



Board of County Commissioners • Escambia County, Florida

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<http://myescambia.com/purchasing/vendor-registration>

Claudia Simmons, Manager
Office of Purchasing

Ref: Small Business Enterprise Initiative

Dear Valued Vendor registered with Escambia County Office of Purchasing,

Thank you for registering to do Business with Escambia County Board of Commissioners. Please review the attached Small Business Enterprise Application Form and consider submitting the completed form to assist the County's efforts with regard to tracking and increasing opportunities for Small Business Enterprises. Your information will be greatly appreciated. Please return the form with as much information as you currently have available at your earliest convenience to the Office of Purchasing. If financial information is not currently available, please submit the form with the other information requested and the financial information can be submitted at a later time. Please check the website for more information on the Small Business Enterprise Initiative and other information regarding the Office of Purchasing and the Vendor Procurement System at <http://myescambia.com/purchasing/vendor-registration>.

Please contact me at the numbers below for assistance and thank you for your assistance.

**Claudia Simmons, Manager
Office of Purchasing
Escambia County Board of Commissioners
213 Palafox Place, 2nd Floor, Suite 200
Pensacola, Florida 32502
(850) 595-4987 FAX (850) 595 4805**

claudia_simmons@co.escambia.fl.us

SMALL BUSINESS ENTERPRISE PROGRAM CERTIFICATION APPLICATION

NAME OF BUSINESS: _____

VENDOR NUMBER (MUST BE ESTABLISHED AS A VENDOR TO PARTICIPATE): _____

MAILING ADDRESS OF BUSINESS:

PHYSICAL ADDRESS OF BUSINESS (IF MAILING IS PO BOX):

PHONE: _____ FAX: _____ EMAIL: _____

NAME(s) OF OWNER(s): _____

NUMBER OF EMPLOYEES (INCLUDING FULL, PART TIME, LEASED): _____ (MUST BE LESS THAN 10)

Documents to be provided:

- 1) **Financial Statement: Notarized financial statement (such as a balance sheet) for the business and each of the owners dated within the last twelve months. (Business and all owners must have aggregate net worth of 1 million dollars or less to be eligible)**
- 2) **Most current tax form for business (1040 schedule C, or 1120S, or equivalent)**
- 3) **Most recent State of Florida annual report indicating business has been established more than one year, if applicable. If sole proprietor, then one previous tax year 1040 schedule C.**

***Proof of current certification with the Florida Office of Supplier Diversity may be accepted in lieu of the foregoing documentation.**

I attest the information contained in this application is true and accurate as it relates to the submitting business and each of the owners.

_____ OWNER _____ DATE

_____ OWNER _____ DATE

***THE FOLLOWING DISCLOSURE IS OPTIONAL AND SHALL BE FOR DATA COLLECTION PURPOSES ONLY IN ORDER TO ASSESS AND PROMOTE DIVERSITY IN THE COUNTY'S PROCUREMENT PROCESS:**

1. Is this business at least 51% owned and operated by female members: ___ Y ___ N
2. Is this business at least 51% owned and operated by minority members, which shall mean any of the following groups: a) African American; b) Hispanic American; c) American Indian; or d) Asian American: ___ Y ___ N



SMALL BUSINESS ENTERPRISE INITIATIVE

Pursuant to Sec. 46-111 of the Escambia County Code of Ordinances, Escambia County has established a Small Business Enterprise (SBE) Program. The program is intended to identify eligible small businesses and encourage SBE participation in the County's procurement process. In order to be eligible for the SBE program, your business must meet the following requirements:

- (a) The business must currently perform a *commercially useful business function*;
- (b) The business must be a local business as defined in Sec. 46-110;
- (c) The business must be an independently owned and operated, for-profit entity;
- (d) The business may employ 10 or fewer full time employees; and
- (e) The business may have a net worth of not more than one million dollars.

If you are interested in participating in the Escambia County SBE Program, please submit the enclosed certification application to the Office of Purchasing, 213 Palafox Place, 2nd Floor, Pensacola, Florida 32502.

If you should have any questions or concerns, please contact the Office of Purchasing at (850) 595-4980.

Sincerely,

Claudia Simmons
Purchasing Manager