



MINORITY BUSINESS ENTERPRISE COUNCIL
Municipal Services Building
1401JFK Boulevard, Room 330
Philadelphia, PA 19102-1666
(215) 686-MBEC
FAX (215) 686-3878
JAMES A. ROUNDTREE, JR.
Director

CITY OF PHILADELPHIA

RE: RECERTIFICATION

Dear Certified Business Owner:

The Minority Business Enterprise Council, ("MBEC") is in the process of evaluating your business to determine whether it continues to qualify as a minority, women or disabled-owned business enterprise in accordance with criteria established by the City of Philadelphia's Disadvantaged Business Enterprise ("DBE") program. Enclosed is a recertification application to assist us in re-evaluating your firm. ***You must return the enclosed application with the required documentation within (30) days of the date of this letter. Failure to respond within the allotted time will result in the removal of your firm from the MBEC's Directory of Certified Businesses, and your firm will no longer be eligible to participate on City contracts as a certified business.***

This information form must be completed in ink or typed; signed; notarized; and returned to the MBEC's Certification Unit at the above listed address.

Upon receipt of all requested information, the recertification evaluation process will begin. During this process, your business will continue to be eligible to participate on City contracts as a minority, woman, or disabled-owned business. To facilitate the evaluation, the MBEC may request additional information and/or an interview with you at your place of business or the MBEC's office. Your failure to comply with requests for additional information or to permit an inspection of your business may result in termination of our review or a final determination, based on the information supplied.

If you have any questions, please contact MBEC Certifications Unit at (215) 686-3872.

We look forward to serving you.

Sincerely,

The Certification Unit of the MBEC

Enclosures

I. FINANCIAL

1. Provide gross receipts of your business for the last three (3) years:

a) year ending _____ Total receipts _____

b) year ending _____ Total receipts _____

c) year ending _____ Total receipts _____

2. Submit copies of business and personal tax returns for the last three (3) years.

All tax documents will be returned after completion of review.

(Personal financial statement attached — please complete)

3. Has the signatory authority on the commercial bank account changed since initial certification?

Yes No Attach copy of current bank resolution/signature cards.

4. Submit copies of new loan agreements and/or letters of credit indebteding your company certification.

5. Are you bonded? Yes No If yes, indicate bonding limit. \$ _____

II. OPERATIONAL

1. Do you rent, lease or own:

office space rent lease own

warehouse rent lease own

other facility rent lease own

Submit copy of lease.

a) Are warehouse facilities shared? Yes No

b) Days/Hours of operation _____

c) Estimated inventory \$ _____ as of _____

2. Has there been any change in equipment inventory since initial certification?

Yes No Submit equipment list.

3. Is this a union shop? Yes No

4. Submit copies of current insurances and licenses (i.e. business, professional, trade, etc.)

5. Has your firm performed as a Prime Contractor/subcontractor on any City of Philadelphia contracts since initial certification? If yes, list four (4) most recent contracts including:

BID NUMBER OR AGENCY	GOODS/SERVICES PROVIDED	CONTRACT AMOUNT	DATE

6. On a separate sheet of paper submit a list of clients.

III. ADMINISTRATIVE

1. Has the ownership of your firm changed since your initial certification by MBEC?

Yes No

a. If yes, indicate the current percentage of MBE/WBE, DS-DBE ownership:

MBE _____ % WBE _____ % DISABLED _____ %
 (include a copy of new stock certificates and stock transfer ledger)

b. List any changes in shareholders from initial certification:

NAME	RACE and/or ETHNICITY	SEX M/F	POSITION	% OF STOCK OWNED

2. Have changes occurred with the Board of Directors and/or Officers since initial certification?

Yes No

Submit copies of firm's most recent minutes from Board meetings.

