



DETROIT METRO • WILLOW RUN
WAYNE COUNTY AIRPORT AUTHORITY

**SMALL BUSINESS ENTERPRISE
(SBE)**

**CERTIFICATION
APPLICATION**

Published
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Wayne County Airport Authority
SMALL BUSINESS ENTERPRISE (SBE) CERTIFICATION APPLICATION

SBE Program Eligibility Requirements:

1. Business headquarters or principal place of business is located within one of the following Michigan counties: Wayne, Washtenaw, Macomb or Oakland; and
2. Average gross annual receipts over the most recent three-year period did not exceed five million dollars (\$5,000,000) for construction contractors or three million dollars (\$3,000,000) for providers of other goods and services; and
3. Has been in business for a minimum of one (1) year; and
4. Firm must complete a Wayne County Airport Authority (Airport Authority) SBE Certification Application and submit all required supporting documentation.
 - a) If firm is certified as a “small business” (as specified below) or as a “disadvantaged business” (as specified below) indicate in the space provided.
 - i) A “small business” must be certified by the Small Business Administration (SBA) or by one of the counties designated above.
 - ii) A “disadvantaged business” must be certified by one of the certifying agencies of the Michigan Unified Certification Program (MUCP).
 - b) Supporting documentation includes:
 - i) Proof of business location within one of the counties designated above, such as a copy of a deed or lease agreement.
 - ii) Copies of signed and dated Tax Returns (gross receipts) for the three (3) most recent years.

The SBE Certification Application may be submitted to the Airport Authority at any time. However, to receive the applicable equalization credit in connection with a specific bid, proposal, response or quote, the applicant must submit the completed SBE Certification Application and all required supporting documentation by the solicitation submission deadline date.

SBE Certification is awarded by the Airport Authority for a two (2) year period. To continue in the SBE Program, firms must renew their certification **every two years.**

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Program Overview:

The Small Business Enterprise (SBE) Program at the Wayne County Airport Authority (Airport Authority) is designed to increase opportunities for qualified small businesses located within the Michigan counties of Wayne, Washtenaw, Macomb or Oakland and to participate in non-federally funded Airport Authority contracts.

Certified SBE firms that submit bids, proposals, responses or quotes in response to Airport Authority solicitations for goods and services will be eligible to receive an equalization credit.

The application of the equalization credit is dependent upon the type of solicitation. When price is the only factor in determining the award of a contract, the amount bid or proposed by a SBE firm will be reduced by a percentage (as specified below) of the lowest bid submitted by a non-SBE firm. When contracts are awarded based on multiple evaluation criteria (e.g., years of experience, price, etc.), the SBE firm will receive additional points equal to a percentage (as specified below) of the total available points.

The percentage of the equalization credit depends on the value of the contract being solicited. For contracts valued at or below \$100,000, a 3% equalization credit is available. For contracts valued above \$100,000, a 2% equalization credit is available. A non-certified SBE firm may receive a 1% equalization credit on any size contract if they submit a bid, proposal, response or quote that includes subcontracting opportunities for certified SBE firms valued at 30% or more of the overall contract value. A certified SBE contractor will be treated as a non-certified SBE contractor when more than 50% of the work bid, proposed or quoted is to be completed by a non-certified SBE subcontractor.

The following example shows how the equalization credit will be used to determine the successful bidder on a contract valued under \$100,000, when price is the only factor in determining the award of the contract:

Bidder A --- \$60,920 --- (claims small business and is certified as an Airport Authority SBE)
Bidder B --- \$60,650 --- (claims small business but is not certified as an Airport Authority SBE)
Bidder C --- \$60,350 --- (does not claim small business)

In this example, the equalization credit is computed as follows:
 $\$60,350 \times 3\% = \$1,810.50$

The certified Airport Authority SBE bid is reduced by the amount of the equalization credit as follows:
Bidder A --- $\$60,920.00 - \$1,810.50 = \$59,109.50$

Bidder A would be awarded the contract. While the equalization credit is calculated to determine the lowest bidder, the application of the credit does not affect the actual price of the bid. Bidder A will be awarded the contract for \$60,920—the bid amount.

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The following example illustrates how the equalization credit will be used to determine the successful proposer on a contract valued under \$100,000, when contracts are awarded based on multiple evaluation criteria (e.g., years of experience, price, etc.). In the example, there are three (3) evaluation committee members who can each assign up to 100 points, for a maximum score of 300 points.

