



Re: Small Business Enterprise Registration

Dear Contractor / Consultant / Supplier:

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

PTB invites you to review the eligibility requirements listed below and, if applicable, complete and submit the attached Vendor Registration Form. The SBE Policy, as well as other forms and reports, can be downloaded from PTB's website (www.porttb.com/procurement).

SBE eligibility requirements are listed below:

- Company is independently owned and operated, in business at least six (6) months, and have gross annual sales averaged over the previous three (3) year period of \$5,000,000 or less for goods and services or \$8,000,000 or less for construction services; and
- Maintain an office within the seven (7) county area that includes: Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk and Sarasota counties.

If the business meets the eligibility requirements, please return the completed registration form along with the documents listed below via email to dcasey@tampaport.com.

- Current Business Tax Receipt;
- First page of the entity's 1120S Tax Forms for the past three (3) years or current SBE Certificate from the City of Tampa or Hillsborough County;
- Proof of registration with the State of Florida (<https://dos.myflorida.com/sunbiz/>) to do business within the State;
- Current Certificate of Insurance showing coverages for Workers' Compensation & Employers' Liability, Commercial General Liability and Business Automobile Liability.

If the application is approved, you will receive an email verifying registration and an SBE Certificate along with information regarding Demandstar. PTB issues procurements through Demandstar's eProcurement distribution system (www.demandstar.com) which ensures registered contractors, consultants and suppliers receive automatic notification of all procurement documents, including addenda, letters of clarification and contract award notices. Demandstar will also notify you of bidding opportunities with PTB.

Your firm's name will be included in the SBE vendor directory that is available to all prospective bidders through PTB's website.

Should you have any questions about the PTB SBE Program, please do not hesitate to contact me. I may be reached via email to dcasey@tampaport.com.

Sincerely,

Donna L. Casey

Donna L. Casey
SBE & Contracts Manager

PORT TAMPA BAY

SMALL BUSINESS ENTERPRISE (SBE) APPLICATION

Each SBE applicant is required to provide relevant information in order to evaluate the applicant prior to certification. This information includes, but is not limited to the information requested on this form. All requested information must be furnished before the business entity will be evaluated.

Date of Application: _____

Applicant Business Name: _____

d/b/a name (if applicable) _____

SBE Contact Name: _____

Mailing Address: _____

Physical Address (if different): _____

Florida County Location: *Hernando Hillsborough Manatee Pasco Pinellas Polk Sarasota*

Telephone Number: () E-mail: _____

Website Address: _____

Business Federal ID No. (or owner's Social Security No.):

Type of Business Ownership: _____ Sole Proprietor _____ Partnership _____ Corporation _____ Years in Business
(date established) (date established) (date established)

Identify all owners/shareholders for applicant firm: (attach separate sheet if necessary)

Name of Owners/Shareholders	Address	Ownership %

Is the applicant firm a franchise, subsidiary or affiliate of another company(s): YES NO

Identify all companies and identify ownership interest: (attach separate sheet if necessary)

Name of Owners/Shareholders	Address	Ownership %

If any owner of the applicant firm has ownership interest in another firm, please indicate: (attach separate sheet if necessary)

Name of Owner	Name of Business/Percent of Interest	Relationship

Specify firm's annual gross receipts (sales) for the past three (3) years: (attach 1st page of 1120S Tax forms for each year listed)

(a) Year Ended: 20 Total Receipts: \$

(b) Year Ended: 20 Total Receipts: \$

(c) Year Ended: 20 Total Receipts: \$

Number of employees on Payroll:	Full-time	Part-time	Leased
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PORT TAMPA BAY

SMALL BUSINESS ENTERPRISE (SBE) APPLICATION

List three (3) largest projects / contracts (or sales made) completed within the last three (3) years:

Description of Work	No. of Employees	Contract Amount	Yr. Contract Completed	Owner Name	Owner Telephone

List three (3) largest projects / contracts (or sales made) currently in progress:

Description of Work	No. of Employee	Contract Amount	Yr. Contract Completed	Owner Name	Owner Telephone

What is the amount of the largest project / contract completed by applicant: _____

Percentage of work typically self-performed on applicant's projects/contracts: _____

For projects/contracts awarded to applicant firm, identify those trades services, etc., that are generally self-performed:

List all products/services provided by applicant business (include NIGP code(s) from DEMANDSTAR registration or attached list)

List all current licenses/permits held by any owner and/or employee of the business

Name of license / permit holder	License Type	License Number	State or County	Expiration Date

Has the applicant previously been registered/certified as a Small Business Enterprise organization?

YES

NO

(if YES, specify the following)

PORT TAMPA BAY

SMALL BUSINESS ENTERPRISE (SBE) APPLICATION

Note: PTB SBE program accepts City of Tampa and Hillsborough County SBE Certification (attach. current certification / denial letter)

Type of Certification	Certifying Agency	Expiration Date

Proof of Insurance: Current Certificate of Insurance must show minimum coverages for Workers' Compensation & Employers' Liability, Commercial General Liability and Business Automobile Liability (additional coverage may be requested based on specific project and a scope of work).

Is the applicant business bonded: Yes No **If yes, Bond Limit:** \$ _____

Name of Bonding Institute	Name of Insurance Agent/Broker	Telephone

Ethnicity/Gender of Business Ownership:

_____ African American _____% Ownership	_____ Hispanic American _____% Ownership
_____ Asian American _____% Ownership	_____ Native American _____% Ownership
_____ Caucasian _____% Ownership	_____ Other _____% Ownership
_____ Male _____ Female	Specify "Other" _____

Note: Please complete all questions in full. Questions not applicable should be marked "N/A"

Attachments:

Business Tax Receipt	1st page of 1120S Tax forms for each year listed or
State of Florida Sunbiz Registration	Reciprocal Agency SBE Certifications
Current Certificate of Insurance	

Disclaimer: All information provided 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 applicant is responsible for promptly reporting any material changes to the above submitted information.

Signature of Company's Authorized Representative: _____ Date: _____

STATE OF: _____ COUNTY OF: _____

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20____, by _____, who is personally known to me or has produced _____ as identification and did take an other.

In witness thereof, I hereunto set my hand and official seal.

Notary Public Signature

Printed Name of Notary

**RETURN COMPLETED APPLICATION
AND DOCUMENTS TO:**

ATTN: Donna Casey, SBE & Contracts Manager
Port Tampa Bay
1101 Channelside Drive
Tampa, Florida 33602
dcasey@tampaport.com

TAMPA PORT AUTHORITY
PRODUCTS/SERVICES CLASSIFICATION CATEGORIES

Instructions: You must match at least one of these codes to the commodities, products or services you are able to provide. Then record the three 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)

TAMPA PORT AUTHORITY
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)	

TAMPA PORT AUTHORITY
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	

TAMPA PORT AUTHORITY
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)	