

**CITY OF WINTER HAVEN  
PROCUREMENT SERVICES' DIVISION  
BIDDER'S MAILING LIST APPLICATION**

☆☆ PLEASE NOTE☆☆: IF YOU DO NOT CHECK ONE OR MORE CLASSIFICATIONS, WE CANNOT PLACE YOUR NAME ON OUR BIDDER'S MAILING LIST.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE # (\_\_\_\_) \_\_\_\_\_ FAX # (\_\_\_\_) \_\_\_\_\_

MINORITY BUSINESS ENTERPRISE?  Yes  No IF YES, PLEASE INDICATE STATUS: \_\_\_\_\_  
(Black/Hispanic/Etc.)

**SEE REVERSE SIDE FOR DEFINITION OF MINORITY BUSINESS ENTERPRISE.  
IF MINORITY BUSINESS, AFFIDAVIT BELOW MUST BE COMPLETED.**

**AFFIDAVIT OF MINORITY BUSINESS ENTERPRISE**

I HEREBY DECLARE AND AFFIRM that I am the \_\_\_\_\_  
(Job Title)

and duly authorized representative of (the firm of) \_\_\_\_\_  
(Name of Firm)

whose address is \_\_\_\_\_  
Number & Street City State Zip Code

I HEREBY DECLARE AND AFFIRM THAT the above listed firm is a minority business enterprise (MBE) as defined by the City of Winter Haven (CITY) and that I will provide information if requested by the CITY to document this fact.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT AND THAT I AM AUTHORIZED ON BEHALF OF THE ABOVE FIRM TO MAKE THIS AFFIDAVIT.

\_\_\_\_\_  
(Affiant)

\_\_\_\_\_  
(Date)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

BEFORE ME, \_\_\_\_\_, the undersigned, personally appeared, known to me to be the person described in the foregoing affidavit and acknowledged that he/she executed the same in the capacity therein stated and for the purposes therein contained.

In witness thereof, I hereunto set my hand and official seal.

\_\_\_\_\_  
(Notary Public)

\_\_\_\_\_  
(My Commission Expires)

**RETURN APPLICATION TO:**

CITY OF WINTER HAVEN  
Procurement Services' Division  
P.O. Box 2277  
Winter Haven, Florida 33883-2277

NOTE: Vendors failing to respond to mailings will be deleted.

## MINORITY BUSINESS ENTERPRISE CERTIFICATION

**GENERAL:** It is the desire of the City of Winter Haven (CITY) that minority business enterprises (MBE's) and women-owned businesses participate in the CITY'S PROCUREMENT. MBE Certification is a critical component of the CITY'S MBE program. The CITY has developed the "Certification Process" to ensure that all MBE and Women-Owned Businesses meet the requirements of minority or woman, small business ownership and control and are qualified to participate in the program.

**PURPOSE:** The purpose of these requirements is to define the City of Winter Haven's (herein referred to as the CITY), Minority Business Enterprise (MBE) definition.

**AFFIRMATIVE ACTIONS:** Means a positive program to eliminate discrimination and non-compliance and to ensure non-discriminatory practices and compliance in the future and to involve minority business enterprises fully in contracts and programs funded by the CITY.

**DISCRIMINATION:** Means that act or failure to act, intentional or unintentional, the effect of which is that a person, because of race, color, sex or national origin, has been excluded from participation in, denied the benefits of, or has been other wise subjected to unequal treatment under any activity to be assisted under Federal, State, County or City activity.

### **MINORITY PERSONS ARE:**

- a) African Americans, not of Hispanic origin. A person having origins in any of the African American groups in Africa.
- b) Hispanic persons. Hispanics (of Spanish or Portuguese culture with origins in Mexico, South or Central America or the Caribbean Islands).
- c) Asian Americans. A person having origins in any of the original peoples of the Far East, South East Asia, the Indian Sub-continent or the Pacific Islands. This area includes for example, China, Japan, Korea and the Philippine Islands and Samoa.
- d) American Indians or Alaskan Natives. A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- e) Women. Regardless of race or ethnicity.

**MINORITY BUSINESS ENTERPRISE.** Minority business enterprise is a business that is owned and controlled by minorities or women for the purpose of this definition.

- a) A small business concern as defined pursuant to Section 3 of the Small Business Act (15 USC 637 (a) and implementing relations (49 CFR part 23), which is owned and controlled by one or more minorities or women and
- b) Whose management and daily business operations are controlled by one or more minorities or women.

