



PORT TAMPA BAY

Re: Small Business Enterprise Certification

Dear Vendor:

Port Tampa Bay (PTB) welcomes your interest in the Small Business Enterprise (SBE) program. The PTB Board of Commissioners has adopted a policy to enhance contracting opportunities for SBE's in the PTB's construction, architecture, engineering, and goods and services contracts. The policy encourages the use of registered SBE firms to the greatest extent possible on all PTB projects. The PTB has a goal of nine-percent (9%) SBE participation for each contract.

The PTB invites your business to review the eligibility requirements listed below and if applicable complete the attached Vendor Registration Form. The SBE Policy as well as the Vendor Registration Form can be downloaded from the PTB website (www.porttb.com) - Select: ABOUT THE PORT, Select: PROCUREMENT INFORMATION).

An eligible SBE is a business that meets the following requirements:

- Independently owned and operated, employs twenty-five (25) or fewer permanent full-time employees, and whose gross annual sales averaged over the previous three (3) year period is \$3,000,000 or less for goods and services or \$5,000,000 or less for Construction Services; and
- Been in business at least six (6) months before an SBE application for that entity will be considered.

Qualified business entities within the PTB's seven (7) county area may be considered for SBE status. The seven (7) county area includes: Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk and Sarasota Counties. Small businesses with a SBE certificate / registration with the City of Tampa or Hillsborough County may also be added to the PTB's SBE list.

Please return the completed registration form along with the documents listed below to the PTB Procurement Department:

- One copy of your entity's current Business Tax Receipt (formerly known as Occupational License);
- The first page of your entity's 1120S Tax Forms for the past three (3) years.

If the application is approved, a letter verifying registration and a SBE Certificate along with information regarding Onvia (also known as DemandStar; an electronic bidding notification system) will be sent to the firm. In addition the firm's name will be included in the SBE vendor directory which is available to all prospective bidders through the PTB website.

Should you have any questions about the PTB SBE Program, please do not hesitate to contact me at (813) 905-5044.

Sincerely,



Donna Casey
Procurement Department

**SBE PROGRAM
VENDOR REGISTRATION FORM**

Business Name: _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State/Zip: _____

Phone w/area code: _____ Fax w/area code: _____

Federal Tax ID: _____ Email: _____

Briefly describe the principal type of product or service provided: _____

List the applicable Products/Services Categories (see attached): _____

If your firm is doing business under any other name(s) please list them: _____

Current Licensing (attach copies):

<u>Lic #</u>	<u>Type</u>	<u>Exp. Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Florida Counties you serve: _____

Insurance: Liability \$ _____ Workers' Comp \$ _____

 Bonding \$ _____ Longshore & \$ _____
Attached copy of current insurance certificate Harborworkers

Business Ownership:

___ African American ___% Ownership	___ Hispanic ___% Ownership
___ Alaskan Native ___% Ownership	___ Pacific Islander ___% Ownership
___ American Indian ___% Ownership	___ Women ___% Ownership
___ Asian ___% Ownership	___ Other ___% Ownership

Port Tampa Bay - 1101 Channelside Drive - Tampa, FL 33602

Vendor Registration (Continued)

If your company is registered with one of the following entities, please check all that apply and attach a current copy of the certification.

☐ Hillsborough County SBE

☐ City of Tampa SBE

Largest Contract Completed:

☐ \$0 - \$49,999

☐ \$200,000 - \$499,999

☐ \$50,000 - \$99,999

☐ \$500,000 - \$999,999

☐ \$100,000 - \$199,999

☐ \$1,000,000 and up

Gross Revenue for past 3 years: 20__ \$_____ 20__ \$_____ 20__ \$_____
(Attached 1st page of 1120S Tax Forms)

Number of Permanent Employees: _____

Business References:

Owner/Business Name	Project	Phone	Contracted Amount
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1. _____			
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2. _____			
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3. _____			
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Disclaimer: All information supplied to Port Tampa Bay (PTB) is true and exact to the best of my knowledge. False or misleading data may result in the loss of future orders, contracts, and other business with PTB. (The vendor is responsible for promptly reporting any material changes to the above information.)

