION

Minority/Women Business Enterprise Data Sheet

(INSTRUCTIONS: Please complete this form in its entirety. If a question does not apply to your business, mark "N/A" in the space provided. If you do not have sufficient space to answer a question completely, attach additional sheets as necessary and reference the appropriate letter. Unanswered questions may be reason for denial.) FAX COPIES ARE NOT ACCEPTED.

A. Name of Business: _____

Owner of Business: _____

Primary Contact: _____

Business Street Address: _____ City /State/Zip _____

Mailing Address (If Different): _____

Phone Number: _____ Fax: _____

E-Mail Address: _____ Web Site: _____

B. Check Appropriate MBE/WBE Status and indicate percentage amount:

| | |
|---|---|
| <input type="text"/> % African/Black American | <input type="text"/> % Native American Indian, American Aleut |
| <input type="text"/> % Hispanic American | <input type="text"/> % Non-Minority Woman |
| <input type="text"/> % Asian American | |

C. Are you a U S Citizen: Yes [] No []

D. Federal ID Number or Social Security No. of Owner: _____

E. Type of Business (Check one):

[] Sole Proprietorship [] Partnership [] Corporation [] Limited Liability Corporation

[] Limited Liability Partnership

Date Established and/or Incorporated: _____

F. Number of full-time employees: _____ Number of part-time employees: _____

G. Identify specific products/services in your Business's area of expertise that you wish to certify:

Name of Business _____

H. Nature of Business:

- Wholesale Distribution Professional Services Goods & Services
 Manufacturer or Production Construction Related Retail Dealer
 Consultant (Please Specify) _____ Other _____

I. Has applicant or business been denied M/WBE certification within the past three years?
_____ Yes _____ No

J. If "Yes", name the certifying agency and circumstances resulting in denial:

K. List other agencies that have certified your business as an M/WBE (**attach certificates**) or where you currently have an application pending.

L. Number of Years in Business _____

M. Ownership of Business:

Identify all partners, proprietors, and stockholders by name, sex, ethnic group, percentage of ownership and number of shares.

1)

| Name | Sex | Race/Ethnic Group | # of Shares Owned | % of Ownership | Date of Birth |
|------|-----|-------------------|-------------------|----------------|---------------|
| | | | | | |
| | | | | | |
| | | | | | |

2)

If any owners are related, please specify relationship (Husband, Wife, Sister, Brother, etc.):

Number of shares of stock authorized: _____

Number of shares of stock issued: _____

Indicate status of any stock not accounted for above: _____

3)

Identify the Business's *current* Board of Directors as specified below (If applicable)

Use additional sheet of paper if necessary

| Name | Ethnic Group | Title/Position | Length of Service |
|------|--------------|----------------|-------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Name of Business _____

- 4) Identify each officer or owner of the Business (by title) and state his/her current employment by another Business, if any:

| | Name | Other Employer | Weekly Work Hours |
|----------------|------|----------------|-------------------|
| President | | | |
| Vice President | | | |
| Secretary | | | |
| Treasurer | | | |
| Other | | | |

N. Who controls management & daily operations of the business?

O. Offices:

Does the Business own its offices? Yes No

If no, please provide lease agreement

P. Control of Business:

1) Financial Decisions

| Name | Ethnic Group | Sex | Title |
|-------|--------------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

2) Management/Operational Decisions

| Name | Ethnic Group | Sex | Title |
|-------|--------------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

3) Hiring & Firing of Personnel

| Name | Ethnic Group | Sex | Title |
|-------|--------------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

4) Identify those individuals (owners and non-owners) who carry out the following functions in the Business:

The Person(s) who signs the Payroll

_____ (Name) _____ (Title)

_____ (Name) _____ (Title)

The Person who signs the Application/Agreement for Security Bonds & Insurance

_____ (Name) _____ (Title)

_____ (Name) _____ (Title)

Name of Business _____

Q. Business Relationships:

1) Bonding Company: Name _____ Address _____ Limit _____

2) Bank(s): (List all banks and contact persons)

Bank _____ Contact Person _____

3) Sources of letters of credit, if any: _____

R. Specify the business' net income after federal income taxes, excluding any carryover losses, for the previous two years.

2010 \$ _____ 2011 \$ _____

S. What is the business' net worth: \$ _____ Year _____
(For a sole proprietorship, include both personal and business assets.)

