

**LANE TRANSIT DISTRICT**

**RESOLUTION NO. 2001-031**

**A RESOLUTION REVISING DBE POLICIES AND  
DBE AFFIRMATIVE ACTION PROGRAM**

**THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS RESOLVES AS FOLLOWS:**

WHEREAS, the LTD Board of Directors established by resolution an Affirmative Action Program and Disadvantaged Business Enterprise (DBE) Policy and adopted the same on the 20th day of October 1981; and

WHEREAS, LTD is required by 49 CFR Part 26 (formerly administered under 49 CFR Part 23), as amended, to maintain a policy statement giving DBE firms the maximum opportunity to participate in the performance of contracts financed in whole or part by the Department of Transportation (DOT) or other federal agencies; and

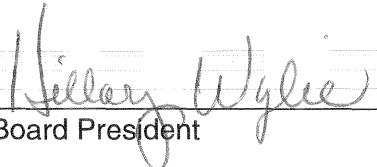
WHEREAS, LTD adopts new DBE policies and program on an annual basis; and

WHEREAS, said policies and program require amendment to comply with updated regulations; and

WHEREAS, the attached policies and program previously were amended to FY 2001-2002 DBE Policies and DBE Affirmative Action Program;

NOW, THEREFORE, BE IT RESOLVED that the FY 2001-2002 DBE Policies and DBE Program, copies of which are attached to and hereby made a part of the Resolution, are adopted.

August 15, 2001  
Date

  
Board President

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DISADVANTAGED BUSINESS ENTERPRISE  
GOALS & OVERVIEW FISCAL YEAR 2001-2002

Overall DBE Goal: Lane Transit District's overall goal for FY 2001-2002 is 4.42 percent (4.42%) of FTA-funded contracting activities, exclusive of FTA funds to be used for the purchase of transit vehicles.

The estimated total of FTA-funded contracting activities is:

Construction	\$ 12,510,955
Professional Services	\$ 3,156,380
Materials, Equipment	<u>\$ 2,132,782</u>
Total	\$17,800,117

LTD has used a two-step process to establish the overall goal for DBE participation:

Step 1. Base figures for DBE availability were developed using the Census Bureau's County Business Pattern database and the Oregon Office of Minority, Women, and Emerging Small Business Directory, with DBEs for Lane County selected.

As of December 1997 (the most current census figures available), the number of businesses in Lane County on the attached list of SIC codes is 633. There are 28 DBE businesses in the same SIC code categories, as shown in the attached listing of DBE businesses.

The percentage based on the above figures is 4.42 percent. External data has been used to develop this goal. The District expects to develop internal data sources during the next year and expects to refine this methodology prior to setting goals for the next fiscal year.

Step 2. Historically, the goal achieved has ranged between 4 percent and 14 percent, with a 10 percent average. The goal achieved is related directly to the number of construction projects and opportunities for professional services. These historical figures are all related to contracts that have utilized a contract goal. LTD typically does not get any DBE participation on contracts that are federally funded without assigning a goal to the contract. Occasionally the goal is not met.

From the above data a goal has been set at 4.42 percent. The District will meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating DBE participation. It is estimated that, in meeting the stated overall goal, 4.42 percent will be obtained from race-neutral participation. The District uses the following race-neutral measures to increase DBE participation:

Review of types and numbers of contracts projected that will use FTA funds, configuring large contracts into smaller contracts when feasible. Identify components of work that represent subcontracting opportunities and identify the availability of DBE subcontractors.

Provide technical assistance in orienting small-business-to-public-contract procedures. Make available for use by prime contractors a directory of DBEs that has been compiled by the Oregon Office of Minority, Women, and Emerging Small Business.

Notify community organizations, general contractors groups, and those agencies knowledgeable about dispersing contract availability to DBEs.

**FTA FUNDING BASE**  
**PROJECTED AWARDS FOR FISCAL YEAR 2001-2002**

1) Applicant: Lane Transit District 3) Months Covered: July 2001 to  
2) Address: PO Box 7070, Eugene, OR 97401 June 2002

(4) Contract/ Procurement Category	(5) Total FTA Capital Funds	(6) Total FTA Operating Funds	(7) Total FTA Planning Funds	(8) Total Other FTA Funds	(9) FTA Funds With Contracting Opportunities
(10) Non Contracting Opportunities	0	0	0	0	0
(11) Construction	12,510,955	0	0	0	12,510,955
(12) Professional Services	3,156,380	0	0	0	3,156,380
(13) Materials/ Supplies/ Equipment	2,132,782	0	0	0	2,132,782
(14) Other	0	0	0	0	0
(15) Totals	17,800,117	0	0	0	17,800,117

(16) Prepared by: Jeanette Bailor  
(17) Certified by: Jeanette Bailor

Phone #: (541) 682-6100  
Date: 08/01/01

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**CALCULATION OF ANNUAL GOALS FOR FISCAL YEAR 2001-2002**

1) Applicant: Lane Transit District  
2) Address: PO Box 7070, Eugene, OR 97401

(3) Months Covered: July 2001 to June 2002  
(4) Prepared by: Jeanette Bailor

(4) Contract/ Procurement Category	(5) FTA Funds With Contracting Opportunities	(6) FTA Adjusted Dollars Credit	(7) Total FTA Dollars DBE	(8) Percentages DBE
(9) Construction	12,510,955	100.00%	12,510,955	611,160
(10) Professional Services	3,156,380	100.00%	3,156,380	124,677
(11) Materials Supplies Equipment	2,132,782	60.00%	1,279,669	50,547
(12) Other	0	100.00%	0	0
(13) Totals	17,800,117		16,947,004	786,384

