

**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	_____	RECYC	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
_____	LIGHP	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
_____	MAUSO	MAUSOLEUMS/MGT. & CONSTRUCTION	_____	STADM	STADIUM CLEAN-UP
_____	MEDIC	MEDICAL SERVICES/EXAMS, ETC.	_____	STORM	STORMWATER MAINTENANCE SVC.
_____	METR	METER READER SERVICES	_____	STRTS	STREET SWEEPERS
_____	MONTR	MONITORING EQUIP. & SUPPLIES	_____	SURVE	SURVEY EQUIPMENT
_____	MOTOR	MOTORS ELECTRIC	_____	SURVR	SURVEYORS/REGISTERED LAND
_____	MOTRE	MOTOR REWINDING/REBUILD	_____	SWIMM	SWIMMING POOL EQUIPMENT
_____	MOVE1	MOVING COMPANY	_____	TANK1	TANKS/ONLY, WATER
_____			_____	TANK2	TANKS/ONLY, FUEL
_____	OFFC1	OFFICE FURNITURE	_____	TARPS	TARPAULINS BASEBALL FIELDS
_____	OFFC4	OFFICE SUPPLIES/ANNUAL CONTRACT	_____	TELEP	PHONE/COMM/Install
_____	OYSTS	OYSTER SHELL	_____	TOWNG	TOWING SERVICES
_____	PAINT	PAINT/COATINGS/SUPPLIES	_____	TRAF1	SIGNAL LOOP INSTALL
_____	PAVER	BRICK PAVERS	_____	TRAF3	TRAFFIC SIGNALS/CABLE
_____	PAVRS	PAVING MACHINES/ROLLERS	_____	TRAF5	TRAFFIC LIGHT POLES/INSTALL
_____	PDACC	MISC POLICE DEPARTMENT EQUIPMENT	_____	TRAF6	TRAFFIC CAMERAS
_____	PESTC	PEST CONTROL SERVICES	_____	TRCK3	BUCKET TRUCK
_____			_____	TRCK4	TRUCK WITH DUMP BED
_____	PIP11	PIPE LINER/RE-LINING	_____	TRCK5	TRUCK WITH MOUNTED TANK
_____	PIPE1	PIPE/IRRIGATION	_____	TRCK6	TRUCK/REFUSE/LOADER/BOOM/ARM
_____	PIPE2	PIPE/STORM DRAIN-CORRIG	_____	TRCK7	CAB & CHASSIS ONLY
_____	PIPE3	HDPE	_____	TRCK8	TRUCK/REFUSE/FRONT-END
_____	PIPE4	PIPE/DUCTILE IRON	_____	TRCTR	TRACTORS/MOWERS/DISC/HARROW
_____	PIPE5	PIPE GALVANIZED STEEL	_____	TREES	TREES/PLANTS/LANDSCAPE SHRUB
_____	PIPE6	PIPE/PVC	_____	TRK14	TRUCK/REFUSE/REAR-END LOADING
_____	PIPE7	PIPE/CONCRETE, REINFORCED	_____	TRK15	TRUCK/REFUSE/SIDE-LOADING
_____	PIPE8	PIPE/STAINLESS STEEL	_____	TRLRS	TRAILERS/UTILITY
_____	PIPE9	PIPE/FIBERGLASS	_____	TRNCH	TRENCH SHIELD
_____	PIP10	PIPE CLEANING/PIGGING	_____	TVEQP	SEWER VIDEO INSP/T.V.
_____	PLAYG	PLAYGROUND EQUIPMENT	_____		
_____			_____	UNFM6	T SHIRTS/HATS/VISORS
_____			_____	UNFM7	UNIFORMS/FIRE
_____			_____	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