



**Certification for Business Concern Seeking Section 3 Preference in Contracting and Demonstration of Capacity**

**Name of Business** \_\_\_\_\_

**Address of Business** \_\_\_\_\_

**Type of Business:** Corporation Partnership Sole Proprietorship Other \_\_\_\_\_

Type of Business Activity: \_\_\_\_\_

Attached is the following documentation as evidence of status:

**For all business entities (as applicable):**

- |  |   |
|--|---|
| <input type="checkbox"/> Copy of Articles of Incorporation                                     | <input type="checkbox"/> Certificate of Good Standing             |
| <input type="checkbox"/> Assumed Business Name Certificate                                     | <input type="checkbox"/> Partnership Agreement                    |
| <input type="checkbox"/> List of owners/stockholders and 51% ownership of each                 | <input type="checkbox"/> Corporation Annual Report                |
| <input type="checkbox"/> Organization chart with names and titles and brief function statement | <input type="checkbox"/> Latest Board minutes appointing officers |
|  | <input type="checkbox"/> Additional documentation                 |

**For business claiming status as a Section 3 resident-owned enterprise:**

Certification for Section 3 Residents (at least 51% of the business owners)

**For Business claiming Section 3 status by subcontracting 25% of the dollar award to qualified Section 3 Business:**

- List of subcontracted Section 3 business(es) and subcontract amount
- This certification & all supporting documentation for each subcontracted Section 3 Business

**For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:**

- List of all current full time employees
- List of employees claiming Section 3 status
- Certification for Section 3 Residents (at least 30% of all current full-time employees) with supporting documentation showing Section 3 status immediately prior to the date of first hire

**Evidence of ability to perform successfully under the terms and conditions of the proposed contract:**

- Current financial statement
- Statement of ability to comply with public policy
- List of owned equipment
- List of all contracts for the past two years

\_\_\_\_\_  
Authorized Name, Title and Signature

\_\_\_\_\_  
(Corporate Seal)

Attested By: \_\_\_\_\_

Date \_\_\_\_\_