

COLUMBUS PUBLIC SCHOOLS

737 East Hudson Street Columbus, Ohio 43211 Phone: 614-365-5820 Fax: 614-365-6763

LOCAL ECONOMICALLY DISADVANTAGED ENTERPRISE CERTIFICATION AFFIDAVIT

The Board of Education seeks to include Local Economically Disadvantaged Enterprises (LEDEs) in all aspects of its contracting for construction, professional and non-professional services as well as the procurement of all goods. The Columbus Public Schools ("CPS") seeks to achieve the goal of awarding contracts and procurements to LEDEs which represent at least twenty percent (20%) of all dollars spent on an annual basis. CPS is committed to ensuring that all citizens and/or lawfully admitted permanent residents in the school district community who are qualified contractors, subcontractors, professionals, suppliers and other service providers have a fair and equitable opportunity to participate in contracting and procurement activities. As such, qualified contractors, subcontractors, professionals, suppliers, and other service providers that satisfy the requirements of the LEDE program are encouraged to complete this certification.

DEFINITIONS:

"Local" means, with respect to an enterprise, that the enterprise has (A) its principal place of business within Franklin County, Ohio as determined by the payment of real or personal property taxes on property located in such county for not less than one taxable year immediately prior to the date of determination or (B) more than 50% of its full-time employees residing within the boundaries of the school district.

"Economically Disadvantaged" means, with respect to an enterprise that the enterprise is at least 51% owned and controlled directly or indirectly by one or more individuals, each with a personal net worth equal to or less than \$750,000. Personal Net Worth of an individual includes the net worth of the individual's spouse, if any, but does not include (1) the individual's ownership interest in the enterprise being considered in connection with the school district's contracting and procurement activities or (2) the individual's equity in his or her primary residence. Additionally, a contingent liability does not reduce an individual's personal net worth.

"Enterprise" means a sole proprietorship, partnership, company, corporation or joint venture that has been in business for at least one year prior to the date of determination in connection with the school district's contracting or procurement activities and that meet certain size limitations based on the federal Small Business Administration regulations set forth in 13 C.F.R. 121.201 and revisions thereto.

CERTIFICATION

The undersigned, having first been duly cautioned and sworn, certifies and acknowledges that:

1. The enterprise listed below is a Local Economically Disadvantaged Enterprise as defined above;
2. The questions on the CPS Vendor Application and attachments thereto pertaining to the LEDE program have been answered truthfully.
3. The records and documents submitted with the CPS Vendor Application are true and accurate records.
4. If certified as a LEDE, the enterprise will provide CPS with additional information or documentation as CPS may request and will submit to site visits or desk audits if requested.
5. If certified as an LEDE, the enterprise will report changes in its location, ownership, structure or operations to the Community Inclusion Coordinator of CPS within ten (10) business days of the change.
6. If certified as an LEDE, the enterprise will cooperate with the Community Inclusion Coordinator by submitting information or documentation in a timely fashion that may be requested by CPS concerning participation in the LEDE program
7. False statements or material misrepresentations or omissions made on behalf of the enterprise may be grounds for immediate disqualification from the LEDE program.

Please circle the item below that best describes the ownership of your business.

(Note: This information is requested for data-gathering purposes only. Board Policy No. 3210, Section 1.2. It will not be used as part of the process of selecting vendors.)

African-American	Female
Asian Pacific	Hispanic-Latino
Caucasian	Indian Subcontinent
DBE or US Small Business 8a	Native American

Enterprise Representative's Signature: _____ Date: _____

Representative's Printed Name: _____

Enterprise Name: _____ Federal ID Number: _____

Sworn to and signed before me on this _____ day of _____ 200__.

Notary Public

Revised 7/05/05

Columbus Public Schools Vendor Application

Please return all applications to:

737 East Hudson Street
Columbus, OH 43211

PHONE: (614) 365-5820 FAX: (614) 365-6763



New Application

Information Change

Please answer all questions for each new application or informational change. Foreign vendors must complete a Federal Form W-8BEN. LEDE Affidavits and Insurance Certificates must be included for both new applications and information changes.

A. GENERAL INFORMATION

Company Name

Purchase Order Mailing Address

Street or PO Box

City/State/Zip Code/County

Area Code/Telephone Number

Fax Number

Accounts Receivable Mailing Address

Street or PO Box

City/State/Zip Code/County

Area Code/Telephone Number

Fax Number

Type of Business Structure / Ownership

Sole Proprietorship Partnership Corporation Limited Liability Company (LLC)

Federal ID or Social Security Number

Ohio Revised Code (3191.891) now requires each independent contractor who is an individual, the sole shareholder of a corporation, sole member of a limited liability company, or sole proprietor of a company to provide their social security number and birth date for reporting purposes.

Social Security Number: _____ -- _____ -- _____

Birth Date: _____ / _____ / _____

KEY EXECUTIVE:

Email Address: _____

Office Number: _____

Fax Number: _____

CONTACT / SALES REPRESENTATIVE:

Email Address: _____

Office Number: _____

Cellular Number: _____

Fax Number: _____

Columbus Public Schools uses e-mail to send and receive quote solicitations from vendors. Please include an e-mail address that is monitored daily to avoid missing business opportunities.

