**INVITATION FOR BIDS (IFB) No.** **B-24-03, Landscaping Maintenance/Snow Removal Services**

# ATTACHMENT I

**CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3 PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY**

Name of Business

Address of Business

Type of Business: Corporation Partnership

 Sole Proprietorship Joint Venture Attached is the following documentation as evidence of status:

# For Businesses claiming status as a Section 3 resident-owned enterprise:

 Copy of resident lease Copy of receipt of public assistance

 Copy of evidence of participation Other evidence in a public assistance

program

# For Business entity as applicable:

 Copy of Articles of Incorporation Certificate of Good Standing

 Assumed Business Name Certificate Partnership Agreement

 List of owners/stockholders and Corporation Annual Report

% ownership of each Latest Board minutes appointing officers

 Organization chart with names and titles Additional documentation and brief function statement

# For Business claiming Section 3 status by subcontracting 25 percent of the dollar awarded to Section 3 business:

 List of subcontracted Section 3 business (es) and subcontract amount

# For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:

 List of all current full-time employees

 List of employee claiming Section 3 status

 PHA/IHA Residential lease less than 3

 Other evidence of Section 3 status less than 3 years from date of employment

Evidence of ability to perform successfully under the terms and conditions of the proposed contract:

 Current financial statement

 Statement of ability to comply with public policy

 List of owned equipment

 List of all contracts for the past two years

Authorizing Name (Business) Date

Authorizing Signature (Business)

Authorizing Name Date

(attested by)

Authorizing Signature (attested by)