

BIRMINGHAM CONSTRUCTION INDUSTRY AUTHORITY

MINORITY BUSINESS ENTERPRISE DISADVANTAGE BUSINESS ENTERPRISE CERTIFICATION APPLICATION

APPLICATION FEE \$300

Name of Firm: _____

Address: _____

Mailing Address: _____

Phone Number () _____ Fax Number () _____ Cell Phone () _____

Sole Proprietorship
 Partnership
 Joint Venture
 Corporation
 LLC
 Other

Is your firm a current SBA 8(a) Contractor? Yes (___) No (___)
 (If Yes, attach a copy of the SBA 8(a) Certification)

Nature of Business (Products/services provided) _____

Number of years in business? _____ Date Established _____

Ownership: List of individuals who have ownership interest in the firm.

Name	Race	U.S. Citizen	Sex	Years of Ownership	Voting Percentage	Ownership Percentage

BCIA USE ONLY

CERTIFICATION:

MBE __ DBE __

APPROVED __ NOT APPROVED __

BY: _____ DATE: _____

Identify all Board of Directors, Corporate Officers or key personnel of firm.

Name	Title	Race	Sex

List the contributions of money, equipment, real estate or expertise of each of the owners (use additional sheets if necessary).

Name	Money	Equipment	Real Estate	Expertise

List major equipment and machinery owned by the firm (do not list rental of leased equipment).

Name	Race	Sex	Title

Control of Firm: Identify by name, race, sex and title in the firm those individuals (including owners and non-owners) who are responsible for day-to-day management and policy decision-making including but not limited to those with prime responsibility (use additional sheets if necessary):

A. Financial Decisions:

Name	Race	Sex	Title

B. Management Decisions:

Name	Race	Sex	Title

Estimating

Name	Race	Sex	Title

Marketing/Public Relations

Name	Race	Sex	Title

Hiring and Firing of Management Personnel

Name	Race	Sex	Title

Sales

Name	Race	Sex	Title

Signatory on Major Documents

Name	Race	Sex	Title

Management of Office Operations

Name	Race	Sex	Title

Supervision of Field Operations

Name	Race	Sex	Title

Is Business a franchise? Yes ___ No ___
 (If yes, please attach a copy of franchise agreement).

Is Business a subsidiary? Yes ___ No ___
 (If yes, please provide names of parent company, owner and copies of any contractual agreements).

For each of those individuals listed in item 11 provide a brief summary of the person's experience or resume and number of years with the firm, including the person's qualifications for the responsibility given him or her.

Have any of the officers, owners or management personnel conducted or are presently conducting business under another name? Yes ___ No ___
 (If yes, please provide the following):

Name	Business Name	Operation	Date(s)

Describe or attach a copy of any stock options or other ownership options that are outstanding; any agreements between owners or between owners and third parties which restrict ownership or control of minority or women owners.

Identify any owner or management official of your firm who is or has been an employee of another firm that has ownership interest in or a present business relationship with your firm.

Does your firm share any resources, (office facilities, storage space, equipment, personnel) with any other firm or individual?

What are the annual gross receipts of the firm for each of the last three years?

20__ \$_____ 20__ \$_____

20__ \$_____

Current number of company employee's _____

Current number of affiliate employee's _____

Name of Body Company, if any, _____

Bonding Limit _____

Source of letters of credit, if any _____

Are you authorized to do business in the City of Birmingham, and do you have all business licenses?

Yes ___ No ___

Are you authorized to do business in Jefferson County, and do you have all business licenses?

Yes ___ No ___ (If Yes, attach license)

Provide names of licensed individual(s) and of license(s)

Name	Types of License

Indicate if this firm or other firms with any of the same officers have previously received, or been denied certification of participation as a MBE, DBE or WBE. If so, attach a copy of notice of certification or describe the circumstances of denial.

If other firms or subcontractors doing business with the Birmingham Construction Industry Authority need suppliers or subcontractors, may we give them your firm's name? Yes ___ No ___

Do you have an Alabama General Contractor or Subcontractor license? Yes ___ No ___
(If so, please attach a copy of your license)

NOTE: The burden of proof of control and management of the business is on the applicant. The BCIA reserves the right to request any additional information deemed necessary to determine if a firm is certifiable. Failure to cooperate and/or provide requested information within the time specified is grounds for termination in the processing of your application for certification.

SUPPLEMENTAL INFORMATION FOR MBE/DBE CERTIFICATION

The following information should normally be submitted with this application. Failure to submit all of the required information will result in a delay and/or termination in the processing of your application for certification. Please present a complete packet at one time. All applications must submit the required documents for section A, B or C, as applicable to your form of legal organization.

Name of Business _____

NOTE: ALL APPLICANTS MUST SUBMIT A NARRATIVE EXPLAINING THEIR ECONOMIC AND SOCIAL DISADVANTAGENESS.

Required Documents by Form of Legal Organization (Complete either Section A, B, or C according to your form of legal organization.)

For a Sole Proprietor

1. Current and prior year Federal tax returns, including all schedules.
2. Resumes: Sole Proprietor, Superintendents, Foremen, and or Supervisors (Show education, training, and employment with dates.
3. Proof of capital invested.

For a Partnership

1. Current and prior year Federal tax returns, including all schedules.
2. Resumes of all partners showing education, training and employment.
3. Partnership agreement
4. Buy-out rights agreement
5. Profit sharing agreement
6. Proof of capital invested
7. Copies of third party agreements, i.e., rental or management service agreements.

For a Corporation

1. Current and prior year Federal corporate tax returns including all schedules.
2. Resumes of principals of your company showing education, training and employment with dates.
3. Certification of Incorporation.
4. Articles of Incorporation, including date approved by State.
5. Minutes of first and last corporate organization meeting.
6. Corporate By-laws.
7. Stock transfer ledger.
8. Proof of stock purchase.
9. Copies of third party agreements, such as rental or management service agreements (if applicable).
10. If a “foreign corporation” a copy of authority to do business in Alabama.

BCIA