B. SOCIALLY & ECONOMICALLY DISADVANTAGED / LOCAL BUSINESS INFORMATION

Will your business apply for certification by Columbus Public Schools as a Local Economically Disadvantaged Enterprise (LEDE)?
(An Economically Disadvantaged Enterprise Certification Affidavit must be submitted with this application if you are an LEDE.)

Yes

No

If yes, please check one of the following boxes that best describes the ownership of your business:

African American

Asian Pacific

Caucasian

DBE or US Small Business 8a

Female

Hispanic-Latino

Indian Subcontinent

Native American

(Note: This information is requested for data-gathering purposes only. Board Policy No. 3210, Section 1.2. It will not be used as part of the process of selecting vendors.)

C. MISCELLANEOUS

- 1) What amount of general liability insurance do you carry? \$ _____ **Insurance certificates must be attached for this application to be processed.**
- 2) Does a Columbus Public Schools employee or relative have a vested or equity interest in, or work for your business? This excludes publicly traded securities.
- No Yes **IF YES, please name the Columbus Public Schools employee:** _____

D. PRODUCT / SERVICE CATEGORIES

Please circle no more than **one** category of products or services that you wish to supply.

- | | | | |
|-----------------------------------|-------------------------------------|--------------------------------------|-------------------------------------|
| 50. Advertising | 11. Construction Design | 24. Landscape Cont'r / Materials | 74. Scientific Products |
| 51. Art Supplies | 12. Consulting Services | 25. Lock Contractor / Materials | 75. School |
| 1. Asphalt Contractor | 13. Drain Cleaning Contractor | 26. Locker Contractor / Materials | 39. Security Services |
| 52. Athletic Products | 14. Electrical Contractor | 27. Maintenance Supplies | 40. Seminars / Educational Services |
| 53. Audio Visual Products | 60. Electronic Products | 28. Mechanical Contractor | 41. Sheet Metal Cont'r / Materials |
| 2. Automotive / Bus Products | 15. Engineering Services | 68. Medical / Health Products | 44. Snow Plow Contractor |
| 54. Automobiles / Buses | 61. Event Services | 69. Musical Products / Services | 76. Social Services |
| 55. Awards / Incentives | 62. Facility Exterior Products | 29. Office Equipment | 42. Sporting Goods |
| 3. Boiler Contractor / Supplies | 63. Facility Interior Products | 30. Office Supplies | 43. Steam Cleaning Contractor |
| 4. Broker | 16. Fence Contractor / Materials | 31. Overhead Door Contractor | 77. Teaching Materials |
| 5. Business Forms | 64. Financial Services | 32. Paint Contractor / Materials | 45. Telecom Equipment / Services |
| 6. Carpentry Contractor | 17. Fire Extinguishers | 71. Periodicals / Newspapers | 46. Textbooks |
| 56. Carpet Cleaning Services | 18. Flooring Contractors/ Materials | 33. Pest Control Services | 78. Training Services |
| 57. Clothing Products | 19. Food / Food Service Products | 34. Plaster Contractor | 47. Transportation Services |
| 58. Competition Location Services | 65. Fuel | 35. Plumbing Cont'r / Materials | 79. Travel Agency |
| 7. Computer Hardware | 20. Fundraising | 72. Printing Services | 80. Uniforms |
| 82. Computer Internet Services | 21. Furniture, Fixtures | 70. Professional Organization | 81. Utility Company |
| 8. Computer Software | 66. Hotel / Motel | 36. Promotional Items | 48. Welding Contractor |
| 59. Computer Systems | 22. HVAC Contractor / Materials | 73. Publishing Services | 49. Other: _____ |
| 9. Concrete / Masonry Contractor | 67. Instructional Products | 37. Refrigeration Cont'r / Materials | |
| 10. Construction Contractor | 23. Janitor Supplies | 38. Roofing Contractor / Materials | |

E. VENDOR SIGNATURES

THE INFORMATION CONTAINED IN THIS APPLICATION IS COMPLETE AND ACCURATE IN ALL DETAILS TO THE BEST OF MY KNOWLEDGE.

Printed Name	Signature
Title	Date

Acceptance of this Vendor Application is not intended to imply any assurances that the company will be awarded any contract from Columbus Public Schools. This form is the means by which CPS matches product requirements with potential vendor capabilities.

The Columbus Board of Education does not discriminate on the basis of race, sex, creed, national origin, age, disabling condition or veteran status in its educational programs, activities, employment policies and purchasing practices.

F. COLUMBUS PUBLIC SCHOOLS USE ONLY

Director of Purchasing or Designee Signature: _____ Date: _____

Who Should be Notified After the Vendor Number is Assigned: _____ Phone: _____

Vendor Number: _____

Notes / Comments: _____

Referred to CPS Legal Department on: _____