(14) Annual Overall DBE Goal = Total Column (7) divided by Total Column (5) X 100 = 3.95%

(15) Prepared by: Jeanette Bailor

Phone #: (541) 682-6100

(16) Certified by: Jeanette Bailor

Date: 8/01/01

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**LANE TRANSIT DISTRICT  
PROJECTED FTA FUNDED CONTRACT AWARDS  
FISCAL YEAR 2001-2002**

**ATTACHMENT 3  
PAGE 1**

OPERATING FUNDS	PERSONAL SERVICES	MATERIALS & SVCS	CONTRACT SVCS	TOTAL
TRANSP. DEMAND 89.73%	109,700	0	0	109,700
MGMT(COMMUTER SOLUTIONS)				
OPERATING COSTS		99,300	0	99,300
GRANT-ELIGIBLE COST	109,700	99,300	0	209,000
	109,700	99,300	0	209,000
<b>NONCONTRACTING OPPORTUNITIES</b>				
PERSONAL SERVICES	(109,700)			(109,700)
NET CONTRACTING				
OPPORTUNITIES - TDM	0	99,300	0	99,300
<b>CAPITAL FUNDS</b>				
ADP SOFTWARE/HDW - 80%		480,500		480,500
MISC. EQUIPMENT - 80%		66,300		66,300
SIGNAL & COMM. EQUIP - 80%		20,000		20,000
PASSENGER BOARDING IMPR. - 89.73%		665,000	200,000	865,000
SHOP EQUIPMENT		22,800	0	22,800
SPRINGFIELD STATION 80%		4,000,000	1,000,000	5,000,000
SPRINGFIELD STATION 89.73%		796,000		796,000
REVENUE VEHICLES		11,000,000	410,000	11,410,000
AVL / APC EQUIPMENT			971,150	971,150
BUS RELATED EQUIPMENT - 80%		130,000		130,000
SUPPORT VEHICLES - 80%				0
BUS RAPID TRANSIT		10,000,000	1,000,000	11,000,000
FACILITIES - 80%		1,500,000	750,000	2,250,000
CAPITAL MAINT		335,000		335,000
LESS PERSONAL SERVICES	0			0
LESS BUSES(REVENUE VEHICLES)	0	(11,000,000)	(410,000)	(11,410,000)
NET CONTRACTING				
OPPORTUNITIES	0	18,114,900	3,921,150	22,036,050
FTA FUNDED - 80%	0	13,243,680	2,976,920	16,220,600
STP FUNDED - 89.73%		1,400,057	179,460	1,579,517
TOTAL FTA FUNDED		14,643,737	3,156,380	17,800,117
DBE REQUIREMENT 4.42%	0	647,253	139,512	786,765

## DBE VENDORS / CENSUS COUNTY BUSINESS PATTERNS

PREPARED 8/1/2001

(using 1997 CBP census data as most current)

SIC CODE	SIC DESCRIPTION	NUMBER OF BUSINESSES	NUMBER OF DBE BUSINESSES	%
780	LANDSCAPE	83	1	1.204819
1600	HEAVY CONSTR.	64	2	3.125
1700	SPECIALTY TRADE	253	12	4.743083
3400	FAB. METAL	60	2	3.333333
8710	ENG & ARCH SVC	117	2	1.709402
8730	RESEARCH/TESTING SVC	37	2	5.405405
8990	MISC. PROF SVCS	19	7	36.84211
		633	28	4.423381

DISADVANTAGED BUSINESS ENTERPRISE  
POLICY & PROGRAM FISCAL YEAR 2001-2002

**I. POLICY**

The Lane Transit District ("District") is committed to a Disadvantaged Business Enterprises (DBE) Program for the participation of "DBEs" in District contracting opportunities in accordance with 49 Code of Federal Regulations (CFR) Part 26, effective March 4, 1999, as may be amended ("Regulations"). The District has received federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the District has signed an assurance that it will comply with 49 CFR Part 26 (see Appendix E). It is the policy of the District to ensure nondiscrimination on the basis of race, color, sex, or national origin in the award and administration of the U.S. Department of Transportation ("U.S. DOT") assisted contracts. It is the intention of the District to create a level playing field on which DBEs can compete fairly for contracts and subcontracts relating to the District's construction, procurement, and professional services activities.

The Board of Directors is responsible for establishing the DBE policy of the District. The General Manager of the District is responsible for adherence to this policy. The DBE Administrator is responsible for the development, implementation, and monitoring of a DBE Program for Contracts in furtherance of the District's nondiscrimination policy. It is the expectation of the Board of Directors and the General Manager that all District personnel shall adhere to the provisions and the spirit of this program.

This policy will be circulated to all District personnel and to members of the community who perform or are interested in performing work on District contracts. The complete DBE Program and overall annual goals analysis are available for review at:

Lane Transit District  
3500 East 17<sup>th</sup> Avenue  
Eugene, Oregon 97403

The policy statement will be published in a newspaper of statewide (Oregon) general circulation at least once.

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If you have any questions or would like further information regarding this program, please contact the DBE Administrator, Jeanette Bailor, by telephone at (541) 682-6100 or by fax at (541) 682-6188.

