



Carol J. Rogers
Chief Procurement Officer

Small Local Business Enterprise (SLBE) Affidavit

Contract Compliance Division
Clayton County Central Services
7994 North McDonough Street
Jonesboro Georgia 30236
SLBE RECIPROCAL CERTIFICATION

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 Enterprise (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 develop our list of certified SLBE's. Currently if your firm is located in Clayton County or within the eleven (11) contiguous counties to Clayton County, specifically, **Cherokee, Cobb, DeKalb Douglas, Fayette, Fulton, Gwinnett, Henry, Rockdale, and Spalding** counties and you can provide proof of your location (i.e. local business license) and you are currently certified as a Small Business in DeKalb County, City of Atlanta, Clayton County Water Authority, GDOT or with SBA, then your firm may qualify as a Reciprocal Certified Vendor in Clayton County. Reciprocal Certification will remain active for one year from the approval date. Once expired your firm will be required to complete Clayton County official SLBE application and provide documentation of gross revenue, number of employees and other information to remain on the SLBE Certification Master 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 uploaded in <https://slbe.claytoncountyga.gov> along with a copy of your current certification letter, business license, current W-9 form and Identification. Upon receipt and approval of the forms you will be identified in our system as a 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. The link is <https://munisselfservice.claytoncountyga.gov/vss/Vendors/default.aspx>.



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**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:

E-Mail Address:

Owner Status (owner 51% or more of business)

- African American
- Asian American
- Female
- Hispanic American
- Native

Name of Officers/Owners/Partners:

President: _____
Secretary: _____
Owner: _____

Vice President: _____
Treasurer: _____
Partner: _____

Small Local Business Enterprise Certifying Agency: _____

Current Business License Number (include a copy): _____

City or County/State: _____

6-Digit NAICS: _____ NAICS Description: _____
6-Digit NAICS: _____ NAICS Description: _____

DATE: _____



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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 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 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-reference statutes, in addition to being removed from 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



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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.

Required Documents for All Reciprocal Applicants	Included
IDENTIFICATION: Copy of Birth Certificate and Current 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 in one of the following counties, Clayton, Cherokee, Cobb, DeKalb Douglas, Fayette, Fulton, Gwinnett, Henry, Rockdale, and Spalding. You must have a current business license for one year prior to submission	
CERTIFICATIONS: Copy of current Certification Letter(s) from one or more of the following Municipalities: City of Atlanta, DeKalb County, Clayton County Water Authority, GDOT or SBA	