



Supplemental



FACT SHEET

Certification Standards for Local Business Contract Equity Program

Business Classifications and Size Thresholds:

Local Business Enterprise (LBE)	Small Local Business Enterprise (SLBE)	Very Small Local Business Enterprise (VSLBE)
No Size Threshold	Professional Services: <ul style="list-style-type: none"> \$5 million in revenue averaged over most recent three year period Construction Companies <ul style="list-style-type: none"> \$10 million in revenue averaged over most recent three year period 	\$2 million in revenue averaged over most recent three year period

LBE/SLBE/VSLBE Certification Standards:

- The business must be located at a fixed commercial or residential address which constitutes a business location and where administrative, clerical, professional or productive work is being performed, relative to its contracts, and not a temporary or movable office, a post office box or a telephone answering service;
- A business which has an office outside of Alameda County in addition to an office within the County, must staff the Alameda County office with someone who is permanent, full-time, and in the employ of the business;
- The location of the business must have been within Alameda County for at least one (1) year prior to the award date;
- The business must have a valid business license or tax certificate from an Alameda County city or Alameda County dated at least one (1) year prior to the award date;
- The business must have proof of one or more past contracts citing the business address (such as contracts to perform work, to rent space or equipment, or for other business services);
- The business shall be considered *bona fide* if the owner(s) interests is real and continuing and not created merely for the purpose of meeting the objectives of the Authority's LBCE Program;
- The business may not act as a passive conduit without contributing an added value or actual portion of the work awarded.



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Local Business Contract Equity Program Questionnaire

Please check one or more of the following certification types.

Local Business Enterprise Small Local Business Enterprise Very Small Local Business Enterprise

Is certification related to an upcoming project? Yes No

If yes, please supply project name and bid date: _____

In addition to the Common Certification Application submit the following documents:

1. Current Business license or current Business Tax Certificate		
2. Lease or proof of ownership of real property for business location		
3. A signed equipment rental/purchase agreement or a contract to provide goods or services reflecting the local business address		
4. Proof of business income in the form of one of the following for the <u>previous three years</u> :		
SLBE and VSLBE Applicants Must Submit One of the Corresponding Set of Documents		
Sole Proprietorship Federal Tax Form 1040, including Schedule C	Partnership Federal Tax Form 1065, including Schedule K	Corporations Financial statement for the corporation Federal Tax Form 1120S, including Schedule E Federal Tax Form 4562

AFFIDAVIT

I, the undersigned, upon oath do hereby declare that I have read this application and all the information submitted, including information separately attached, is true, correct and complete to the best of my knowledge and belief. I am an owner of:

Name of Business _____

for which this application is made. I authorize the Alameda County Transportation Improvement Authority to investigate records of this business as necessary for making a determination as to whether certification should be granted. I AGREE TO PROMPTLY NOTIFY THE ALAMEDA COUNTY TRANSPORTATION IMPROVEMENT AUTHORITY OF ALL CHANGES AFFECTING THE INFORMATION SUBMITTED ON OR WITH THIS APPLICATION. I understand that submission of untruthful or misleading answers or failure to notify the Authority promptly of changes in location of this business are grounds for denial of certification, or may result in de-certification.

To be signed by an owner and officer of the business:

Signature Title

Printed Name Date Signed

NOTARY ACKNOWLEDGEMENT

On this day of _____, 20____, before me appeared (applicant name) to me personally known or who has demonstrated adequate evidence of identification, who being duly sworn, did execute the foregoing affidavit, and did state that he/she was properly authorized by (name of business) to execute the affidavit and did so as his/her free act and deed.

Seal

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Notary Public