**NOTE:** It is unlawful for any individual to falsely represent any entity as a minority business enterprise for purposes of qualifying for certification as such an enterprise under a program of a State agency which, in compliance with federal law, is designed to assist minority business enterprises in the receipt of contracts with the agency for the provision of goods or services. Any person who violates this section is guilty of a felony of the second degree, punishable as provided in S.775.802, S.775.083, or S.775.084. Any individual falsely representing any firm or company as being minority owned and controlled shall be guilty of a felony of the third degree, punishable as provided in S.775.082, S.775.083, or S.775.084.

# CITY OF WINTER HAVEN CLASSIFICATION LISTING

## CLASS NAME DESCRIPTION

_____	ACMAI	AIR COND MAINT	_____	COATL	COATINGS/PARKING LOT
_____	ASPHL	HOT & COLD ASPHALT	_____	COATP	COATINGS/PROTECT/WTR/SWR
_____	ATVO1	ALL TERRAIN VEHICLE	_____	COATR	COATINGS/ROOF
_____	AUCSV	AUCTIONEERING SERVICES	_____	COMPT	COMPUTERS/MICRO
_____	AUTOS	AUTOMOBILES & LIGHT TRUCKS	_____	COMPU	COMPUTERS/MINI/SERVER
_____	AUTSV	AUTOMOBILE SERVICE EQUIPMENT	_____	COMSP	COMPUTER ACCESSORIES
_____	AWNGS	AWNINGS, FABRIC	_____	CONCF	BEVERAGE & FOOD CONCESSION
_____	BAGSA	BAGS, AIR BAGS FOR LIFTING VEH	_____	CONCP	CONCRETE/PORTLAND/MORTAR
_____	BATTN	BATTERIES -NON-VEHICLE	_____	CONCR	CONCRETE MIXERS
_____	BATTV	BATTERIES - VEHICLES	_____	CONCS	CONCESSION SVCS/LEASE
_____	BCKHO	BACKHOE-LOADER/INDSTRL WHEEL	_____	CONCT	CONCRETE/TRANSIT MIX
_____	BLBRD	BILLBOARD LEASING	_____	CST01	CONST/TENNIS COURTS
_____	BNKSV	BANKING SERVICES	_____	CST02	CONST/SHUFFLEBOARD CT
_____	BLDGS	TEMPORARY, ETC.	_____	CST03	CONST/SIDEWALKS
_____	BMWCY	BMW CYCLE	_____	CST04	CONST/FUEL TANK/RMVL/INSTALL
_____	BOATS	BOATS/POLICE/MOTOR/TRLR	_____	CST07	CONST/BUILDINGS
_____	BORMA	BORING MACHS/EARTH/AUGERS	_____		
_____	BUNCL	BUNKER CLOTHES/FIRE DEPT	_____	CST08	CONST/BASEBALL FIELDS/FACILITY
_____	CARDS	LIBRARY/BAR CODED CARDS	_____	CST09	CONST/PAVING
_____	CARPT	CARPETING/VINYL INSTALLATION	_____	CST10	CONST/GUINTE/EPOXY/INJ
_____	CASTR	CASTERS/ WHEELS REFUSE CONT	_____	CST11	CONST/CONCRETE TANKS
_____	CATHO	CATHODIC PROTECTION	_____	CST13	CONST/AIRPORT IMPROVEMENTS
_____	CEMET	CEMETERY/CHAPEL/TENT/DRAPES	_____	CST14	CONST/SEWAGE LIFT STATION
_____	CHEM1	WATER/POOL CHEMICALS	_____		
_____	CHLOR	CHLORINATORS/PRT & ACY	_____	CST16	CONST/DOCKS & SEAWALL
_____	CHRIS	CHRISTMAS DECOR/LIGHTS	_____	CST17	CONST/WATER TANKS/ELEVATED
_____	CLAYG	CLAY/GA RED BASEBALL	_____	CST19	CONST/UTILITY-WATER/SEWER
_____	CNAPT	CONSULTS/AIRPORT / ENG	_____	CST20	CONST/REHAB-REMODELING
_____	