Date: 8-10-01

  
Ken Hamm  
General Manager

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DISADVANTAGED BUSINESS ENTERPRISE  
POLICY & PROGRAM FISCAL YEAR 2001-2002

**A. Applicability**

Pursuant to 49 CFR §§ 26.3 and 26.21, the District, a recipient of federal financial assistance from the Federal Transit Administration ("FTA") of the U.S. DOT, is required to implement a DBE Program in accordance with 49 CFR Part 26. The Program outlined herein applies to all District contracts that are funded, in whole or in part, by U.S. DOT federal financial assistance.

**B. Objectives**

The objectives of this Program are the following:

1. To remove barriers to DBE participation in the bidding, award, and administration of District contracts;
2. To assist DBEs to develop and compete successfully outside of the Program;
3. To ensure that the Program is narrowly tailored in accordance with 49 CFR Part 26;
4. To ensure that only DBEs meeting the eligibility requirements are allowed to participate as DBEs;
5. To identify business enterprises that are eligible as DBEs to provide the District with required materials, equipment, supplies, and services; and to develop a good rapport with the owners, managers, and sales representatives of those enterprises;
6. To develop communications programs and procedures that will acquaint prospective DBEs with the District's contract procedures, activities, and requirements and allow DBEs to provide the District with feedback on existing barriers to participation and effective procedures to eliminate those barriers; and
7. To administer the Program in close coordination with the various divisions and departments within the District so as to facilitate the successful implementation of this Program.

**C. Prohibited Discrimination**

The District shall not exclude persons from participation in, deny benefits to, or otherwise discriminate against any persons in connection with the award and performance of any contract governed by 49 CFR Part 26 on the basis of race, color, sex, or national origin. The District shall not directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of this program with respect to individuals of a particular race, color, sex, or national origin.

LTD does not use quotas in any way in the administration of this DBE program.



DISADVANTAGED BUSINESS ENTERPRISE  
POLICY & PROGRAM FISCAL YEAR 2001-2002

**II. DEFINITIONS**

Any terms used in this Program that are defined in 49 CFR § 26.5 or elsewhere in the Regulations shall have the meaning set forth in the Regulations. Some of the most common terms are defined below:

**A. Disadvantaged Business Enterprise (DBE)**

A DBE is a for-profit, small business concern 1) that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged, or, in the case of a corporation, in which 51 percent of the stock is owned by one or more socially and economically disadvantaged individuals; and 2) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

**B. Small Business Concern**

A small business concern is an existing small business, as defined by Section 3 of the Small Business Act and the Small Business Administration regulations implementing it (13 CFR Part 121), whose average annual gross receipts for the previous three (3) years does not exceed \$16.6 million (or as adjusted for inflation by the Secretary of U.S. DOT) pursuant to 49 CFR § 26.65(b).

**C. Socially and Economically Disadvantaged Individuals**

There is a rebuttable presumption that an individual is both socially and economically disadvantaged if she/he is a citizen or lawfully admitted permanent resident of the United States and is:

1. Black American (including persons having origins in any of the Black racial groups of Africa);
2. Hispanic American (including persons of Central or South American, Cuban, Dominican, Mexican, Puerto Rican, or other Spanish or Portuguese culture or origin, regardless of race);
3. Native American (including persons who are Aleuts, American Indians, Eskimos, or Native Hawaiians);
4. Asian-Pacific American (including persons whose origins are from Brunei, Burma [Myanmar], Cambodia [Kampuchea], China, the Commonwealth of the Northern Marianas Islands, the Federated States of Micronesia, Fiji, Guam, Hong Kong, Indonesia, Japan, Juvalu, Kirbati, Korea, Laos, Macao, Malaysia, Nauru, the Philippines, Samoa, Taiwan, Thailand, Tonga, the U.S. Trust Territories of the Pacific Islands [Republic of Pilau], or Vietnam);
5. Subcontinent Asian American (including persons whose origins are from Bangladesh, Bhutan, India, the Maldives Islands, Nepal, Pakistan, or Sri Lanka);
6. A woman; or
7. A member of any additional group that is designated as socially and economically disadvantaged by the Small Business Administration.

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Additionally, any individual can demonstrate, by a preponderance of evidence, that she/he is socially and economically disadvantaged on a case-by-case basis. The District will follow the guidelines in 49 CFR § Part 26.

An individual cannot be presumed or determined on a case-by-case basis to be economically disadvantaged if she/he has a personal net worth exceeding \$750,000 (excluding the individual's ownership interests in the small business concern and his or her primary residence).

**D. Race-Neutral**

A procedure or program that is used to assist all small businesses. For the purposes of this Program, race-neutral includes ethnic and gender neutrality.

**E. Race-Conscious**

A measure or program that focused specifically on assisting only DBEs, including women-owned DBEs.

**F. Personal Net Worth**

The net value of an individual's assets that remain after total liabilities are deducted. An individual's personal net worth does not include the individual's ownership interest in an applicant or participating DBE firm, nor the individual's equity in his or her primary place of residence. An individual's personal net worth includes only his or her own share of community property.