3. Has management personnel changed since your initial certification?

Yes No

a) List current personnel by:

NAME	RACE and/or ETHNICITY	SEX M/F	POSITION	FT/PT	SALARY

4. Are any shareholders, directors, officers/employees of your business employed by other businesses:
 Yes No *If yes, identify them below by:*

NAME	TITLE	BUSINESS	FUNCTION

5. Submit copies of current certifications and denial letters from other agencies.

The undersigned does hereby swear that the foregoing statements are true and correct and include all material information necessary to identify economic disadvantaged of its owners and the ownership and control of

NAME OF BUSINESS

Further, the undersigned does covenant and agree to provide the City of Philadelphia, through the prime contractor, current, complete and accurate information regarding actual work performed on any project on which it works, the payment therefore and any proposed changes in any of the arrangements hereinabove stated and to permit the audit and examination of books, records and files of:

NAME OF BUSINESS

by authorized representatives of the City of Philadelphia. It is recognized and acknowledged that the statements herein are being given under oath and any material misrepresentation will be grounds for not awarding or terminating any contract which may be awarded in reliance hereon. It is further understood that engaging in any deceptive conduct for the purpose of obtaining or retaining this certification is punishable as a felony of the third degree under 18 Pa. C.S.A. 4107.2.

SIGNATURE OF FIRM'S AUTHORIZED REPRESENTATIVE

DATE

TITLE

State of _____

County (city) of _____

On this _____ day of _____ 20__ before me, appeared _____ the undersigned officer, personally, in the foregoing affidavit and acknowledged that he/she executed the same in the capacity therein stated and for the purpose therein contained.

In witness whereof, I hereto set my hand and official seal.

Notary Public

My commission expires _____

(seal)

**MINORITY BUSINESS ENTERPRISE COUNCIL
FOR RECERTIFICATION SUBMIT THE FOLLOWING**

- A. Notarized Recertification disclosure Affidavit – Update Application
- B. Complete and signed copies of 3 prior years U. S Individual Federal Income Tax Returns with W-2 Forms for each owner that owns 5% or more of company, including all schedule “C’s”. (If independent contractors are used submit copies of 1099 forms).
- C. Last three (3) three years’ financial statement prepared by a CPA.
- D. Complete and signed copies of (3) three prior years U. S. Corporate Income Tax Returns
- E. Complete and signed copies of (3) three prior years Philadelphia Business Privilege Tax Returns or business Tax number.
- F. Personal Financial Statement Form (list all financial assets i.e., insurance policies, stocks, bonds, IRA’s, properties, value of all businesses, jewelry, paintings, furniture, boats, etc.) for each owner and spouse.
- G. Current copy of Bank Signature Card and last two (2) months Bank Statements.
- H. Copies of all loan contracts, - Union Contracts and Union Transmittal dues statement.
- I. Copy of firm’s current Insurance certificate(s) including Work Men Compensation Certification.
- J. Copy of current licenses (i.e. Electrical Contractor, Plumbing, Registered Architect, Attorney, Asbestos, Tank Installation, etc.).
- K. Copies of current owned Car or Truck titles and Registrations and insurance.
- L. List of all equipment and dollar value.
- M. Current copies of resumes for all management personnel.
- N. Copy of written pledges, liens, rental/lease of plant, office space, warehouse or yard space, equipment rentals and/or purchase agreements and other ownership conditions (2) months-cancelled checks front and back).
- O. Copy of payroll summary (including full-time, part-time and seasonal employees with names and yearly Salaries).
- P. Copy of most recent minutes for Corporate Directors and Shareholders meetings.
- Q. Current copies of certification letters from other agencies (out of state businesses must submit a certification letter from home state’s Department of Transportation (i.e., NJ DOT, Penn DOT, NY DOT etc.).
- R. List of clients.
- S. Copies of stock Certificates and Stock Ledger (if new Stock certificates are issued submit cancelled check copies as proof of payment, checks front and back).

The Minority Business Enterprise Council reserves the right to request any additional information deemed pertinent to the recertification review of your firm and may request an inspection of your place of business. In addition, you may be requested to attend an interview at the MBEC Staff Office.

NOTE: ALL INCOMPLETE APPLICATIONS WILL BE RETURNED IMMEDIATELY.