CNATT	CONSULTS/ATTORNEY	_____	CST22	CONST/METAL BUILDING
_____	CNEV	CONSULTS/ENVIRONMENTAL	_____	CST23	CONST/LINE TAPPING
_____	CNSAC	CONSULTS/ACCOUNTING	_____	CUSTO	CUSTODIAL SERVICES
_____	CNSAR	CONSULTS/ARCHITECT	_____	CURTA	CURTAIN, THEATER
_____	CNSBO	CONSULTS/BOND ISSUE	_____	DECAL	FLEET DECALS MATERIAL & INSTALLATION
_____	CNSBR	CONSULTS/BRIDGE ENG	_____	DETDV	GAS DETECTION DEVICES
_____	CNSCN	CONSULTS/CONST SVCS	_____		
_____	CNSDI	CONSULTS/DISABILITY/ADA	_____	DRAPE	DRAPERIES/BLIND/SHADES
_____	CNSEM	CONSULTS/EMPLOYEE ASSIS	_____	DRYCL	DRYCLEANING & LAUNDRY SVCS.
_____	CNSEN	CONSULTS/ENGINEER	_____	ELECS	ELECTRICAL SUPPLIES
_____	CNSGE	CONSULTS/GEOLOGISTS	_____	ENGIN	ENGINES, DIESEL/GAS
_____	CNSGV	CONSULTS/GOVERNMENT/LOBBYING	_____	EXCAV	EXCAVATORS/HYDRAULIC
_____	CNSHR	CONSULTS/HOUSING REHAB	_____	FENC1	FENCE, PVC & INSTALL
_____	CNSIN	CONSULTS/INSURANCE/RISK	_____	FENC2	FENCE, WOOD & INSTALL
_____	CNSLD	CONSULTS/LANDSCAPE	_____	FENCE	FENCE, CHAIN LINK & INSTALL
_____	CNSLP	CONSTLS/LAKE POLLUTANT	_____	FERTI	FERTILIZER/INSECTICIDE/FUNGICIDE
_____	CNSPC	CONSULTS/SPACE NEEDS	_____	FERTL	FERTILIZER - LIQUID
_____	CNSPE	CONSULTS/PERSONNEL	_____	FIRE1	AERIAL PLATFORM/LADDER TRUCK
_____	CNSPL	CONSULTS/PLANNING	_____	FIRE2	FIRE RESCUE TOOLS
_____	CNSUA	AUDIT UTILITY BILLS	_____	FIRE3	FIRE LADDER TESTING
_____	CNSUT	CONSULTS/UTIL/WATER/WASTE	_____		
_____	CNT01	CONST/WELL DRILLING	_____	FIREA	FIRE ALARMS
_____	CNT02	CONST/DEMOLITION OF BLDGS	_____	FIREG	GAS MONITORS
_____	CNT03	CONST/PAINTING	_____	FIREH	FIRE HYDRANTS
_____	CNT04	CONST/TANK/CLNG/PNTG	_____	FIREP	FIRE PASS
_____	CNT05	CONST/ELECTRICAL/LIGHT	_____	FIRER	FIRE TRUCK REFURBISHING
_____	CNT07	CONST/ASBESTOS REMOVAL	_____	FIRES	S.C.B.A./TANK & ACCY.
_____	CNT08	CONST/PLUMBING WORK	_____	FIRET	FIRE TRUCK, COMBINATION PUMPER
_____	CNT09	CONST/ROOF/FLAT/SHINGLED	_____	FIREW	FIREWORKS DISPLAYS
_____	CNT10	CONST/ROOF/POLYURETHANE	_____	FIREX	FIRE EXTINGUISHER & MAINT.
_____	CNT11	CONST/CULVERTS	_____	FLOOM	GYM FLOOR REPAIR/FINISH
_____	CNT12	CONST/ROOFING/CONCRETE	_____	FLOOR	SYNTHETIC/GYM FLOORS/WOOD, ETC
_____	CNT13	DIRECT BORE	_____	FORKL	FORK LIFT TRUCK
_____	CNT14	CONST/JACK & BORE	_____	FOUNT	FOUNTAINS/DISPLAY
_____	CNT15	CONST/STUCCO/PLASTER	_____	FUELA	AVIATION FUEL
_____	CNT16	CONST/BRIDGE/FDOT APPROVE	_____	FUELG	FUEL, GAS & DIESEL
_____	CNT18	CONST/STADIUM SEATING	_____		
_____	CNT19	CONST/STADIUM/SPRTS LIGHT	_____	FUELM	FUEL MANAGEMENT SYSTEM
_____	CNT20	CONST/METAL ROOFING	_____	FUELP	FUEL PUMPS
			_____	FURNI	NON-OFFICE FURNITURE
			_____	GENER	GENERATORS
			_____	GLASC	GLASS INSTALLATION
			_____	GOLFE	GOLF EQUIPMENT & SUPPLIES
			_____	GOLFK	GOLF CARTS/ELECTRIC