T. Distributor/Supplier (Complete this question only if the business is a distributor or supplier)
Average dollar value of inventory: \$ _____

U. List the broad categories of inventory:

Major Equipment owned or lease: (please provide title(s) or lease agreement) _____

V. Licenses required to conduct business: Attach copies of any required local, county, and state active business or professional licenses and permits (i.e., contractors, PUC, A&E, HVAC, registration, etc.) For each license/permit attached indicate:

| Name of Licensing Entity | Type of License | Date of Expiration | Name of Licensee/Qualifying Individual | Minority Group | % of Ownership |
|--------------------------|-----------------|--------------------|--|----------------|----------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Name of Business _____

AFFIDAVIT

The undersigned does hereby swear that the foregoing statements and attachments are true, accurate and include all information requested to completely identify and explain the ownership, control and operation of _____ **(Name of Business)** and that none of the information supplied was for the purpose of misrepresenting the matters stated.

It is recognized and acknowledged that the statements herein are being given under oath and any misrepresentation may be grounds for terminating any contract awarded in reliance hereon and may be grounds for disqualification of the business for other contracts. It is further recognized and acknowledged that M/WBE Certification with the City of Tallahassee and Leon County Government will automatically terminate by the sale, exchange, or transfer of ownership of the business by minority/women group members. The undersigned further agrees to immediately report all sales, exchange or transfer of ownership to the City of Tallahassee or Leon County M/WBE Offices.

It is further recognized and acknowledged that falsifying or misrepresenting any information or document furnished to the City of Tallahassee/Leon County may result in the revocation or denial of M/WBE Certification of the above named minority business and/or any other minority business in which owner(s) have an interest. In addition, it may also result in the barring of any business in which such owner(s) have an interest from performing any contracting or procurement business with the City of Tallahassee/Leon County.

By submitting this application the above named business hereby agrees to furnish all documents/records and other information that at any time may be requested by the City of Tallahassee/Leon County in order to review, investigate or to confirm the minority status of the business or owner(s) for Certification as a minority business. Any failure to comply with such a request shall be grounds for denial or revocation of Certification of the business.

I do solemnly declare and affirm under penalty of applicable state and federal laws of perjury that the statement furnished herein and the documents herewith are true and correct, and that I am authorized, on behalf of the above Business, to make this affidavit.

| | |
|-----------------------------|-------|
| Signature of Business Owner | Title |
| | |

On this ____ day of _____, 20____ before me appeared _____ to me personally known ___or provided identification___, who being duly sworn, did execute the foregoing affidavit, and did state that he/she was properly authorized by **(Name of Business)** _____ to execute the affidavit and did so as a free act and deed.

Notary Public

My Commission Expires

Name of Business _____

Checklist of Documents for Submittal

Copies of these documents are required only if they are applicable to your business operations. If any document descriptions do not apply to your business, write **N/A** for each category that does not apply. Be sure that you attach copies of all documents, which are applicable.

- _____ Proof of **minority status** for all owners (birth certificates, court records, tribal records, passports, naturalization, voter registration cards)
- _____ Proof of **residency** of all owners/directors (driver license, homestead exemption, voter registration)
- _____ Detailed resumes of all principals and owners
- _____ Fictitious Name Registration
- _____ Professional License(s)
- _____ Business Tax Certificate (formerly Occupational License)
- _____ Copy of bank signature card or letter from bank
- _____ Last two years' income tax returns, balance sheets and Schedule K-1 or Schedule C
- _____ Detailed list of inventory available for resale to the public
- _____ All stock certificates issued, including cancelled certificates
- _____ Stock Ledger
- _____ Articles of Incorporation or Articles of Organization
- _____ Corporate Bylaws and minutes of organizational meetings
- _____ Business Insurance Certificate

Return Application to:

City of Tallahassee MBE Office
300 S. Adams Street, Mailbox A-11 (mailing address)
435 Macomb Street, 3rd Floor (physical address)
Tallahassee, FL 32301
(850) 891-6500

(CERTIFICATION IS VALID FOR ONE (1) YEAR)

[OR]

Leon County M/WSBE Office
1800-3 Blair Stone Road
Tallahassee, FL 32308
(850) 606-1650
(CERTIFICATION IS VALID FOR TWO (2) YEARS)

Revised 6/9/2011