Owner's Signature: _____ Date: _____

State of: _____

County of: _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20__, by _____, as _____ of _____, a corporation on behalf of said corporation, () who is personally know to me, or () who has produced the following identification: _____ (check one).

Name: _____ (print)

NOTARY PUBLIC

Commission No.: _____

Commission Expiration Date: _____

PORT TAMPA BAY
PRODUCTS/SERVICES CLASSIFICATION CATEGORIES

Instructions: You should match at least one (1) of the following codes to the commodities, products or services you are able to provide. Record the three (3) digit number on the appropriate line of the Vendor Registration Form.

PRODUCTS

005 Abrasives	100 Building/Structures (Fabricated & Pre-fabricated)
010 Acoustical Tile, Insulating Materials and Supplies	102 Cathodic Protection
15 Addressing Machine Supplies and Chemical Inks, etc.	103 Cellular Telephones
020 Air Compressors and Accessories	104 Cement Products
025 Air Conditioning, Heating, Ventilating Equipment, Parts and Accessories	105 Cleaning Compositions, Detergents, Solvents and Strippers (Prepackaged)
030 Appliances and Equipment (Household)	107 Clocks, Timers, Watches
035 Art Equipment and Supplies	110 Clothing, Apparel, Uniforms and Access.
040 Automotive Accessories (incl. Trucks)	114 Computers, Accessories, Paper, Supplies Peripherals
043 Automotive Parts (Used)	115 Computers, Hardware
045 Automotive Parts & Maint. Items (New)	116 Computers, Software
050 Automobiles and Transportation Equip. (including Dust Control Devices)	120 Concrete and Metal Culverts, Pilings, Pipe, Supplies & Accessories
055 Auto Shop Equipment & Supplies	125 Coolers, Fountains, Water (Drinking)
060 Badges, Emblems, Name Tags & Plates	130 Copier Supplies (Chemicals, Inks, Paper)
065 Bags (Plastic & Paper)	135 Data Processing Cards and Paper
067 Batteries	140 Decals and Stamps
070 Bearings (Except Wheel)	141 Doors (Garage, Fire & Rolling Steel)
075 Belts & Belting (Conveyor, Elevator, Power Transmissions & V-belts)	145 Draperies, Curtains & Upholstery Materials
080 Boats, Motors and Marine Supplies	150 Electrical, Cables and Wiring
085 Bookbinding Supplies	155 Electrical, Equipment and Supplies (Other than Cable/Wire)
090 Bricks & Other Clay Products (Refractory Material & Stone)	160 Embossing & Engraving
095 Builder's Supplies	165 Engineering Equipment, Instruments and Supplies (Including Survey & Drawing)

PORT TAMPA BAY
PRODUCTS/SERVICES CLASSIFICATION CATEGORIES

PRODUCTS (Continued)