The contract is valued at \$90,000.
Happy Days, Inc. is a Certified SBE Firm and receives a 3% point credit (based on the maximum points available).
Sunshine Co. is not a Certified SBE, but has subcontracted 40% of the work to a SBE Firm and receives a 1% point credit.
Blue Skies Today is a Certified SBE Firm and receives a 3% point credit.
Red Letter Days is not a Certified SBE Firm and receives no credit and therefore, no additional points.

The credit percentage is then multiplied by the maximum points available (300).

The equalization credit for Happy Days, Inc., is computed as follows:
 $300 \text{ points} \times 3\% = 9 \text{ points}$. $9 \text{ points} + 243 \text{ points} = 252 \text{ points}$.

Happy Days, Inc., now has the greatest number of points (252 points) and would be awarded the contract.

To receive an equalization credit for a particular project, firms must either already be Airport Authority SBE certified or apply for Airport Authority SBE certification by the solicitation submission deadline date and subsequently be approved for certification.

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CONTACT INFORMATION		
Company name:		Federal Tax ID Number:
Headquarter Address:		County:
City:	State:	ZIP Code:
Phone:	Fax:	Website:
Other Business Address(es) (if applicable):		County:
City:	State:	ZIP Code:
Phone:	Fax:	Website:
Authorized Contact Name:		Contact Title:
Contact Phone:	Contact Fax:	Contact E-Mail:

BUSINESS INFORMATION	
List the names and titles of all individual owners and officers of the firm:	
Date firm became active and operational:	Current number of employees:
Has the firm filed the appropriate income tax returns for every year that it has earned income? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, why not?	
Is the firm current on its payments of real and/or personal property taxes? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, why not?	
List the gross receipts of the firm for the three (3) most recent years: NOTE: Applicants must attach copies of signed Tax Returns (gross receipts) for the three (3) most recent years to this application. If applicant has been in business for less than three (3) years, all available information must be provided.	
YEAR: 20____	\$
YEAR: 20____	\$
YEAR: 20____	\$
Company is Certified:	<input type="checkbox"/> As a "Small Business" by: <input type="checkbox"/> Wayne County <input type="checkbox"/> Washtenaw County <input type="checkbox"/> The Small Business Administration (SBA) <input type="checkbox"/> Oakland County <input type="checkbox"/> Macomb County
	<input type="checkbox"/> As a "Disadvantaged Business" by a certifying agency of the Michigan Unified Certification Program (MUCP)
If Company is Certified (see above) Skip to "BUSINESS TYPE INFORMATION SECTION"	

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Company Name: _____

Applicants must answer each of the eight (8) questions below to identify potential affiliate businesses. All business relationships meeting any or all of the criteria below may be considered to be affiliated, even if no business income was generated.	
During any one (or all) of the three (3) most recent tax years, did the Applicant Firm or its Individual Owners and Officers:	
1) Have a controlling ownership in another business?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2) Share or have common owners with another business?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3) Share or have common management with another business? ("Management" refers to the owners and officers that control the business' decisions and day-to-day operations.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4) Have a family member(s) engaged in a similarly or commonly related business activity as the applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5) Have a financial relationship with another business, consisting of loans and/or assistance to meet bond/security or credit requirements? (Exclude those with public financial institutions.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6) Have a contractual relationship between the Applicant Firm and another company consisting of Assignments, and/or transfer of Title(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7) Share facilities, equipment or systems with another business?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8) Share employees with another business?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered Yes to any of the questions above, complete the table below.	
<u>Name of Related Business</u>	<u>Relationship to Applicant Firm (parent company, subsidiary, etc.)</u>
1)	
2)	
3)	

BUSINESS TYPE INFORMATION				
Type of Business Structure:	<input type="checkbox"/> Sole proprietorship		<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation (For Profit)
	<input type="checkbox"/> Limited Liability Co.		<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Other:
Type of Industry:	<input type="checkbox"/> Construction	<input type="checkbox"/> Finance/Insurance	<input type="checkbox"/> Goods – Manufacturing	<input type="checkbox"/> Goods – Retail
	<input type="checkbox"/> Goods – Wholesale	<input type="checkbox"/> Professional Services	<input type="checkbox"/> Architecture	<input type="checkbox"/> Transportation
	<input type="checkbox"/> Electrical	<input type="checkbox"/> Engineering	<input type="checkbox"/> Information Technology	<input type="checkbox"/> Other:
Describe the primary activities of your firm:				

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Company Name: _____

List the North American Industrial Classification System (NAICS) Codes (found at www.naics.com) and the National Institute of Government Purchasing (NIGP) Codes (found at http://www.waynecounty.com/epurchasing/NIGPLookupM.asp) that correspond with the products and/or services your firm can provide to the Airport Authority.					
NAICS 1	NAICS 2	NAICS 3	NAICS 4	NAICS 5	NAICS 6
NIGP 1	NIGP 2	NIGP 3	NIGP 4	NIGP 5	NIGP 6
Are licenses or permits required for the type of business you conduct? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, complete the table below.					
<u>Name of License/Permit Holder</u>		<u>Type of License/Permit</u>		<u>State and License Number</u>	
1)					
2)					
3)					
List the three (3) largest contracts completed by your firm in the three (3) most recent years:					
<u>Name of Owner/Contractor</u>		<u>Name/Location of Project</u>		<u>Type of Work Performed</u>	
1)					
2)					
3)					

How did you learn of the Small Business Enterprise (SBE) Program?