**III. RESPONSIBILITY FOR DBE PROGRAM IMPLEMENTATION**

**A. Duties of DBE Administrator**

Pursuant to 49 CFR § 26.23, the Program shall be administered by the DBE Administrator, who shall be appointed by and report directly to the General Manager of the District. The current DBE Administrator for the District is Jeanette Bailor. The DBE Administrator will be the primary person responsible for implementing all aspects of this Program and will work closely with operating divisions and other departments and consultants of the District, including legal, procurement, engineering, insurance and others who are responsible for making decisions relative to the District's construction, procurement, and professional service contracts. The DBE Administrator:

1. Gathers and reports statistical data and other information as required by DOT.
2. Reviews third-party contracts and purchase requisitions for compliance with this program.
3. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.
4. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals) and monitors results.
5. Analyzes District's progress toward goal attainment and identifies ways to improve progress.

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6. Participates in pre-bid meetings.
7. Advises the General Manager/Board of Directors on DBE matters and achievement.
8. Participates with the legal counsel and project director to determine contractor compliance with good-faith efforts.
9. Provides DBEs with information and assistance in preparing bids.
10. Participates in DBE training seminars.

**IV. ADMINISTRATIVE REQUIREMENTS**

**A. DBE Financial Institutions**

Pursuant to 49 CFR § 26.27, the DBE Administrator shall explore the full extent of services offered by banks and other financial institutions that qualify as DBEs in the Eugene/Springfield area and determine areas in which the District reasonably may utilize their services. The District also shall encourage its prime contractors to use the services of DBE financial institutions. There currently are not any DBE financial institutions in Oregon that meet the needs of the District.

**B. DBE Database**

The Oregon ESB/M/W/DBE Database Directory is a consolidated and automated directory that identifies firms that have been certified either as MBEs, WBEs, or DBEs by the OMWESB. This DBE Database is maintained and updated daily by the OMWESB. Pursuant to 49 CFR Part 26, the DBE Administrator will use the DBE Database as the primary resource in developing overall and contract-specific DBE participation goals and conducting outreach and other activities to promote DBE participation in U.S. DOT contracts. The DBE directory of certified firms is available on the Internet at <http://www.cbs.state.or.us/external/imd/database/omwesb/omwesb-main.htm>. The directory is updated daily; it shall be distributed to contractors and made available at the District to the public on request. The DBE Database shall include the firm's name, address, telephone number, and types of work for which the firm is certified as a DBE. The DBE Database shall not in any way prequalify the identified DBE firms with respect to licensing, bondability, competence, or financial responsibility.

**C. Bidders List**

Pursuant to 49 CFR § 26.11, the DBE Administrator will create and maintain a bidders list consisting of all firms bidding or proposing on LTD contracts as prime contracts and bidding or quoting on subcontracts on U.S. DOT-assisted projects. For every firm, the following information will be included: firm name, firm address, firm status as a DBE or non-DBE, the age of the firm, and the annual gross receipts of the firm. The DBE Administrator will maintain the confidentiality of any proprietary information in accordance with applicable Oregon and federal law. This information will be requested of all bidders as further described in Section IX below.

**D. Dissemination of Policy Statement**

Pursuant to 49 CFR § 26.23, the DBE Administrator shall issue a signed and dated Policy Statement throughout the District and to the business community, including DBEs

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and non-DBEs that perform work on U.S. DOT-assisted contracts for the District. The entire Program will be made generally available to the public upon request.

**E. Monitoring Actual DBE Participation**

The DBE Administrator shall monitor and track the actual DBE participation through contractor and subcontractor reports of payments and other appropriate monitoring, as further described in Section IX below. The DBE Administrator shall ensure that DBE participation is counted toward contract goals and the overall annual goal in accordance with the Regulations.

**F. Reporting to FTA**

The DBE Administrator will continue to provide the reports regarding DBE participation required by the Regulations to FTA.

**V. DETERMINING, ACHIEVING GOALS AND COUNTING ANNUAL OVERALL DBE PARTICIPATION**

Pursuant to 49 CFR § 26.45, the Board of Directors shall establish annual overall goals on a fiscal year basis for the participation of DBEs in all budgeted contracts utilizing FTA financial assistance. The annual overall goals shall be expressed as a percentage of the total amount of FTA funds the District anticipates expending in the fiscal year. The District's annual overall goals represent the amount of ready, willing, and able DBEs that are available to participate in contracting opportunities and is reflective of the amount of DBE participation the District would expect absent the effects of discrimination. The District intends to meet those goals to the maximum extent feasible through the race-neutral measures described in Section V.D. Where race-neutral measures are inadequate to meet the annual overall goals, the District will establish specific contract goals for particular projects with subcontracting opportunities.

**A. Methodology For Setting Annual Overall DBE Goals**

**1. Projecting U.S. DOT-Assisted Contract Expenditures for Fiscal Year**

In conjunction with the preparation and adoption of the budget for each fiscal year, the DBE Administrator, in consultation with the appropriate District divisions and departments responsible for contracting activities, will conduct a thorough analysis of the projected number, types of work, and dollar amounts of contracting opportunities that will be funded, in whole or in part, by U.S. DOT federal financial assistance for that fiscal year. This analysis will exclude projected contract expenditures with Transit Vehicle Manufacturers, which are exempt from the Program as described in Section V.C.

**2. Establishing a Base Figure**

Pursuant to 49 CFR § 26.45(c), the District will develop a base figure based upon the projected fiscal year budget to express the availability of DBEs as a percentage of all consultants, contractors, subcontractors, manufacturers, and

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suppliers in the relevant contracting markets. The District will follow one of the methodologies provided in the Regulations or develop an alternative methodology and provide the appropriate documentation in the Annual Overall Goals Analysis Report described in Section V.B.

