

**City of Los Angeles
Small & Local Business Program Application**

(Application must be submitted five (5) days prior to the bid or proposal deadline and approved prior to the award date in order to be considered for SLB status for the project)

1. BUSINESS INFORMATION

Organization Type (check one): Sole Proprietorship Corporation Limited Liability
 Partnership Joint Venture

Business Name: _____

Contact Person and Title: _____

Business Address: _____

Business Telephone Number: _____ Fax Number: _____

Business E-mail Address: _____

Los Angeles Business Tax Registration Certificate Number: _____

List supplies, materials and/or services of your firm: _____

2. BUSINESS AFFILIATION

Is your firm affiliated with another firm? (check one) Yes No

If yes, please provide the following information describing the affiliate firm:

Affiliate Name(s) and/or Owner(s): _____

Business Address: _____

Business Telephone Number: _____

3. REQUIRED DOCUMENTS (please attach to application)

Copy of firm's City of Los Angeles Business Tax Registration Certificate.

Copy of firm's most recent U.S. Federal Income Tax Return (Form 1120, 1120S, 1040 or 1065) with all schedules, forms and support statements as required by and filed with the IRS.

The undersigned declares under penalty of perjury that the information contained herein is true and correct.

Print Name

Title in Company

Signature

Date

City of Los Angeles Small & Local Business Program

Thank you for applying for the Small & Local Business (SLB) Program with the City of Los Angeles.

Qualifications to obtain SLB status are listed below:

1. Your principal office must be located within the County of Los Angeles.
2. Your firm must have a City of Los Angeles Business Tax Registration Certificate. For information on obtaining a City of Los Angeles Business Tax Registration Certificate, please call the Office of Finance, Tax and Permits Division at **(844) 663-4411** or go to their website at **finance.lacity.org**. The Business Tax Application can be downloaded from the following link:
<http://finance.lacity.org/form/taxregistrationv4.pdf>
3. Gross receipts for your business (including affiliates) must total less than \$3 million for the previous fiscal year.

Companies certified as a Small & Local Business with the City of Los Angeles are given a preference applied to bid contracts of \$100,000 or less. A 10% preference (discount) is given to the bids of SLB certified companies. The preference is determined by taking 10% of the lowest bid that is proposed by a non-certified SLB company, and subtracting that amount from the bid of the SLB certified company. If after the preference the SLB's bid is less than or equal to the lowest non-certified company's bid, the SLB will be awarded the contract.

In order to be given the bid preference as a certified SLB, your SLB application must be submitted to the Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance, Centralized Certification Section no later than five (5) calendar days prior to the bid or proposal deadline and approved prior to the award date.

The Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance, Centralized Certification Section is located at:

1149 S. Broadway, Suite 300
Los Angeles, CA 90015

Certification as a Small & Local Business is valid for two calendar years from the date of approval. Applicant firms must submit a Biennial Affidavit of Eligibility to maintain certification to the Office of Contract Compliance, Centralized Certification Section. For questions concerning the Small & Local Business Program, contact the Office of Contract Compliance, Centralized Certification Section at (213) 847-2684.