



# INTERLOCAL M/WBE CONSORTIUM RECERTIFICATION 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 Address: \_\_\_\_\_

B. MBE/WBE Status (Please check only one and indicate percentage amount):  
[\_\_\_\_\_] % African/Black American                      [\_\_\_\_\_] % Native American Indian, American Aleut  
[\_\_\_\_\_] % Hispanic American                              [\_\_\_\_\_] % Non-Minority Woman  
[\_\_\_\_\_] % Asian American

C. Federal Tax I.D./EIN No. or Social Security No. of Owner: \_\_\_\_\_

D. Type of Business (Check one): [ ] Sole Proprietorship [ ] Partnership [ ] Corporation  
[ ] Limited Liability Corporation [ ] Limited Liability Partnership

E. Nature of Business: Please specify major products/services changes pertaining to your business:  
\_\_\_\_\_  
\_\_\_\_\_

F. Number of full-time employees: \_\_\_\_\_ Number of part-time employees \_\_\_\_\_

G. Annual Gross revenue last year: \$ \_\_\_\_\_

H. Net worth of Business: \$ \_\_\_\_\_

Name of Business \_\_\_\_\_

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

Name of Licensing Entity	Name of Licensee/Qualifying Individual	Type of Licensee	% of Ownership	Minority Status	Date of Expiration

- J. **Has the business ownership or percentage of ownership changed since the last certification?** Yes [ ] No [ ]

If so, below list the current owners' names and percentage of ownership

Name	Sex	Ethnic Group	% Owned

- K. **Has the duties and responsibilities of the Directors, Officers and/or Managers who participate in day-to-day management of the business changed?** Yes [ ] No [ ]

If so, list the name of Directors, Officers and Managers who participate in day-to-day management of the business, their titles, duties and responsibilities that have changed

Name	Title	Duties & Responsibilities

- L. **Has a certifying agency denied MBE certification to your Business during the past year?**

Yes [ ] No [ ]

If yes, please identify the certifying agency and location:

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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 \_\_\_\_\_

## Recertification Document Checklist

Name of Business: \_\_\_\_\_

Copies of the following items are to be forwarded to the Office of Minority Business Enterprise as documentation. Failure to comply with this request may result in certification denial.

- \_\_\_\_\_ (a) Application's Affidavit notarized
- \_\_\_\_\_ (b) Certificate showing the type of insurance and coverage limitation held by the Business
- \_\_\_\_\_ (c) Copies of other City, State & Federal MBE/WBE Certification(s)
- \_\_\_\_\_ (d) Copy of Business Tax Certificate (if applicable obtain a copy of a Professional License used to conduct business)
- \_\_\_\_\_ (e) Signed Copy of Prior Year Business Tax Return; include Schedule K-1 or Schedule C  
**(provide Leon County with last 2 years of Business Tax Returns)**

*If there have been any changes in your business since your last certification, please include the following:*

- \_\_\_\_\_ Copies of Business's Stock Certificate(s) and Stock Transfer Agreement(s)
- \_\_\_\_\_ Detailed resumes of all principals and owners
- \_\_\_\_\_ Articles of Incorporation or Articles of Organization
- \_\_\_\_\_ Corporate Bylaws and minutes of organizational meetings
- \_\_\_\_\_ Business Insurance Certificate

**Please Note:** If there is a change in ownership or control of the business, or if you propose to provide additional services not listed previously, the MBE Office must be contacted and a new Certification Application completed. Furthermore, the MBE office must be notified of any business name, address or phone number changes so that we have the most up to date information available concerning your business. Failure to report such changes may constitute grounds for cancellation of this certification

Please return Application to:

City of Tallahassee MBE Office  
300 S. Adams Street, Mailbox A-11  
Tallahassee, FL 32301  
(850) 891-6500

**(CERTIFICATION IS VALID FOR ONE (1) YEAR)**

[OR]

Leon County MWSBE Office  
1800-3 Blair Stone Road  
Tallahassee, FL 32308  
(850) 606-1650

**(CERTIFICATION IS VALID FOR TWO (2) YEARS)**

**Revised 6/9/2011**

### FOR MBEO USE ONLY:

Date Reviewed: \_\_\_\_\_

Type: \_\_\_\_\_

Approved By: \_\_\_\_\_

Not Approved By: \_\_\_\_\_