**(a) Analyzing Available Businesses in the Relevant Contracting Markets**

The DBE Administrator, in conjunction with the appropriate District divisions and departments, will conduct a thorough analysis of the relevant contracting markets in which the District will solicit participation from consultants, subconsultants, contractors, subcontractors, manufacturers, and suppliers for the fiscal year. This analysis will include a description of geographical boundaries of the solicitations, the standard industry codes (SICs) for the types of work to be contracted and any other indicators that the District determines to be relevant in defining its contracting markets for the fiscal year. The DBE Administrator then will determine the total available businesses according to the relevant contracting markets. The DBE Administrator will consult a variety of sources including, but not limited to, the District's Bidders List, the U.S. Census County Business Patterns Database, and any relevant disparity studies that are available.

**(b) Analyzing Available DBEs in the Relevant Contracting Markets**

The DBE Administrator will conduct a similar analysis to determine the DBEs that are available to participate as contractors, subcontractors, manufacturers, and suppliers in the projected contracts for the fiscal year. This analysis will include a description of the available DBEs relative to the geographical boundaries of the solicitations, the SICs for the types of work to be contracted, and any other factors as described in Section V.A.2.a. The District will consult a variety of sources including, but not limited to, the DBE Database, the District's Bidders List, the U.S. Census, and any relevant disparity studies that are available.

**(c) Calculating the Base Figure**

The DBE Administrator will compare the available DBEs in the relevant contracting markets for the fiscal year to the available businesses in the relevant contracting markets for the fiscal year. The calculation will include a weighting factor according to the contract expenditure patterns analyzed in Section V.A.1.

**3. Adjusting the Base Figure**

Pursuant to 49 CFR § 26.45(d), the District will adjust the base figure based on demonstrable evidence indicating that the availability of DBEs for U.S. DOT-assisted contracts for the fiscal year may be higher or lower than the base figure

indicates. At a minimum, the DBE Administrator will analyze the results of the District's efforts to contract with DBEs for the current and past two years, any available and relevant disparity studies (to the extent that they are not accounted for in the base figure), and any available and relevant results of other and similar U.S. DOT recipients' efforts to contract with DBEs.

**4. Projection of Percentage of Overall Goals to Be Achieved Through Race-Neutral and Race-Conscious Measures**

Once the annual overall goal is proposed, the DBE Administrator will analyze and project the maximum feasible portion of that goal that can be achieved by using race-neutral methods. Where the projected portion of the goal using race-neutral methods is less than the annual overall goal, the remaining portion will be achieved by establishing contract goals for particular projects that have subcontracting opportunities.

The DBE Administrator shall monitor and adjust the use of contract-specific goals in accordance with 49 CFR § 26.51(f). When projecting the percentage of the overall annual goal to be achieved through establishing contract-specific goals, the DBE Administrator shall analyze the actual achievement of the overall annual goal through race-neutral methods in the current and previous two years. When establishing contract-specific goals during the current fiscal year, the DBE Administrator shall analyze the progress towards achieving the overall annual goal and increase or reduce the use of contract-specific goals accordingly.

**B. Publishing and Adopting the Overall Annual Goals**

**1. Overall Annual Goals Analysis Report**

Upon completion of the analysis described in Section V.A, the DBE Administrator will prepare an Overall Annual Goals Analysis Report. The report shall document the analysis and methodology, as well as the proposed goal and estimate to be achieved through race-neutral measures. The DBE Administrator shall furnish it to the General Manager. Upon the General Manager's approval and recommendation, the DBE Administrator shall concurrently notify all DBE resource and community organizations of the availability of the Overall Annual Goals Analysis Report for review and comment.

**2. Publication of the Proposed Overall Annual Goals**

Pursuant to 49 CFR § 26.45(g), the District will publish the proposed overall annual goals in general circulation, trade association and DBE-oriented media. The notice shall include a statement that the methodology and proposed goals are available for inspection by the public for thirty (30) days from the date of publication. The notice also shall include a statement that the District will accept public comments regarding the proposed goals and methodology for a period of 45 days from the date of publication and provide instructions for the submission of comments. Upon receipt of public comments, if any, the DBE Administrator will prepare a summary report analyzing the public comments and

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recommending any modifications to the overall annual goals or methodology. The DBE Administrator shall furnish the General Manager with a final Annual Overall Goals Analysis Report to be presented to the Board of Directors for adoption. If no comments are received that would change the goals analysis substantially, the results of the public comment period will be presented as an informational matter to the Board of Directors with no further action required.

**3. Adoption of Total Overall Annual Goals**

Following review of the Overall Annual Goals Analysis Report, the Board of Directors shall adopt annual overall goals for DBE participation in FTA-assisted contracts, which shall include a projection of the portion of the goals that can be achieved through race-neutral and race-conscious measures. Unless otherwise directed, Overall Annual Goals Analysis Reports shall be submitted to FTA for approval by September 1 for Fiscal Year 2000-2001 and by August 1 in succeeding years.

**C. Transit Vehicle Manufacturers Certification**

The District shall require any transit vehicle manufacturers to certify that they have established an annual overall DBE participation goal that has been approved by FTA before they can bid on any District contracts. Expenditures for FTA-assisted transit vehicle procurements are not included in the funding base to which the overall annual goal for other FTA-assisted contract expenditures applies.

