

## Port Tampa Bay

Port Tampa Bay (PTB) administers Florida's largest and one of the nation's most diversified ports. Handling an array of materials from bulk and break bulk to containers and heavy lift project cargoes, PTB is the largest economic engine in all of west and central Florida. With more than 8 million residents and 55 million visitors, Central Florida is the state's fastest growing region and sits in Port Tampa Bay's backyard.

As PTB continues expanding to meet the needs of the global shipping community and local consumers, it is critical that the procurement of goods and services is performed in a manner that is both efficient and cost effective.

PTB strives to ensure that goods and services are solicited in a manner fair and equitable to all potential contractors and vendors including providing small businesses with opportunities to succeed and grow.

### Small Business Enterprise (SBE) Program

In an effort to promote that growth, PTB welcomes your interest in the Small Business Enterprise (SBE) Program. The PTB Board of Commissioners has adopted a written policy to enhance contracting opportunities for SBE businesses. The policy encourages the use of registered SBE businesses to the greatest extent possible on all PTB projects. PTB has a goal of nine percent (9%) SBE participation for each contract.

The SBE Policy is implemented by written procedures to ensure that SBE businesses have the opportunity to participate in the performance of contracts and the procurement of goods and services.

### Sheltered Market Opportunities

Additionally, the PTB's President & CEO may recommend to the Board that certain contracts be made available only to SBEs (Sheltered Market) businesses. Such designated projects and/or contracts or portions of contracts are based on economic feasibility. The President & CEO may waive or modify bid bonds and performance and payment bonds under the Sheltered Market objective.



**PORT TAMPA BAY**

1101 Channelside Drive  
Tampa, Florida 33602

[WWW.PORTTB.COM](http://WWW.PORTTB.COM)



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**Small Business Enterprise (SBE) Program**





## Do I qualify as an SBE?

The Port Tampa Bay SBE program is race, ethnic and gender neutral.

SBE eligibility requirements are listed below. If applicable, complete the on-line Vendor Registration Form.

Business must be located in one of the following seven (7) counties: Hillsborough, Hernando, Manatee, Pasco, Pinellas, Polk, or Sarasota.

- Independently owned / operated.
- Must be in business at least six (6) months.
- Employs twenty-five (25) or fewer permanent full-time employees.
- Gross annual sales averaged over the previous three (3) year period is \$3,000,000 or less for Goods / Services / Supplies or \$5,000,000 or less for Construction Services & Materials.

**Note:** Small businesses with a City of Tampa or Hillsborough County SBE certification may be added to Port Tampa Bay's SBE list.

**Note:** A Minority Business Enterprise (MBE) certification is NOT the same as a Small Business Enterprise (SBE) certification.

## How do I register as a SBE?

To register for the Port Tampa Bay SBE program, you must submit a complete registration packet.

The Port Tampa Bay SBE policy and registration packet is available on the Port Tampa Bay website.

- **GO TO:** [www.porttb.com](http://www.porttb.com)
- **CLICK:** CONTACT US
- **CLICK:** DEPARTMENTS
- **CLICK:** PROCUREMENT
- **DOWNLOAD:** SBE REGISTRATION
- **SUBMIT:** COMPLETED APPLICATION
- **PTB SBE CERTIFICATION:** If the application is approved, a letter verifying registration and a SBE Certificate will be provided to you.

Other documents available on-line include:

- SBE Policy
- SBE Report (PTB registered businesses)
- Future Projects List
- Procurement Calendar

## How do I learn about bids?

Port Tampa Bay competitively bids most procurement matters over \$15,000.

Competitive procurement processes are Noticed / Advertised not less than ten (10) days prior to bid deadline.

- Florida Sentinel Bulletin
- LaGaceta
- Tampa Bay Times
- American Association of Port Authorities
- Port Tampa Bay Website
- Port Tampa Bay administrative office lobby
- Email - Port Tampa Bay registered SBE firms are notified individually by email
- Onvia-DemandStar (e-Procurement Database System) [www.demandstar.com](http://www.demandstar.com)

**For additional information on the Port Tampa Bay SBE program, please contact:**

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