# MINORITY BUSINESS ENTERPRISE (MBE) AND 

WOMEN-OWNED BUSINESS ENTERPRISE (WBE)

## CERTIFICATION

Company name

| Street address | City | State | Zip |
| :--- | :--- | :--- | :--- |

Telephone number

## Date submitted

Type of business: Sole owner $\qquad$ Partnership/joint venture $\qquad$ Corporation $\qquad$
Federal Employer Identification Number $\qquad$
Number of years firm has been in business $\qquad$
Number of employees $\qquad$

## INSTRUCTIONS

Please fill out the form completely. The information is needed to determine a firm's eligibility to participate in the County's MBE/WBE program. If you need assistance with the form, please contact the Purchasing Department at 269-383-8967.

Return the completed form to: Kalamazoo County Purchasing Department
201 W. Kalamazoo Avenue
Kalamazoo, MI 49007
If the firm is certified by the State of Michigan, Department of Civil Rights as an MBE or WBE, a copy of the certification letter may be sent instead of completing the entire form. However, it is necessary to complete and return \#11, Bid categories.

# MINORITY BUSINESS ENTERPRISE PROGRAM 

## Minority and Female Status Information

1. Is the firm a minority business enterprise? (See definition below)
Yes $\qquad$ \% ownership
No $\qquad$

Indicate ethnic affiliation:
[ ]Black [ ]Hispanic [ ] American Indian/ [ ] Asian/ Alaskan Native Pacific Islander
2. Is the firm a woman-owned business enterprise? (See definition below)

Yes $\qquad$ \% ownership

No $\qquad$
Minority Business Enterprise is a business entity in which $51 \%$ or more of the voting shares and interest in the business is held by minority individuals and that the minority owner(s) has an acceptable level of management, investment and control of the company and is involved in the day-to-day operations of the business, and has the power to make policy decisions. An individual will be classified as a minority if that person is a member of any of the ethnic groups listed above and if that person is accepted as a member of the minority community.

Woman-Owned Business Enterprise is a business entity in which $51 \%$ or more of the voting shares and interest in the business is held by a female and that the female(s) has an acceptable level of management, investment and control of the company, and is involved in the day-to-day operations of the business and has the power to make policy decisions. A firm may not be classified as both a woman-owned and minority business enterprise.
3. Do the minority or female owners, partners or stockholders have the major:

| Control over management? | ] Yes | No |
| :---: | :---: | :---: |
| Capital investment? | [ ] Yes | No |
| Interest in earnings (commensurate with the claimed minority ownership?) | [ ] Yes | No |

4. Is the firm an affiliate or subsidiary of a larger firm? [ ] Yes [ ] No

If the answer is yes, give the name, address and telephone number of the larger firm.

## Name

## Name

Name
$\overline{\text { Address }}$ Telephone

Address
Telephone

Address
Telephone
5. Ownership of firm: Please identify below those people who own $5 \%$ or more of the firm.

| Title | (a) Name | (b) <br> Race | (c) Sex | (d) <br> Years of Ownership | (e) Ownership Percentage | (f) Voting Percentage |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Owner |  |  |  |  |  |  |
| President |  |  |  |  |  |  |
| V.Presiden |  |  |  |  |  |  |
| Secretary |  | - | - |  |  |  |
| Treasurer |  |  |  |  |  |  |
| Other |  | - | - | - |  |  |
| Other |  |  | - |  |  |  |

(If additional space is needed, please attach a sheet showing the requested information.)
6. If the firm is less than $100 \%$ minority owned, list the contributions of money, equipment, real estate or expertise of each of the owners.
$\qquad$
$\qquad$
$\qquad$
7. What were the gross receipts of the firm for each of the last two (2) years?

Year ending $\qquad$ \$ Year ending $\qquad$ \$ $\qquad$
8. Name of your bonding company, if any: $\qquad$
$\qquad$
9. Name, address and telephone number of the bonding agency you do business with:
$\qquad$
$\qquad$
10. State your bonding limit: $\qquad$
11. On the next page, check those categories in which you would like to be placed in the bid file.

Please check the categories below for which we should send you bid packages or contact for quotations.

| Advertising products | Dictation/recording equip. | Pest control services |
| :---: | :---: | :---: |
| Architects/engineers | Elevator maintenance | Photographic supplies/equipment |
| Asbestos abatement | Financing companies | __Plumbing supplies/equipment |
| Audiovisual equipment | Floor covering | _Police equipment/supplies |
| Audit services | Food products/supplies | Printing services |
| Automobiles | Food services | Radios |
| Auto parts, supplies, equipment | Forms | Recreational equipment |
| Auction services | _Furniture, office | _Recycling services |
| Airport | Gasoline | Safety equipment/supplies |
| Body shops | Household supplies | Security services |
| Bread products | _Industrial equip./supplies | Security systems, locks |
| Busses | Insurance | Telecommunications equipment |
| Cash registers | Janitorial services | Temporary employee services |
| Civil process services | Janitorial supplies | _Toys/games |
| Consulting firms | Kitchen equipment | Travel agents |
| CONTRACTOR | Laundry/dry cleaning services | Typewriter maintenance |
| Asphalt, paving | Laundry equipment | Typewriters |
| Concrete | Lawn/garden supplies | Uniforms |
| Demolition | Light bulbs | Vending services |
| Drywall, insulation, plastering | Lumber/hardware | Waste disposal services |
| Electrical | Marine equipment/supplies | Window cleaning |
| Excavating | Medical equipment | Other (specify) |
| General Building | Medical/pharmaceutical supplies |  |
| Landscaping | Medical services |  |
| Mechanical | Microfilm/fiche equipment |  |
| _Painting, papering | Microfilm storage |  |
| _Restoration | Milk and dairy products |  |
| _Roofing, siding, gutters | Movers |  |
|  | Mowers/tractors, lawn equip. |  |
| _Commissary services | Office equipment |  |
| _Computer equipment | Office equipment repair |  |
| _Computer supplies | _Office supplies |  |
| _Copiers | Paper and envelopes |  |
| Dental supplies/equip. | Paper towels/toilet paper |  |

