

BIRMINGHAM CONSTRUCTION INDUSTRY AUTHORITY

MINORITY BUSINESS ENTERPRISE DISADVANTAGED BUSINESS ENTERPRISE CERTIFICATION APPLICATION

****Application Fee \$250.00****

1. Name of Firm _____

2. Address _____

3. Mailing Address _____

4. City _____ State _____ Zip _____

5. Phone Number () _____

6. Sole Proprietorship ___ Partnership ___ Joint Venture ___ Corp. ___ LLC ___ Other ___

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

8. Nature of Business (Products/services provided) _____

9. Number of Years in Business _____
Date Business Established _____

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

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

FOR BCIA OFFICE USE ONLY

CERTIFICATION: MBE ___ OR DBE ___

APPROVED ___ NOT APPROVED ___

BY: _____ DATE: _____

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

Name	Title	Race	Sex

12. 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

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

14. 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

(1) Estimating

Name	Race	Sex	Title
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(2) Marketing/Public Relations

Name	Race	Sex	Title
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(3) Hiring and Firing of Management Personnel

Name	Race	Sex	Title
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(4) Purchasing of Major Items or Supplies

Name	Race	Sex	Title
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(5) Sales

Name	Race	Sex	Title
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(6) Signatory on Major Documents

Name	Race	Sex	Title
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(7) Management of Office Operations

Name	Race	Sex	Title
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(C) Supervision of Field Operation:

Name	Race	Sex	Title
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15. Is Business a franchise? Yes _____ No _____
(If Yes, please attach a copy of franchise agreement).
16. Is Business a subsidiary? Yes _____ No _____
(If Yes, please provide names of parent company, owner and copies of any contractual agreements).
17. 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.
18. 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) of
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19. 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.

20. 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.

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

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

Year ending 20____ \$ _____ Year ending 20____ \$ _____
Year ending 20____ \$ _____
Current number of company employees _____
Current number of affiliate employees _____

22. Name of Bonding company, if any _____

Bonding Limit _____
Source of letters of credit, if any _____

23. a) Are you authorized to do business in the city of Birmingham, and do you have all business licenses?

Yes _____ No _____

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

Yes _____ No _____

(If Yes, attach license). Provide name(s) of licensed individual(s) and type of license(s).

Name

Types of License

24. 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.

25. 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 _____

26. 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.)

A. 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.

B. 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.

C. 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.

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