**D. Achieving the Annual Overall Goals**

The District shall achieve the overall annual goals for DBE participation through a combination of race-neutral measures and contract goals for particular contracts with subcontracting opportunities.

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**1. Race-Neutral Methods**

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The District intends to use race-neutral methods to the maximum extent feasible to achieve its overall annual goals. DBE participation that is obtained on contracts that have no specific DBE goal, or where prime contractors use a strictly competitive bidding process or do not consider the DBE's status as a DBE in awarding a subcontract, shall be considered race-neutral DBE participation. In addition, the District will use the following measures as appropriate:

- (a) Configuring large contracts into smaller contracts when feasible, when to do so would make contracts more accessible to small businesses and would not impose significant additional cost, delay, or risk to the District;
- (b) Identifying components of the work that represent subcontracting opportunities and identifying the availability of DBE subcontractors to participate in an equitable proportion to total available subcontractors when it is not feasible to configure large contracts into smaller separate contracts. Contractors will be encouraged to

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consider subcontractors for components of the work, including DBEs, for which there is a known supply of ready, willing, and able subcontractors, including DBE subcontractors, in preparing their bids;

- (c) Providing technical assistance in orienting small businesses to public contract procedures, use of the Internet, and facilitating introductions to the District's and other U.S. DOT recipients' contracting activities;
- (e) Providing outreach and communications programs on contract procedures and contract opportunities to ensure the inclusion of DBEs; and
- (f) Ensuring the distribution of the DBE Database to the widest feasible universe of potential prime contractors.

**2. Contract Goals**

The DBE Administrator shall establish contract-specific DBE participation goals on particular prime contracts with subcontracting opportunities to the extent that the District cannot achieve its annual overall goals with race-neutral measures. When a contract-specific DBE goal has been established, the bidder or proposer must meet the contract-specific goal or demonstrate that she/he made sufficient good-faith efforts to do so. A bidder shall be ineligible for contract award if she/he does not meet the goal or demonstrate sufficient good-faith efforts.

The contract-specific goal shall apply to the percentage participation of DBEs in the total contract work and be set forth in the Special Provisions of the contract specifications. The District is not required to establish a contract-specific goal for every prime contract with subcontracting opportunities. For each contract involving subcontracting opportunities, the factors outlined below will be considered to determine whether a contract-specific goal should be established for the particular contract and, if so, what the percentage goal shall be:

- 
- (a) The projected portion of the overall annual goal that will be met by establishing contract-specific goals;
  - (b) The progress toward achieving the overall annual goal;
  - (c) The full range of activities in the proposed contract;
  - (d) The availability of DBEs as prime contractors or subcontractors in the types of work involved in the performance of the proposed contract;
  - (e) The unique conditions of the project that might affect the ability of the prime contractor to coordinate, utilize, or incorporate subcontractors or suppliers into the project. (Projects consisting of only one or two subtrades may not be appropriate for a contract-specific goal due to the fact that establishing a goal could result in restrictive bidding.)
  - (f) The effect that the contract-specific goal might have on the time of completion.
  - (g) Any other relevant criteria.



**3. Awarding Contracts with Contract-Specific Goals**

The District shall award contracts to the lowest responsible bidder, as required by FTA C4220-ID, as amended, where applicable. Solicitation language shall require that contractors must meet all requirements of the DBE program as a matter of responsiveness. For such contracts, as well as for contracts awarded pursuant to a Request for Proposal procedure where the lowest responsible bidder standard does not apply, a bidder who fails to demonstrate that she/he achieved the contract-specific DBE participation goal and fails to demonstrate that she/he made sufficient good-faith efforts to do so shall not be deemed "responsive" and, therefore, shall be ineligible for award of the contract.

**(a) Evaluation of Bids or Proposals**

After the bid opening or submission deadline for proposals, the DBE Administrator shall evaluate all bids/proposals to determine whether the bidders/proposers submitted all of the information required by 49 CFR § 26.53(b). Either the responsible bidder with the lowest apparent bid price or the most highly ranked proposer who also meets the contract-specific DBE goal or demonstrates sufficient good-faith efforts shall be recommended for the contract award. In the event that the bidder with the lowest monetary bid price fails to meet the contract-specific goal, fails to demonstrate sufficient good-faith efforts, or is otherwise unresponsive or not responsible, the DBE Administrator shall evaluate the bidder with the next lowest bid price. Should the DBE Administrator determine that additional information is needed to evaluate a bidder's or proposer's submission with regard to the DBE requirements, the DBE Administrator shall request said bidder or proposer to submit the required information, or may contact the listed DBEs directly.

**(b) Evaluation of DBE Certification Status**

The District shall require that any DBEs listed by bidders for participation in the contract be certified as eligible DBEs as of the time of bid opening. The DBE Administrator shall review the Bidder's DBE Report to confirm each DBE firm's certification status. The District will accept current certifications by the District, U.S. DOT and its agencies, the Small Business Administration, or other U.S. DOT federal financial assistance recipients. If a completed application for DBE certification has been submitted to the Office of Minority, Women and Emerging Small Business Enterprise Program (OMWESB) as of bid opening but has not been processed, the District may count the applicant's participation toward achieving the DBE contract specific goal, assuming that the applicant's certification application is approved.

