



Local Business Enterprise (LBE) and PUC-LBE Initial Certification Application

Complete this application if your firm has never been certified as a LBE or PUC-LBE before and you would like to apply for LBE or PUC- LBE certification. Becoming a certified LBE helps small businesses compete in the City’s bidding process.

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Directions

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

The paper application is 2 pages long and typically takes 15 minutes to complete.

Before you begin filling out the application, gather your firm’s tax returns, San Francisco business registration, employee information, and professional license information. You must submit additional documentation to support your application.

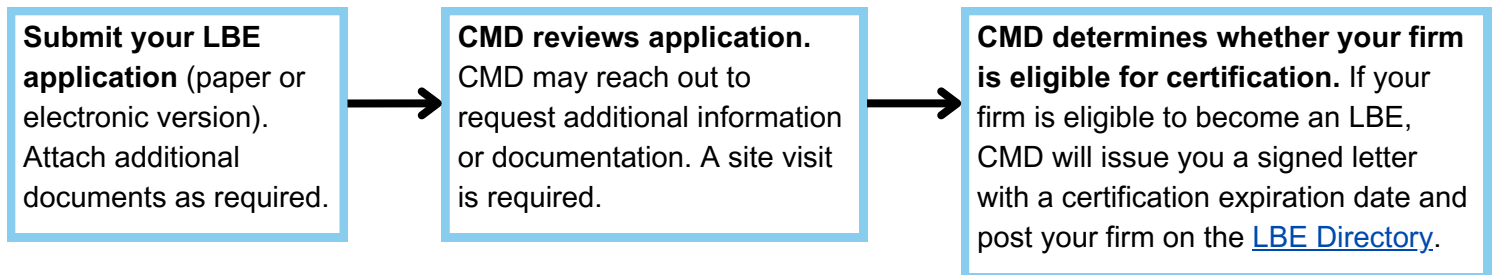
Important: All firms must have a profile in San Francisco City Partner. CMD cannot finish processing your application unless you have created a profile. Register here:

<https://sfcitypartner.sfgov.org/pages/BidderRegistration-BS3/bidder-registration-1.aspx>.

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.

Certification Process



Questions?

Contact CMD’s Certification Unit at lbecert@sfgov.org or sign up to attend a certification webinar here:

<https://www.sf.gov/sign-cmd-1st-wednesday-workshop>



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Questions with * are required. Answer all other questions relevant to your firm.

Firm Overview

*Firm Name: _____ *Supplier/Bidder ID Number: _____

*Is your firm's primary place of business outside of San Francisco, and are you seeking to participate in PUC Hetch Hetchy projects? PUC-LBEs must be headquartered in a SFPUC regional water service area zip code. Yes No
Find water service area zip codes here: <https://bit.ly/PUCLBEZipCodes>.

*Tax ID Number: _____ *SF Business Registration Number: _____

*Primary Place of Business Address:

*Check all that apply: Lease Own Home Office

*Is your firm a goods and materials supplier? Yes No

*Does your firm perform trucking/hauling? Yes No

If your firm has any additional business addresses, list locations in space below.

If your firm is applying for any **trucker/hauler** category, list locations used to park firm vehicles.

If your firm is applying for any **goods and materials supplier** category, list all warehouse locations.

*Firm Mailing Address:

*Contact Name: _____ *Phone Number(s): _____ *Email Address: _____

Owner Information

*Are you seeking a special designation?
 Yes, Minority-owned business (MBE) Yes, Women-owned business (WBE) No

*List all owners. Demographic information is required for firms seeking a special designation of Minority-owned Business (MBE) or Women-owned Business (WBE). If you need additional space, attach a separate page.

*Owner Name	*Years with Firm	*Ownership %	Ethnicity	Gender	*Professional and/or Contractor License Number(s)

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Owner Information (cont.)

*Has any owner, partner, or officer of your firm operated another firm in the last five years? Yes No

*Is any owner/shareholder a City employee? Yes No

*Has there been change in ownership of the firm at any time during the past five years? Yes No

*Are any owners/shareholders employees for another firm? Yes No

If yes to any of the above questions, provide clarification:

*List any person named in the previous owner table who has been associated with any other firm as an owner, general partner, limited partner, or officer at any time during the last five years. Identify the person, firm and date range of association.

Name	Other Firm Name	Begin Association	End Association

Employee Information

*How many employees does your firm have? _____

*Did your firm pay wages last year? Yes No

Certification Information

*List requested certification categories.

Find a list of all certification categories here: <https://bit.ly/LBECertCategories>.

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

Required Documents for LBE and PUC-LBE Initial Certification

Attach all documentation that applies to your firm. Check the box next to each document you attach.

***All Applicants** *All applicants must attach the following documents.*

- Verification of your business type (attach the document that applies to your firm):**
If **Partnership**: partnership agreement, OR
If **Corporation**: Articles of Incorporation, OR
If **LLC**: Articles of Organization, OR
If **Sole Proprietor**: personal income tax returns.
- Verification of place(s) of business for each business location:**
If you **lease**: signed lease AND proof of recent rent payment (if you lease) OR
If you **own**: proof of ownership e.g. property tax bill, deed.
- Verification of gross receipts:**
Your **FIVE** most recently filed business income tax returns (if your firm has filed less than five business income tax returns, send all returns you have previously filed).
- Verification of personal income tax returns:**
All owners must submit their **FIVE** most recently filed personal income tax returns.
- Verification of experience:**
Attach three recent proofs of experience (e.g. signed contracts or invoices) for each category requested documenting experience in each requested category.

Applicants with Employees *If your firm has employees, attach the following documents.*

- Employee and wage verification:**
Your most recently filed annual Federal W-3 AND
The corresponding DE9C payroll reports filed with the CA Employment Development Department for that year.

Applicants Seeking a Minority-owned Business (MBE) or Woman-owned Business (WBE) Designation *If you are applying for a MBE/WBE designation, attach the following documents.*

- Verification of MBE or WBE special designation:**
Documentation for each principal identified as an ethnic minority or a woman depending on special designation you are applying for e.g. passport, driver's license, birth certificate.

Supplier Applicants *If you are applying for any goods/material supplier certification category, attach the following documents.*

- Manufacturer's agreement(s):**
Manufacturer's agreement for each supplier certification category requested.
- Verification of warehouse location(s):**
If you **lease**: signed lease AND proof of recent rent payment OR
If you **own**: proof of ownership e.g. property tax bill, deed.

Required Documents

Trucker/Hauler Applicants *If you are applying for any trucking/hauling certification category, attach the following documents.*

- Verification of parking space:**
If you **lease**: signed lease AND proof of recent rent payment OR
If you **own**: proof of ownership e.g. property tax bill, deed.

- Vehicle ownership verification**
DMV Motor Carrier Permit AND
Proof of ownership (e.g. registration and title) for each vehicle.

Reminder



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