

PLEASE MAKE SURE ALL DOCUMENTS ARE IN CHECKLIST ORDER

**SUBMISSION OF THE FOLLOWING DOCUMENTS ARE REQUIRED FOR
CONTINUING MBE/WBE/VBE CERTIFICATION:**

- Affidavit of Minority and/or Women Business Enterprise (MBE/WBE) Veteran Business Enterprise/Service-Disabled Veteran Business Enterprise (VBE/SDVBE). **Application Must Be Signed By An Authorized Officer of the Firm and Be Notarized.**
- Copy of (1) One Contract (Cover Page, Scope of Service and Executed Signature Page), Purchase Order or Invoice
- Copy of Last Year's W-2 and/or 1099 Form for all Owners, Directors, Officers and Check Signers
- Signed copy of all Current Lease(s) and/or Recent tax bill or deed to property
- Recent signed U.S. Federal Corporate Tax Return including all Schedules, Statements and Attachments
- Recent signed U.S. Federal Tax Return for all Affiliates including all Schedules, Statements and Attachments
- Recent signed U.S. Federal Individual Tax Return including all Schedules, Statements and Attachments
- Recent Minutes of the Stockholders' Meeting documenting the Election of Directors
- Recent Minutes of the Board of Directors' Meeting documenting the Election of Officers
- Current Managers/Members Meeting Minutes
- Current Personal Net Worth Statement for qualifying owner(s), which represents 51% ownership in firm
- State of Illinois Letter of Good Standing
- Current Licenses, Professional, Local City and State or Statement regarding License requirements
- Most recent Year-End Balance Sheet and Income Statement
- Current Bank Resolutions and/or Bank Signature Cards
- Current Payroll Register or statement regarding current payroll (four (4) weeks)
- Agreement/letter from manufacturer stating that firm is an authorized distributor/supplier
- MBE/DBE/WBE or SBA 8A Certification(s) or Denials
- Proof of Bonding Capacity and/or Insurance Certificate
- Signed Copy of each Loan Agreement obtained since certification
- Copy of any Amendments to the Articles of Incorporation, Partnership Agreement, Articles of Organization, By-Laws or Operating Agreement
- Copy of any Amendments to the Assumed Name Certificate
- Copies of all newly issued and/or cancelled Stock Certificates (Front and Back)
- Copy of any amendments to Stock Ledger

NOTE: For any additional specialty area(s) were the firm was not previously certified, submit the necessary documentation, (licenses, resumes, previous contracts, etc.) demonstrating ability to perform a commercially useful function in such area(s)

If you have any questions, please contact the Office of Contract Compliance at (312) 603-5502

Revised 1/8/2014

I/We understand and acknowledge that to fraudulently obtain or retain certification or public monies, to willfully make a false statement to an official for the purpose of influencing certification eligibility or to obstruct or impede an official or employee who is investigating the qualification of business which has requested certification qualifies as a Class 2 felony subject to Prosecution under 720 ILCS 5/33C of the Criminal Code of the State of Illinois. ANY MATERIAL MISREPRESENTATION OF THE INFORMATION IN THIS DOCUMENT WILL BE GROUNDS FOR: (1) DE-CERTIFICATION/REMOVAL OF ELIGIBILITY; (2) DEBARMENT; (3) TERMINATING ANY CONTRACT WHICH MAY BE AWARDED; AND/OR (4) INITIATING ACTION UNDER FEDERAL OR STATE LAWS CONCERNING FALSE STATEMENTS.

It shall be the duty of all county employees, officials, agents, contractors, sub-contractors, licensees, grantees or persons doing business seeking County contracts, to cooperate with the Office of the Independent Inspector General (OIIG) in the conduct of investigations undertaken pursuant to this division. It shall be unlawful for any person subject to this section to refuse to cooperate with the (OIIG) as required by this section. The penalty for such violation shall be governed by Section 2-291 of the County's OIIG Ordinance.

All qualifying owners must sign below: (If necessary attach additional sheet)

(Signature of Owner, Title) Date

(Signature of Owner, Title) Date

(Signature of Owner, Title) Date

Notary Seal: Subscribed and sworn to before me this _____ day of _____, 2___.

Signed: _____

Notary Public in and for the County of _____ State: _____

My Commission expires: _____

Notary Seal

Return this Affidavit to:
Office of Contract Compliance
118 N. Clark Street, Room 1020
Chicago, IL 60602