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## Clayton County Central Services

7994 North McDonough Street  
Jonesboro, Georgia 30236  
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### MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) VENDOR APPLICATION

Dear Prospective MWBE Vendor:

Clayton County has a compelling interest in providing equal business opportunities for all businesses that wish to do so. The Clayton County Board of Commissioners passed an Ordinance No. 2012-229 on November 6, 2012, which established a Small Local Business Enterprise (SLBE) and a new Contract Compliance Division within Clayton County Central Services Division. The Contract Compliance Division will monitor the participation of ***Minority and Women Owned Business Enterprises (MWBE)*** as well as Small Local Business Enterprise.

A Minority and Women Owned Business Enterprise 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 American*** (2) ***Native*** (3) ***Hispanic American*** (4) ***Asian American*** and (5) ***Women***. The business has to be Owned and Controlled by the Minority or Woman, and has to have at least 51% percent of ownership and currently carrying out the daily business activities and functions without the assistance of a Major Corporation.

Certification means the official recognition by Clayton County Government, and requires approval, meeting the qualified criteria of an MWBE regarding ownership and control. Clayton County Contract Compliance Division will develop and maintain a list of certified MWBE's, that will be made available to all Prime Contractors for ITB's (Invitations to Bid) and RFP (Request for Proposal). Clayton County will use Benchmarking to track the inclusion of certified MWBE's in the Procurement Process. All Minority and Female Business Enterprises who wish to be certified must also become a registered vendor via our C-VAP (Clayton Vendor Access Portal), which will provide great exposure to large companies doing business with the County, as well as with Clayton County Procurement Division. You can register as a vendor with Clayton County by visiting our website: [www.claytoncountyga.gov](http://www.claytoncountyga.gov), or by our C-VAP link <https://selfservice.claytonga.gov/mss/vendors/default.aspx>. If there are questions concerning our Vendor Portal, please contact our office at (770) 477-3587.

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Director

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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

\_\_\_\_\_

#### Telephone Number

(\_\_\_\_) \_\_\_\_\_

#### Cell Number

(\_\_\_\_) \_\_\_\_\_

#### Fax Number

(\_\_\_\_) \_\_\_\_\_

#### Email Address

\_\_\_\_\_

#### Type of Business (check one)

\_\_\_\_ Architect      \_\_\_\_ R & D  
\_\_\_\_ Construction      \_\_\_\_ Retailer  
\_\_\_\_ Engineering      \_\_\_\_ Services  
\_\_\_\_ Hwy Const.      \_\_\_\_ Wholesaler  
\_\_\_\_ Manufacturer  
Other \_\_\_\_\_

#### 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 \_\_\_\_\_

NAICS Code: Primary \_\_\_\_\_ Description: \_\_\_\_\_

NAICS Code: Primary \_\_\_\_\_ Description: \_\_\_\_\_

REV 04/19

**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	LLP	Included (✓)
<b>BANK SIGNATURE CARD</b> (showing date account opened and title of all signers) ex: Treas., etc.)						
<b>W-9 FORM:</b> Copy of 2018 Edition of W-9 Form						
<b>IDENTIFICATION:</b> Copy of Birth Certificate and Picture ID <b>or</b> Current Passport						
<b>BUSINESS LICENSE:</b> Copy of current business license which shows the company is located within the Metropolitan Statistical Area (MSA)						
<b>RESUME(S):</b> Resumes of principals and key management personnel showing education, training, employment dates (include shareholders who own 5% or more shares; and all officers of corporation)						
<b>LOCATION:</b> Copy of lease, rental or management agreement for business premises. Include all signatures on lease, rental for business premises						
<b>ORGANIZATIONAL CHART:</b> (include all current and anticipated positions)						
<b>PROOF OF CAPITAL CONTRIBUTION.</b> Indicate the manner in which ownership of the firm was obtained. Documents may include: cancelled checks, owner's first bank statement						
<b>FICTITIOUS BUSINESS NAME STATEMENT:</b> establishing a D/B/A (if applicable)						
<b>CERTIFICATION(S):</b> Copies of all current certification and denial of certification letters (if applicable)						
<b>EQUIPMENT:</b> Equipment owned or available (include description of equipment, year acquired and current value)						
<b>VEHICLES:</b> Vehicles registration for all <u>company owned vehicles</u> (if applicable)						
<b>RECENT PAYMENT:</b> Property purchase, rental or lease agreements ( <b>complete copy</b> ) for each facility owned, Include the most recent payment made to landlord or leasing agent.						
<b>THIRD PARTY AGREEMENTS:</b> (such as equipment rental or purchase agreement, lease agreement, management service agreements) and/or franchise agreements – (if applicable)						
<b>PROFESSIONAL LICENSE:</b> Applicable contractors, professional license(s) and/or permit(s) – (if applicable)						

**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).**

<b>REQUIREMENT FOR CORPORATION (ONLY)</b>	<b>SP</b>	<b>P</b>	<b>C</b>	<b>LLC</b>	<b>LLP</b>	<b>Included (✓)</b>
<b>FEDERAL OR BUSINESS TAX RETURNS:</b> Signed Federal Corporate or Business Tax Returns for the past two (2) years including all schedules						
<b>CERTIFICATES:</b> Certificate of Incorporation with Articles of Incorporation, including Amendments						
<b>CORPORATE-BY-LAWS</b>						
<b>MINUTES OF THE FOLLOWING MINUTES:</b> : (a) Organizational meetings; (b) Shareholder meetings for the past 24 months; (c) Board of Directors meetings for the past 24 months						
<b>STOCKS:</b> Copies of <u>all</u> stock certificates issued to date (include front & back sides of any canceled or replaced certificates. <b>(Do not include specimen copies)</b> )						
<b>STOCK LEDGER</b>						
<b>STOCK AGREEMENTS:</b> 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						

<b>REQUIREMENT FOR PARTNERSHIP (ONLY)</b>	<b>SP</b>	<b>P</b>	<b>C</b>	<b>LLC</b>	<b>LLP</b>	<b>Included (✓)</b>
<b>FEDERAL PARTNERSHIP TAX RETURNS:</b> Including all schedules						
<b>PARTNERSHIP AGREEMENT:</b> Including the following major causes (a) Buy-out rights, (b) Profit sharing plan, (c) Capital contribution agreement						

<b>REQUIREMENT FOR SOLE PROPRIETOR (ONLY)</b>	<b>SP</b>	<b>P</b>	<b>C</b>	<b>LLC</b>	<b>LLP</b>	<b>Included (✓)</b>
<b>FEDERAL TAX RETURNS:</b> Signed Federal Corporate or Business Tax Returns for the past two (2) years including all schedules						
<b>PROOF OF CAPITAL VESTED:</b> (cancelled checks, front and back)						

<b>REQUIREMENT FOR LLC and LLP (ONLY)</b>	<b>SP</b>	<b>P</b>	<b>C</b>	<b>LLC</b>	<b>LLP</b>	<b>Included (✓)</b>
<b>FEDERAL TAX RETURNS:</b> Signed Federal Corporate or Business Tax Returns for the past two (2) years including all schedules						
<b>ARTICLES AND CERTIFICATION OF ORGANIZATION:</b> Amendments and/or documents issued by the Secretary of State						
<b>OPERATING AGREEMENT:</b> Copy of Operating Agreement						
<b>STATEMENT OF ORGANIZERS:</b> Copy of Statement of the Organizers						