**(c) Determination of Amount of DBE Participation**

The DBE Administrator shall review the total dollar value of the work and the percentage of the total contract bid price reported on the Bidder's DBE Report for accuracy and shall compare it to the contract-specific goal established for the contract.

**(d) Determination of Good-Faith Efforts**

If the amount of DBE participation does not meet the contract-specific goal, the DBE Administrator shall review the good-faith efforts report submitted by the bidder. The DBE Administrator shall determine whether the bidder has performed the quality, quantity, and intensity of efforts that demonstrates a reasonably active and aggressive attempt to meet the contract-specific goal in accordance with 49 CFR Part 26.

In addition to signing the DBE Participation Commitment Statement contained in the Proposal, the bidder who has not achieved the assigned goal on this project shall document the steps taken to obtain participation, such as:

- (1) Attendance at a pre-bid meeting, if any, scheduled by LTD to inform the DBEs of subcontracting opportunities in the contract work;
- (2) Advertising in general circulation, media, trade association publications, and minority-focus media at least ten (10) days before bids or proposals are due. If ten (10) days are not available, a shorter reasonable time will be acceptable;
- (3) Written notification to DBEs that their interest in the contract is solicited;
- (4) Efforts to select portions of the work proposed to be performed to increase the likelihood of achieving the assigned goal;
- (5) Efforts to negotiate for specific sub-bids, including at a minimum:
  - a. The name, address, or telephone number of each DBE contacted.
  - b. A description of the information provided regarding the plans and specifications or the portion of the work to be performed.
  - c. A statement of why additional agreements were not reached.
- (6) Reasons for rejecting as unqualified any DBE contacted;
- (7) Efforts to provide assistance in obtaining any necessary bonding or insurance;
- (8) Efforts to use the service of banks owned and controlled by minorities or women;
- (9) Efforts to assist the DBE in purchasing materials and supplies; and
- (10) Any other affirmative action efforts.

**(e) Bidder's Right to Administrative Reconsideration**

In the event that the DBE Administrator determines that the apparent low bidder has not met the contract-specific goal and has not demonstrated good-faith efforts, the DBE Administrator will notify the bidder in writing. The notification shall include the reasons for the determination and that the bidder has the right to administrative reconsideration prior to the time that a contract has been awarded. The DBE Administrator shall provide the bidder with a written decision on reconsideration, explaining the basis for its determination.

If the low bidder offering a responsible bid is not recommended for the contract award, he or she has the right to administrative reconsideration. Within five (5) days after notification that the bidder is not responsive because he or she has not documented sufficient good-faith efforts, a bidder/offeror may request administrative reconsideration. This request should be made in writing to the following reconsideration official: Assistant General Manager, P.O. Box 7070, Eugene, Oregon 97401, telephone number (541) 682-6100.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good-faith effort to do so. The bidder/offeror will have the opportunity to meet in person with the District's reconsideration official to discuss the issue of whether he or she met the goal or made adequate good-faith efforts to do so. A written decision on reconsideration will be sent, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good-faith efforts to do so.

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**(f) Good-Faith Efforts When a DBE is Replaced on a Contract**

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The District will require a contractor to make good-faith efforts to replace a DBE that is terminated or otherwise has failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. The District will require the prime contractor to notify the DBE Liaison Officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

The prime contractor may not terminate a DBE firm for convenience.

The contractors may not terminate a DBE firm and perform the work with its own forces without the District's prior written consent.

In this situation, the District will require the prime contractor to obtain the District's prior approval of the substitute DBE and to provide copies of new or amended subcontracts or documentation of good-faith efforts. If the contractor fails or refuses to comply in the time specified, the District's

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contracting office will issue an order stopping all or part of the payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

**E. Counting and Tracking DBE Participation**

Only the work actually performed by a DBE will be counted towards the DBE goal. The cost of supplies and materials obtained by the DBE or equipment leased (except from the prime contractor or its affiliate) also may be counted.

Work that a DBE subcontracts to a non-DBE firm does not count toward DBE goals. Expenditures may be counted only if the DBE is performing a commercially useful function. A DBE should perform at least 30 percent (30%) of the total cost of its contract with its own work force.

If materials or supplies are obtained from a DBE manufacturer, 100 percent (100%) of the cost will be counted. If the materials and supplies are purchased from a DBE regular dealer, 60 percent (60%) of the cost will be counted.

DBE achievement will not be counted toward the overall goal until the DBE has been paid. The DBE Administrator will track the participation of DBEs in contract-specific goal contracts separately from the participation of DBEs that is considered race-neutral. Additionally, the DBE Administrator will not count that portion of a DBE's participation that is achieved after the certification of the DBE has been removed during the performance of a contract.

**VI. REQUIRED CONTRACT PROVISIONS**

FTA-assisted contracts that the District lets will include, as appropriate, the model contract provisions that are included in 49 CFR Part 26 and incorporated herein. The DBE Administrator shall have discretion to modify the provisions for particular contracts as needed.

**A. Notice of DBE requirements in the Invitation for Bids**

**B. General Conditions**

1. DBE Program for Contracts Solicitation language shall require that contractors must meet all requirements of the DBE program as a matter of responsiveness.
2. Prompt Payment to Subcontractors: The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty (30) days from the receipt of each payment the prime contractor receives from Lane Transit District. The prime contractor agrees further to return retainage payments to each subcontractor within thirty (30) days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above-referenced timeframe may occur only for good cause following written approval of Lane Transit District. This clause applies to both DBE and non-DBE subcontracts.

