

# Local Business Enterprise (LBE) and PUC-LBE Certification Change Application

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### Directions

This is the paper version of the online LBE and PUC-LBE certification change application. The best way to complete this application is online: <u>https://sfcitypartner.sfgov.org/pages/BS3/login.aspx</u>. You may choose to complete the paper application if you are unable to submit the application electronically.

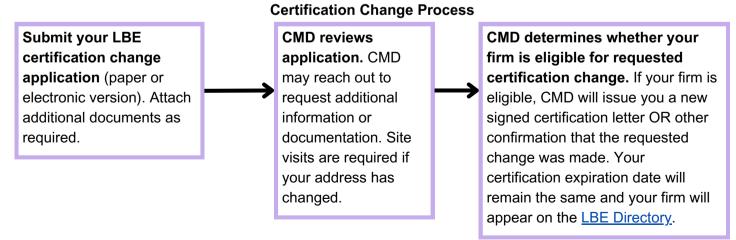
This paper application typically takes 5 minutes to complete.

Select each type of change you would like to make to your certification and attach required documentation as indicated.

**Important:** All firms must have a profile in San Francisco City Partner. CMD cannot finish processing this application unless you have created a profile. Register here: <u>https://sfcitypartner.sfgov.org/pages/BidderRegistration-BS3/bidder-registration-1.aspx</u>.

### Submission

Submit your application with documentation to lbecert@sfgov.org or Contract Monitoring Division, Attn: Certification Unit, 1455 Market Street Suite 16A San Francisco, CA 94103.



**Questions?** Contact CMD's Certification Unit at Ibecert@sfgov.org or sign up to attend a certification webinar here: <u>https://www.sf.gov/sign-cmd-1st-wednesday-workshop</u>

> Contract Monitoring Division (CMD) · https://www.sf.gov/cmd 1455 Market Street Suite 16A · San Francisco, CA 94103 (415) 554-0630 · LBECert@sfgov.org

| LBE and PUC-LBE ( | Certification | Change | Application |
|-------------------|---------------|--------|-------------|
|-------------------|---------------|--------|-------------|

| Firr | n name:  |  | *(                        | Supplier/bidder ID number | :      |  |
|------|--|--|---------------------------|---------------------------|--------|--|
|      | w do you want to change your c   |  |                           |                           |        |  |
|      | Name change. Attach documentatio<br>Have you updated your bidder/suppl<br>Provide clarification:   | 🗌 Yes 🔲 No                             |                           |                           |        |  |
|      | <b>Contact information change.</b> Provi<br>Have you updated your bidder/suppl   | 🗌 Yes 🔲 No                             |                           |                           |        |  |
|      | Name P   | hone Number(s)                         | Ema                       | il Address                |        |  |
|      | Address change. Attach signed lease<br>ownership e.g. property tax bill, deed<br>Have you updated your bidder/suppl<br>Provide an explanation and list new a   |  | berty) <u>OR</u> proof of |                           |        |  |
|      |  |  |                           |                           |        |  |
|      | Ownership change. Attach new owners' five most recently filed personal income tax returns not previously supplied to CMD <u>AND</u> recent verification of ownership (e.g. Stock Ledgers/Certificates, K1, 1125-E, Schedule G, Form 2553, etc.<br>Provide clarification: |  |                           |                           |        |  |
|      | Owner Name   | Years with<br>Firm                     | Ownership %               | Ethnicity                 | Gender |  |
|      |  |  |                           |                           |        |  |
|      | Are any owners/shareholders full-tim<br>Has any owner, partner, or officer of<br>Is any owner/shareholder a city emp   | │ Yes │ No<br>│ Yes │ No<br>│ Yes │ No |                           |                           |        |  |
|      | f yes to any questions in this section, provide clarification:   |  |                           |                           |        |  |
|      |  |  |                           |                           |        |  |
|      | Professional and/or contractor licens  | e numbers:                             |                           |                           |        |  |

**MBE/WBE/OBE designation change.** Attach documentation for each principal identified as an ethnic minority (for MBE designation) OR each principal identified as a woman (for WBE designation) e.g. passport, driver's license, birth certificate or other government documentation.

Provide clarification:

## LBE and PUC-LBE Certification Change Application

**Restriction change.** Attach relevant documentation.

Provide clarification:

**Update certification categories.** Attach three signed contracts or invoices in scope of work matching each new requested category. Proof of licensure may be required depending on the category requested.

List new requested certification categories or current certification categories requested for removal (list of all certification categories at <a href="https://bit.ly/LBECertCategories">https://bit.ly/LBECertCategories</a>):

Other certification change. Provide explanation.

The undersigned declares and swears under penalty of law that the statements made in this application are true, correct and complete. The undersigned further agrees to permit audits and examination of the books, records and files of the named firm to verify the information submitted in this application. Any material misrepresentation will be grounds for initiating criminal and civil actions under federal, state and local laws and for terminating any contract awarded pursuant to this Certification.

Signature

Date

Printed Name