- _____ **A Prime Contractor informed me of the Program.**
- _____ **A Wayne County Airport Authority (WCAA) SBE informed me of the Program.**
- _____ **A WCAA Staff Person informed me of the Program.**
- _____ **At a WCAA sponsored outreach event.**
- _____ **At an outreach event sponsored by an entity other than the WCAA.**
- _____ **Other** _____

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AFFIDAVIT**

For a firm to be considered for Wayne County Airport Authority (Airport Authority) SBE Certification, this form must be signed by an authorized representative and notarized.

I, _____ (printed full name) affirm under penalty of law that I am _____
(position title) of applicant firm _____ (firm name).

I affirm that I understand all of the questions in this Certification Application and attest that all of the responses and statements in this Certification Application, attachments and supporting documents are true and correct to the best of my knowledge. I recognize that the information submitted in this application is for the purpose of approval by the Wayne County Airport Authority for participation in the SBE Program. I understand that the Wayne County Airport Authority may, by means it deems appropriate, determine the accuracy and truth of the statements in the SBE Certification Application for the purpose of verifying the information supplied and determining the named firm's eligibility.

I agree to submit to audit, examination and review of books, records, documents and files, in whatever form they exist, of the named firm and its affiliates, inspection of its place(s) of business, and to permit interviews of its principals, agents, and employees in connection with this SBE Certification Application and if applicable, with participation in the Airport Authority SBE Program. I understand that refusal to permit such inquiries shall be grounds for denial of SBE certification and/or revocation of SBE certification if granted.

If awarded a contract or subcontract, I agree to promptly and directly provide the prime contractor, if any, and the Airport Authority current, complete and accurate information regarding: (1) work performed on the project; (2) payments; and (3) proposed changes, if any, to the foregoing arrangements.

I acknowledge and agree that any misrepresentations in this application or in records pertaining to a contract or subcontract will be grounds for terminating any contract or subcontract which may be awarded; denial or revocation of SBE certification; debarment from Airport Authority contract award(s); and for initiating action under federal and/or state law concerning false statements, fraud or other applicable offenses.

To the best of my knowledge, the applicant firm meets the following criteria: (1) business headquarters or principal place of business is located within one of the following Michigan counties: Wayne, Washtenaw, Macomb or Oakland; (2) average gross annual receipts over the most recent three-year period did not exceed five million dollars (\$5,000,000.00) for construction contractors or three million dollars (\$3,000,000.00) for all other contractors; and (3) has been in business for a minimum of one (1) year. I certify that I will notify the Wayne County Airport Authority Procurement Division within thirty (30) calendar days in the event that my firm no longer meets the criteria of this Affidavit or of any changes to the information reported in the SBE Certification Application. I understand that failure to notify the Airport Authority Procurement Division within thirty (30) calendar days of any such change may result in revocation of certification as an SBE.

I further certify that I have the authority to execute this affidavit and give the above assurances.

Signature* of Authorized Representative _____ Date _____

**Original signature is required. Electronic signatures will not be accepted.*

NOTARY CERTIFICATE:

Sworn to and subscribed before me this _____ day of _____, 20_____.

My commission expires: _____

Signature

Printed Name

Notary Public, State of Michigan, County of _____

Acting in the County of _____

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Required Document Checklist:

- Completed Small Business Enterprise (SBE) Certification Application
- Notarized Affidavit
- Proof of location of business headquarters or principal place of business within the Michigan counties of Wayne, Washtenaw, Macomb or Oakland, such as a copy of a deed or lease agreement
- Copies of **signed and dated** Tax Returns (gross receipts) for the three (3) most recent years.
(If applicant has been in business for less than three (3) years, provide all available information.)
- Completed Internal Revenue Service Form W-9, Request for Taxpayer Identification Number

Submit all Required Documents to:

Wayne County Airport Authority – Procurement Division
Detroit Metropolitan Wayne County Airport
L. C. Smith Building - Mezzanine
Detroit, Michigan 48242
Phone: (734) 247-7900