

Hosted by the County of Los Angeles Department of Public Works, in collaboration with the California State Department of General Services and our Partners

Eligible Small Businesses with primary offices in the County of Los Angeles:

Get Ready... Get Set... Go! ...on September 28, 2007

**Get County Certified FAST and FREE.
Stay ahead of the competition!**



You can gain a competitive edge for your business! Become certified in just one day in the County's Local Small Business Enterprise Preference Program. At the same time, learn about contracting opportunities with the Department of Public Works and the State of California.

The process includes certification as a small business by the State, verification by the County Office of Affirmative Action regarding the business' principal office, and registration as a vendor with the County.

Benefits of Certification

- ▶ a 5 percent bid price reduction (preference) up to a maximum of \$50,000 on any one solicitation, consider this a 5 percent edge over the competition (except where State or Federal law preempts regulation)
- ▶ prompt payment within 15 days
- ▶ listing in the County's Yellow Pages of certified businesses

Certification Process

Certification is a Three-Step Process:

1. Provide documentation to the County regarding your company's principal office within the unincorporated County of Los Angeles or any of the 88 cities,
2. Become certified as a small business with the State of California Department of General Services,
3. Register as a County vendor at <http://dpw.lacounty.gov/prg/business>. Please update your County record with your State certification reference (REF) and certification beginning and ending dates.

Eligibility

- ▶ Business must be located within the County of Los Angeles for the prior 12-month period
- ▶ Must be independently owned and operated
- ▶ Cannot be dominant in its field of operations
- ▶ Must have its owners (or officers in the case of a corporation) domiciled in California, and
- ▶ Together with your affiliates, be either
 - a. A business with 100 or fewer employees, and have average annual gross receipts of \$12 million or less over the previous three tax years, or
 - b. A manufacturer with 100 or fewer employees

Appointments are Required

Reserve your appointment at <http://ladpw.org/go/getcertified>.
Appointments begin at 9 a.m.

At the event, you may submit your completed application package with required documents for review and acceptance or you can also fill out the state application on our computers and receive hands-on assistance.

Please download the State application (at www.pd.dgs.ca.gov/smbus/paperapp.htm) in advance and complete as much as possible. This will help with completing the online application.

Required Documents

The below documents are required to verify number of employees, revenues, and location of principal office. Here is listing of what to bring:

For the State:

- State Application (STD 812 from www.pd.dgs.ca.gov/smbus/paperapp.htm)
- Federal Tax Returns for the three most recently completed tax years for applicant business and affiliates
- State Quarterly Wage and Withholding Report (Form DE6) for applicant business and affiliates – for the four most recently completed quarters

If you have questions regarding the state application, contact (916) 375-4940.

For the County:

- Current and last year's business license
- Tax permit
- Lease Agreement

If you have questions regarding the necessary documents, contact (626)-943-5607.

**Certification Location County of Los Angeles Department of Public Works
900 South Fremont Avenue, Alhambra CA 91803**

Please bring your photo identification.

We appreciate the opportunity to work on this Certification event with our Partners.