170 Envelopes (Plain or Printed)	270 Markers, Plaques, Signs & Traffic Control Devices
175 Fax Equipment	275 Microfiche and Microfilm Equipment, Accessories & Supplies
176 Fax Supplies & Accessories	280 Office Machines, Typing Equipment & Accessories (Except Computers)
180 Fastening, Package & Strapping Supplies	285 Office Mechanical Aids, Small Machines & Apparatuses
185 Fencing	290 Office Supplies (Erasers, Inks, Leads, Pens, etc.)
190 Fertilizers & Soil Conditioners	293 Pagers/Beepers
191 Fill Material	295 Paint, Protective Coatings, Varnish, Wallpaper & Related Products
195 Fire Protection Equipment and Supplies	300 Painting Equipment & Accessories
200 First Aid/Safety Equipment and Supplies	305 Paper & Plastic Products (Disposable)
205 Flags, Banners, Poles and Accessories	310 Paper (for Office Use)
210 Floor Covering, Removal Equipment & Supplies	313 Paper (Blueprint)
215 Forms (Continuous Feed, Labels & Snap Outs)	315 Photographic Equipment, Fixtures & Supplies
220 Fuel, Oil, Grease & Lubricants	320 Plumbing Equipment, Fixtures & Supplies
225 Furniture, Cafeteria	323 Promotional Items
230 Furniture, Office	325 Radio Communications, Telephone, Telecommunication Equipment, Accessories & Supplies
233 Glass	327 Radios (2-Way)
235 Hand Tools, Accessories & Supplies	330 Rags, Towels & Cloths
240 Hardware, Keys, Locks & Related Items	335 Road & Highway Building Materials
245 Hoses Accessories & Supplies (Industrial, Commercial & Garden)	340 Road & Highway Materials (Not Asphalt)
250 Janitorial Supplies	345 Road & Highway Equipment (Grading, Earth Handling, Moving Packing, etc.)
255 Lawn Maintenance Equipment, Accessories & Parts	350 Roofing
260 Lumber & Related Products	
265 Machinery & Hardware (Industrial)	

PORT TAMPA BAY
PRODUCTS/SERVICES CLASSIFICATION CATEGORIES

PRODUCTS (Continued)

355 Safety Equipment & Supplies	373 Steel Supplies & Services
356 Scales/Weighing Devices	375 Tape (Video, Cassette)
360 Seed, Sod, Soil Inoculants	380 TV Equipment & Accessories
361 Signs	385 Tires & Tubes
365 Sound System Components & Accessories	390 Welding Equipment & Supplies
370 Spraying Equipment	

SERVICES

391 Aerial Photo & Mapping	422 Electrical Contracting
392 Air Charters	423 Environmental Services
393 Accounting Services	424 Energy Conservation Services
394 Air Conditioning Service & Repair	425 Equipment Maintenance, Reconditioning & Repair (Includes Auto & Marine)
395 Architect-Engineer & Other Professional Design Services	430 Equipment Maintenance, Reconditioning & Repair (General Equipment)
037 Asbestos Removal	435 Equipment Maintenance, Reconditioning & Repair (Office, Photographic, etc.)
396 Blueprinting	438 Glass Replacement & Repair
397 Boat Charters	439 Floor Covering Installation
400 Building Maintenance & Repair	440 Financial Services & Banking
401 Carpet & Upholstery Cleaning	441 Floral Services
403 Catering	446 Hazardous Materials (Handling, Disposal, Hauling, etc.)
405 Coffee Services	442 Hotels (including Banquet Facilities)
410 Communications & Media Services	443 Insurance Services
412 Computer Services	444 Interior Decorating
413 Construction Services	445 Janitorial
415 Courier	446 Labs/Testing (Concrete, Soils, Structural, Welding, etc.)
420 Data Processing Services	
421 Demolition	

PORT TAMPA BAY
PRODUCTS/SERVICES CLASSIFICATION CATEGORIES

SERVICES (Continued)

447 Landscaping	468 Recyclers
450 Lawn Maintenance	470 Rental/Lease of Equipment (Autos, Marine & Industrial)
449 Legal Services	475 Rental/Lease of Furniture & Equipment
451 Mailing Services	481 Rental/Lease of Sanitation Equipment
453 Marine Construction	485 Rental/Lease of Vending Equipment
454 Mitigation (Wetland)	489 Roofing Contractors
455 Movers	490 Sale of Surplus Property
456 Painting Contractors	494 Scale Balancing
457 Paving	495 Security & Safety
460 Personnel Agencies (Temporaries)	498 Site Clearing
463 Pest Control	496 Tank Installation, Removal & Repair (Above or Underground)
462 Plumbers Contractors	497 Towing
464 Pressure Washing	500 Travel
465 Printing, Publishing & Silk Screening	505 Upholstering
466 Radio Repair	
467 Real Estate (Appraisers & Consultants)	