

Clayton County Central Services

7994 North McDonough Street

Jonesboro, Georgia 30236

Phone: (770) 477-3587

Fax: (770) 477-3335



CONTRACT COMPLIANCE DIVISION CENTRAL SERVICES DEPARTMENT MINORITY AND WOMAN-OWNED VENDOR CERTIFICATION

Clayton County has a compelling interest in providing equal business opportunities for all persons wishing to do business with it. The Clayton County Board of Commissioners passed Ordinance No. 2012-229 on November 6, 2012, that established a Small Local Business and Procurement Non-Discrimination Program and a new Contract Compliance Division within the Central Services Department. The Contract Compliance Division will monitor the participation of Minority or Women Owned Business Enterprises (MWBE) as well as Small Local Business Enterprises (SLBEs).

A Minority or Women Owned Business Enterprise (MWBE) is defined in the ordinance as a business enterprise maintaining a significant business presence in the Atlanta Metropolitan Statistical Area (MSA) and performing a commercially useful function that is owned by one or more of the following: (1) African Americans, (2) Native Americans, (3) Hispanic Americans, (4) Asian Americans and (5) Women. Owned and controlled means a business is at least 51 percent owned independently by one or more minorities or women who independently function and carry out daily business activities without assistance from the majority partner.

Certification means the official recognition and approval by Clayton County Government that a business meets the qualification criteria of an MWBE regarding ownership and control. Clayton County will use benchmarking to track the inclusion of certified MWBEs in the procurement process. Clayton County Contract Compliance Division will develop and maintain a list of certified MWBEs that will be made available to all bidders. All minority and female business enterprises who wish to be certified must also become a registered vendor with the Clayton County Central Services Department, which will provide the vendor greater exposure to large companies doing business within the County and greater exposure to the Clayton County procurement staff.

Please complete the attached form and provide requested documentation for the individual(s) who own(s) at least 51% of the applicant entity.

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APPLICATION FOR CERTIFICATION AS A MINORITY OR WOMAN-OWNED BUSINESS ENTERPRISE

Business Name & Address

Mailing Address (if different)

Point of Contact

Type of Business (check one)

- Architect R & D
 Construction Retailer
 Engineering Services
 Hwy Const Wholesaler
 Manufacturer
Other _____

Telephone Number

(____) _____

Cell Number

(____) _____

Fax Number

(____) _____

Email Address

Owner Status (owns 51% or more of
business)

- African American
 Asian American
 Female
 Hispanic American
 Native American

Name of Officers/Owners/Partners:

President _____

Vice President _____

Secretary _____

Treasurer _____

Owner _____

Partner _____

Current Business License Number _____ City or County/State _____

Signature _____ Title _____ Date _____

**MINORITY AND WOMEN BUSINESS
ENTERPRISE CERTIFICATION AFFIDAVIT**

The undersigned does hereby certify and attest that the statements submitted in their Application for Minority and Woman-owned Business Certification are true to the best of their knowledge, and that should applicant willfully and knowingly subscribe, make, or concur in making any statement required by law in support of this application which is false, said applicant shall be subject to any and all relevant Federal, State and County penalties associated within.

Applicant does hereby understand and acknowledge that the statements and representations made in support of this application shall be submitted to the Clayton County Contract Compliance Division, and that said statement will be relied upon by the County in the administration of the procurement program.

Applicant hereby acknowledges, in light of the foregoing, that they are bound by the requirements of 18 U.S.C. 1001 and O.C.G.A. 16-10-20, and that any false statements made in connection with this application will subject them to punishment as set forth in the above-referenced statutes, in addition to being removed from the Clayton County Vendor List and being unable to participate in the procurement process for a time period of no less than three (3) years, to be determined by the Purchasing Agent.

