C I T Y O F A T L A N T A

OFFICE OF CONTRACT COMPLIANCE
55 TRINITY AVENUE, SW, SUITE 1700
ATLANTA, GEORGIA, 30303
OFFICE (404) 330-6010
FAX (404) 658-7359

January 01, 2010

SBE Application (A)

Greetings prospective City of Atlanta certified Small Business Enterprise applicant:

The first step in having your business certified with the City of Atlanta is to obtain a City of Atlanta vendor number (supplier ID). The procedure to obtain a Supplier ID is a free, automated process that can be accomplished on-line. To register with the City of Atlanta and receive a vendor number, please do the following:

1) Go to the City's website: www.atlantaga.gov
2) Place mouse pointer on the top tab named "DOING BUSINESS"
3) Click on the link "Diversity in Business" in the drop down menu
4) Click on link to Office of Contract Compliance page
5) Scroll down to section entitled City of Atlanta Certification Process and click the "here" link to access the iSupplier portal and begin the process to obtain your supplier ID.

You may contact (404) 330-6203 should you require further clarification and/or instruction on the iSuppler Supplier ID process. Once you obtain your supplier ID, you can apply for SBE self certification.

Your business must be located within one of the following twenty county areas to be considered for certification in the City of Atlanta Small Business Enterprise Program. The twenty county areas includes: Barrow, Bartow, Carroll, Cherokee, Clayton, Coweta, Cobb, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, Newton, Paulding, Pickens, Rockdale, Spalding and Walton counties.

ALL questions on the SBE self certification application must be answered completely and ALL requested documentation must accompany the application. Submit the completed application and documentation to the Office of Contract Compliance. Failure to complete portions of the application and provide the required documentation will delay the certification process or result in denial of certification. Please contact Certification in the Mayor's Office of Contract Compliance at: (404) 330-6105 if you have any questions regarding the SBE self certification process.

Very sincerely,

Hubert Owens

City of Atlanta
Office of Contract Compliance

Small Business Enterprise Self-Certification Application (A)

(To Be Completed If Applicant Is NOT Currently An 8(a) firm or HUBZone firm with the United States Small Business Administration)

Business Name:_____

Street Address (including City, State, ZIP): _____

_____

Mailing Address (including City, State, ZIP):_____

_____

Telephone Number:_____ Fax Number: _____

City of Atlanta Supplier Identification Number:_____

Dun & Bradstreet Number: (Optional)_____

Federal Tax ID Number:_____

NAICS codes for your business (Enter up to three) _____ _____ _____

Name and Title of Contact Person:_____

E-mail address of Contact Person:_____

All City of Atlanta SBE Self-Certification applicants must review the SBA revenue and number of employee size standards identified by the North American Industry Classification System (NAICS) codes and ensure that, inclusive of any affiliates as defined by 13 C.F.R. Sec. 121.103, their organization does not exceed the applicable size standards for their industry pursuant to 13 C.F.R. § 121.201 (and further explained in 13 C.F.R. §§ 121.104 through 121.107). The standards may be accessed by visiting the Office of Contract Compliance (OCC) webpage at: http://www.atlantaga.gov/government/procurement/off_contractcomp.aspx . When you navigate to the OCC webpage, click on the link to (e-CFR)

Certification Statement:

(To Be Completed By An Officer of the Organization)

I, _____ (insert name of person making this certification statement), am authorized and have personal knowledge sufficient to make this certification on behalf of the above-named business.

Inclusive of any affiliates (as defined by 13 CFR § 121.103), the above-named business meets the size standards for a small business enterprise, as defined in Atlanta City Code § 2-1357 and 13 C.F.R. § 121.201 (as further explained in 13 CFR §§ 121.104 through 107).

I declare under penalty of perjury under the laws of the State of Georgia that the information provided in this form is true, complete, and correct.

Signature:_____

Title:_____

Date:_____

Completed SBE Applications may be mailed or presented to:

The City of Atlanta Mayor's Office of Contract Compliance
55 Trinity Avenue
Suite 1700
Atlanta, GA 30303