



Small Local Business Enterprise (SLBE) Affidavit
CONTRACT COMPLIANCE DIVISION
CLAYTON COUNTY CENTRAL SERVICES
7994 NORTH MCDONOUGH STREET
JONESBORO, GEORGIA 30236
Reciprocal Certification

Dear Prospective SLBE Vendor:

Clayton County has implemented a Small Local Business Enterprise (SLBE) Program to promote full and open competition in all procurement and purchasing. Currently this program will apply to contracts over \$75,000. Goals for participation of Small Local Business Enterprises (SLBE) are set for specific NAICS codes on a contract by contract basis for each specific prime contract with subcontracting possibilities.

Clayton County will accept SLBE certifications from government entities in the metro area that certify small businesses to continue to develop our list of certified SLBE's. Currently, if your firm is located in Clayton County or within the five (5) counties contiguous to Clayton County, specifically, DeKalb, Fayette, Fulton, Henry, and Spalding Counties and you can provide proof of location (i.e. local business license) and currently certified as a small business in DeKalb County as a LSBE, or as an SBE by the City of Atlanta or as a SLBE by the Clayton County Water Authority, then your firm may qualify as a Reciprocal Certified SLBE Vendor, in Clayton County. Reciprocal Certification will remain active for a period of one year from the date of approval. Once expired, your firm will be required to complete Clayton County's official SLBE application and provide documentation of gross revenue, number of employees, and other information in order to remain on the SLBE Certification List. Certification approval is subject to meeting the eligibility requirements set forth by the Clayton County SLBE Program.

An application for reciprocal certification is attached. This application must be completed and returned to the Contract Compliance Division along with a copy of your current certification letter, business license, current W-9 form and Identification. Upon receipt and approval of the form, you will be identified in our system as an SLBE. The Contract Compliance Division will keep all submitted documents and information confidential to the extent allowable by law.

Certification does not guarantee any present or future contracts with Clayton County. All registered vendors must take the necessary steps to become a part of the County's procurement system and bid competitively for business. Please contact our office or visit our website to register as a vendor with the County.

Submit the completed affidavit and documents to the Contract Compliance Division at Clayton County Central Services, 7994 North McDonough Street, Jonesboro, Georgia 30236. Direct all questions to the Contract Compliance Division at (770) 477-3587 or visit our website at www.claytoncountyga.gov for more information.

Contract Compliance Division
Clayton County Central Services Division

Clayton County Central Services

Carol J. Rogers
Director

7994 North McDonough Street
Jonesboro, Georgia 30236
Phone: (770) 477-3587
Fax: (770) 477-3335



APPLICATION FOR RECIPROCAL CERTIFICATION AS A SMALL LOCAL BUSINESS ENTERPRISE (SLBE)

Business Name & Address

Mailing Address (if different)

Point of Contact

Type of Business (Check one)

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

Telephone Number

() _____

Cell Number

() _____

Fax Number

() _____

Owner Status (owns 51% or more of business)

- African American
 Asian American
 Female
 Hispanic American
 Native American

Email Address

Name of Officers/Owners/Partners:

President: _____

Secretary: _____

Owner: _____

Vice President: _____

Treasurer: _____

Partner: _____

6 Digit NAICS Code: _____

NAICS Code Description: _____

6 Digit NAICS Code: _____

NAICS Code Description: _____

Small Local Business Enterprise Certifying Agency _____

(Include proof of Current Certification as Small Local Business Enterprise)

Current Business License Number (include a copy) _____

City or County/State _____

Signature _____ Title _____

Date: _____

Clayton County Central Services

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SMALL LOCAL BUSINESS ENTERPRISE RECIPROCAL CERTIFICATION AFFIDAVIT

The undersigned does hereby certify and attest that the statements submitted in their Application for Small Local Business Enterprise (SLBE) Reciprocal 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

_____ Signature

NOTARY PUBLIC

_____ County, Georgia

Clayton County Central Services

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Director

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RECIPROCAL SLBE CHECKLIST (Minimum Documents Required for All Applicants)

Name of Applicant

Business Name

The Small Local Business Enterprise Affidavit must be **signed** and **notarized**. In addition, the following supporting documentation 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. **Reciprocal Certification packages must be neat and legible and returned in the order listed below. Please include this Checklist in front of your supporting documents.**

All documents must be returned in the order listed

Required Documents for All Applicants	Included (✓)
IDENTIFICATION: Copy of Birth Certificate and a Picture ID or Current Passport	
W-9 FORM: Copy of your company's current W-9 Form (2018 edition)	
BUSINESS LICENSE: Copy of current business license which shows the company is located in one of the following counties, Clayton, DeKalb, Fayette, Fulton, Henry, and Spalding . You must have a current business license for one year prior to submission	
CERTIFICATIONS: Copies of current Certification Letter(s) from City of Atlanta, DeKalb County or Clayton County Water Authority	