This _____ day of _____, _____

Name

Title

Firm

NOTARY PUBLIC

County, Georgia

My Commission Expires on

**APPENDIX
"A"**

**Minority/Woman Business Enterprise
(MWBE) CERTIFICATION CHECKLIST
(Minimum Documents Required for All Applicants for
Certification)**

The Minority/Woman-Owned Business Certification Affidavit must be **signed** and **notarized**. In addition, the following supporting documentation relevant to your legal business enterprise must be submitted to the Contract Compliance Division. Failure to submit all required documentation may result in the return of your unprocessed affidavit and/or the denial of certification. **Certification packages must be neat and legible and returned in the order listed below. Please include this Checklist in front of your supporting documents.**

The documentation required depends on the legal status of the business: Sole Proprietorship (SP); Partnership (P); Corporation (C); or Limited Liability Company (LLC); Check the "**Included**" box to indicate you have provided the document or note **N/A**. "**N/A**" responses must be accompanied by a description of the item and an explanation as to why the documents were not submitted.

All documents must be returned in the order listed

Required Documents for All Applicants	SP	P	C	LLC	Included (✓)
Bank signature card (showing date account opened and title of all signers, ex: Treas., etc.)	X	X	X	X	
1.) Birth certificate and a Picture I.D.; or 2.) Passport	X	X	X	X	
Copy of current business license which shows the company is located in the Metropolitan Statistical Area	X	X	X	X	
Resumes of principals and key management personnel showing education, training, employment and dates (include shareholders who own 5% or more shares and all officers of corporation.)	X	X	X	X	
Copy of lease, rental or management agreement for business premises, <i>including local business phone number</i>	X	X	X	X	
Organizational chart (include all current and anticipated positions)	X	X	X	X	
Proof of capital contribution. Indicate the manner in which ownership of the firm was obtained. Documents may include: cancelled checks, owner's first bank statement	X	X	X	X	
Fictitious Business Name Statement establishing a D/B/A (if applicable)	X	X	X	X	
Copies of all certification and denial of certification letters (if applicable)	X	X	X	X	
Equipment and vehicles owned or available (include description of equipment, year acquired, and current value)	X	X	X	X	
Property purchase, rental or lease agreements (complete copy) for each facility owned, rented or leased. Also include one recent cancelled check for each facility rented/leased.	X	X	X	X	
Third-party agreements (such as equipment rental or purchase agreement, lease agreement, management service agreements) &/ or franchise agreements	X	X	X	X	
Applicable contractors, professional license(s) and/or permit(s)	X	X	X	X	

**Minority/Woman-Owned Business
Enterprise (MWBE) CERTIFICATION
CHECKLIST FOR BUSINESS STRUCTURE**

In addition to the general documents requested on the previous page, please provide the following information for your particular form of business: Sole Proprietorship (SP); Partnership (P); Corporation (C); Limited Liability Company (LLC); or Limited Liability Partnership (LLP).

Requirements for Corporation	SP	P	C	LLC	Included (✓)
Signed Federal Corporate or Business Tax Returns for the past two (2) years including all schedules			X		
Certificate of Incorporation with Articles of Incorporation, including Amendments			X		
Corporate By- Laws			X		
Minutes of the following meetings: (a) Organizational meetings; (b) Shareholder meetings for the past 24 months; (c) Board of Directors meetings for the past 24 months			X		
Copies of <u>all</u> stock certificates issued to date (include front & back sides of any canceled or replaced certificates. (Do not include specimen copies))			X		
Stock ledger			X		
Agreements related to (a) Stock options, (b) Stockholder voting rights, (c) Ownership agreements, (d) Ownership of voting securities, (e) Stockholder agreements, (f) Facts pertaining to the value of shares, (g) Restrictions on the disposal stock loan agreements			X		

Requirements for Partnership	SP	P	C	LLC	Included (✓)
Federal Partnership Tax Returns, including all schedules		X			
Partnership Agreement, including the following major causes (a) Buy-out rights, (b) Profit sharing plan, (c) Capital contribution agreement		X			

Sole Proprietor Requirements	SP	P	C	LLC	Included (✓)
Federal Tax Returns for previous two years including all schedules	X				
Proof of Capital Invested (cancelled checks, front and back)	X				

Requirements for Limited Liability Company (LLC)	SP	P	C	LLC	Included (✓)
Federal Tax Returns for prior two years, including all schedules				X	
Articles of Organization, and Certificate of Organization and amendments and/or documents issued by the Secretary of State				X	
Copy of Operating Agreement				X	
Copy of Statement of the Organizers				X	
Proof of Capital Invested				X	