# CITY OF WINTER HAVEN CLASSIFICATION LISTING (CONTINUED)

## CLASS NAME DESCRIPTION

_____	GOLFM	GOLF COURSE MANAGEMENT	_____	PRESC	PRESSURE CLEANING
_____	GUNSR	GUNS/RADAR	_____	PRNT4	PRINTING/BROCHURES/COLOR
_____	GUNSS	GUNS/FIREARMS, ACCY.	_____	PRNT5	PRINTING/CONT. FORM UTILITY BILLS
_____	HANGR	HANGAR RENTERS	_____	PRNT6	PRINTING/CONTINUOUS FORM CHECKS
_____	HOIS2	HOISTS/TRUCK	_____	PRTS6	PARTS/AUTO/TRUCK
_____	HOSES	HOSE/SEWER CLEANING	_____	PUMP1	PUMPS/WATER/SEWER
_____	INSLD	INSURANCE/LIFE & DISABILITY	_____	PUMP3	PUMPS/FIRE/ENGINE
_____	INSMD	INSURANCE/GROUP MEDICAL	_____	PUMP4	PUMP & MOTOR REPAIRS
_____	INSPR	INSURANCE/PROPERTY/CASUAL	_____		
_____			_____	REALE	REAL ESTATE PROPERTY APPRAISERS
_____	IRRIG	IRRIGATION SYSTEMS INSTALLATION	_____	REALS	PROPERTY SALES
_____	JANIT	JANITORIAL SUPPLIES	_____	RECYC	RECYCLING CONTAINERS/EQUIPMENT
_____	JEWEL	JEWELRY/SERVICE AWARDS	_____	RECYS	RECYCLING SERVICES
_____	KITCH	KITCHEN EQUIPMENT	_____	REFU1	REFUSE COLLECTION SERVICES
_____	LABST	LABS/ANALYSES/STATE CERTIFIED	_____	REFU2	REFUSE CONTAINERS/FRONT END LD
_____	LAKES	LAKE CLEARING & CLEANING	_____	REFU3	REFUSE CONTAINERS/HOBOS/RESIDENT
_____	LANDD	LAND DEVELOPMENT	_____	REMED	CLEAN UP, RECOVERY, ETC.
_____	LAWN1	LAWN MOWERS/WALK BEHIND	_____		
_____	LAWN2	LAWN MOWERS/RIDERS UP TO 14-HP	_____	RENT2	RENTAL EQUIPMENT/ANNUAL CONTRACT
_____	LAWN3	LAWN MOWERS/RIDERS/TRACTORS	_____	SALEL	SALE OF LIBRARY EQUIP.
_____	LAWN4	GOLF GREENS EQUIPMENT	_____	SEATS	SEATS/STADIUM
_____	LAWN5	LAWN EQUIPMENT/WEED EATER, ETC	_____	SECU2	ALARM SYSTEMS & INSTALL
_____	LAWNG	LAWN/GARDEN SUPPLIES	_____	SEEDR	SEED/RYE GRASS, ETC.
_____	LAWNM	MOWING/TRIMMING SERVICES	_____	SEWER	SEWER CLEANING MACH/TRK MOUNTED
_____	LEASA	LEASE COMMERCIAL AIRPORT PROPERTY	_____	SIGNC	SIGN COMPUTER SYSTEM
_____	LIBRS	MISC LIBRARY SUPPLIES	_____	SIGNE	SIGNS/ELECTRONIC
_____	LIFTS	LIFTS/HYDRAULIC/ELECTRICAL	_____	SIGNM	SIGNS/GRANITE/MONUMENTS
_____	LIGH	LIGHT POLES & LIGHTS - SPORTS LIGHTING	_____	SLUDG	SLUDGE MANAGEMENT SYSTEMS
_____	LIMER	LIMEROCK	_____	SLUDH	SLUDGE HAULING & APPLICATION
_____	LIMES	LIMESTONE/HI-CAL LIME	_____	SNOW1	SNOW MAKING
_____	LINER	LINER REPAIR, POND	_____	SODAR	SOD/ARGENTINE & BAHIA, ETC.
_____			_____	SODIU	SODIUM HYPOCHLORITE GENERATORS/ACC'Y.
_____	LOADR	LOADERS/FOUR-WHL DRIVE	_____	SOUND	SOUND SYSTEMS/INSTALLATION
_____	LUBRI	LUBRICATION PRODUCTS/MOTOR OIL	_____	SPRT1	SPORTING EQUIPMENT
_____	MAILS	MAILING SERVICES	_____	SPRNK	SPRINKLERS/IRRIGATION SUPPLIES
_____			_____	SPRTA	SPORTS CONSULTANT/AGENT
_____			_____	STADM	STADIUM CLEAN-UP
_____	MAUSO	MAUSOLEUMS/MGT. & CONSTRUCTION	_____	STORM	STORMWATER MAINTENANCE SVC.
_____	MEDIC	MEDICAL SERVICES/EXAMS, ETC.	_____	STRTS	STREET SWEEPERS
_____			_____	SURVE	SURVEY EQUIPMENT
_____	METR	METER READER SERVICES	_____	SURVR	SURVEYORS/REGISTERED LAND
_____	MONTR	MONITORING EQUIP. & SUPPLIES	_____	SWIMM	SWIMMING POOL EQUIPMENT
_____	MOTOR	MOTORS ELECTRIC	_____	TANK1	TANKS/ONLY, WATER
_____	MOTRE	MOTOR REWINDING/REBUILD	_____	TANK2	TANKS/ONLY, FUEL
_____	MOVE1	MOVING COMPANY	_____		
_____			_____	TARPS	TARPAULINS BASEBALL FIELDS
_____			_____	TELEP	PHONE/COMM/Install
_____			_____	TOWNG	TOWING SERVICES
_____	OFFC1	OFFICE FURNITURE	_____	TRAF1	SIGNAL LOOP INSTALL
_____	OFFC4	OFFICE SUPPLIES/ANNUAL CONTRACT	_____	TRAF3	TRAFFIC SIGNALS/CABLE
_____			_____	TRAF5	TRAFFIC LIGHT POLES/INSTALL
_____	OYSTS	OYSTER SHELL	_____	TRAF6	TRAFFIC CAMERAS
_____	PAINT	PAINT/COATINGS/SUPPLIES	_____	TRCK3	BUCKET TRUCK
_____	PAVER	BRICK PAVERS	_____	TRCK4	TRUCK WITH DUMP BED
_____	PAVRS	PAVING MACHINES/ROLLERS	_____		
_____	PDACC	MISC POLICE DEPARTMENT EQUIPMENT	_____	TRCK5	TRUCK WITH MOUNTED TANK
_____	PESTC	PEST CONTROL SERVICES	_____	TRCK6	TRUCK/REFUSE/LOADER/BOOM/ARM
_____			_____	TRCK7	CAB & CHASSIS ONLY
_____	PIP11	PIPE LINER/RE-LINING	_____	TRCK8	TRUCK/REFUSE/FRONT-END
_____	PIPE1	PIPE/IRRIGATION	_____	TRCTR	TRACTORS/MOWERS/DISC/HARROW
_____	PIPE2	PIPE/STORM DRAIN-CORRIG	_____	TREES	TREES/PLANTS/LANDSCAPE SHRUB
_____	PIPE3	HDPE	_____	TRK14	TRUCK/REFUSE/REAR-END LOADING
_____	PIPE4	PIPE/DUCTILE IRON	_____	TRK15	TRUCK/REFUSE/SIDE-LOADING
_____	PIPE5	PIPE GALVANIZED STEEL	_____	TRLRS	TRAILERS/UTILITY
_____	PIPE6	PIPE/PVC	_____	TRNCH	TRENCH SHIELD
_____	PIPE7	PIPE/CONCRETE, REINFORCED	_____	TVEQP	SEWER VIDEO INSP/T.V.
_____	PIPE8	PIPE/STAINLESS STEEL	_____		
_____	PIPE9	PIPE/FIBERGLASS	_____	UNFM6	T SHIRTS/HATS/VISORS
_____	PIP10	PIPE CLEANING/PIGGING	_____	UNFM7	UNIFORMS/FIRE
_____	PLAYG	PLAYGROUND EQUIPMENT	_____	UTIL1	UTILITY SUPPLIES/VARIOUS
_____			_____	WTRTK	WATER TANK INSPECTION SERVICE

\_\_\_\_ POOLL POOL RE-LINING/MEMBRANE  
\_\_\_\_ POOLR POOL REPAIR/RE-MARCITE  
\_\_\_\_ POOLS POOL SUPPLIES, MISC.

**REVISED** 10/23/09