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3. Contract Assurance Clause: Lane Transit District will ensure that the following clause is placed in every DOT-assisted contract and subcontract:

The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

**C. Special Provisions**

DBE Participation Goal (where applicable) Solicitation language shall require that contractors must meet all requirements of the DBE program as a matter of responsiveness.

**D. Administrative Sanctions**

Failure of any contractor to meet the DBE Contract Provisions shall constitute a breach of contract for which the imposition of the following sanctions could occur:

Temporarily withholding progress payments until the contractor complies with these contract provisions through future performance.

Permanently withholding payment for work already performed in a manner that constitutes a breach of contract.

**VII. CERTIFICATION**

**A. Oregon Office of Minority, Women and Emerging Small Business Enterprise Program**

The District does not certify DBEs. It relies upon the services of the Oregon Office of Minority, Women and Emerging Small Business Enterprise Program (OMWESB) for certification. As the sole certification authority in Oregon for targeted government contracts for emerging small businesses and disadvantaged, minority, and woman-owned businesses, OMWESB provides a unified certification process. A copy of the Application for Certification and summary of the program is shown in Appendix A attached hereto.

The OMWESB complies with 49 CFR Part 26 in determining whether to certify a firm as eligible to participate as a DBE. The directory of certified firms can be found on the Internet at <http://www.cbs.state.or.us/external/imd/database/omwesb/omwesb-main.htm>. The directory is updated daily.

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**B. Unified Certification Program (UCP) (Section 26.81)**

The District relies upon the services of the Oregon Office of Minority, Women and Emerging Small Business Enterprise Program for certification. As the sole certification authority in Oregon for targeted government contracts for disadvantaged, minority, and woman-owned businesses, and emerging small businesses, OMWESB provides a unified certification process.

It is the intent of the District to cooperate fully in the facilitation and formalization of the statewide DBE Unified Certification Program (UCP), which will be fully operational by March 4, 2003.

The DBE Administrator is designated by the General Manager to represent the District as a member of the Unified Certification Program (UCP). The District will participate in UCP programs, activities, and efforts in the Eugene/Springfield area to create a level playing field on which DBEs can compete fairly; to enhance outreach and communication efforts with these firms; to provide appropriate assistance and information for participation in U.S. DOT-assisted contracts; to develop joint resources among recipients; and to coordinate DBE certification efforts through reciprocity and the development of a statewide Unified Certification Program. Toward this end, the DBE Administrator will attend scheduled meetings of the UCP and will contribute to the achievement of UCP projects approved by the District's General Manager.

**VIII. CERTIFICATION PROCEDURES**

**A. Certification Appeals to U.S. DOT (Section 26.89)**

A firm that has been denied certification or whose eligibility is removed may make an administrative appeal to the U.S. DOT. A complainant in an ineligibility complaint to the District may appeal to U.S. DOT if the District does not find reasonable cause to propose removing the firm's eligibility. Pending the U.S. DOT appeal decision, the District's decision shall remain in effect. All appeals shall be sent to the following:

U.S. Department of Transportation  
Office of Civil Rights  
400 Seventh Street, S.W., Room 2401  
Washington, D.C. 20590

All requests for an appeal must be sent, in writing, within ninety (90) days of the District's final decision on the matter. The appeal request shall include information and arguments regarding why the decision should be reversed. If the appeal is from a firm, the request must include information regarding certification with other U.S. DOT recipients. If the appeal is from a third party, the party will be requested to provide the same information.

The DBE Administrator shall provide a copy of a complete, well-organized, administrative record within twenty (20) days of a request from U.S. DOT. U.S. DOT will make its decision based solely on the entire administrative record without conducting a

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hearing. The firm and complainants shall have access to any information reviewed by U.S. DOT in accordance with public records and privacy laws.

U.S. DOT will affirm the District's decision if it determines, based on the entire administrative record, that the decision is supported by substantial evidence or is consistent with the substantive or procedural provisions concerning certification. U.S. DOT will reverse the District's decision if it determines it was unsupported by substantial evidence or inconsistent with certification provisions. U.S. DOT shall send written notification of its decision, including the reasons therefor to the District, the firm and any complainant. If the District's decision is reversed, the DBE Administrator will take all appropriate actions to conform with the U.S. DOT's decision immediately upon receiving the written notice. U.S. DOT decisions are final and binding on the District only.

**IX. MONITORING AND RECORD KEEPING**

**A. Bidders List**

The District will require all prime contractors bidding on FTA-assisted contracts to return, at the time of bid opening (options apply as to the time this information is required as long as it is prior to the award of the contract), the following information about the prime contractor and all subcontractors who provided a bid or were contacted by the prime:

Firm name  
Firm address  
Firm's status as a DBE or non-DBE  
Age of the firm  
Type of work

The District will use this information to maintain and update its Bidders List.

**B. Monitoring Payments to DBEs**

It is the contractor's responsibility to maintain records and documents for three (3) years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of the District, FTA, or U.S. DOT. This reporting requirement is also extended to any certified DBE subcontractor.

The District will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the report of proposed DBE participation.

**C. Reporting to FTA**

The District will continue to report DBE participation and annual overall goal setting methods to the FTA as directed. Statistical data will be maintained as prescribed on a semiannual basis to provide reports to FTA reflecting the DBE participation on the District's federally assisted procurement activities. These reports will provide DBE participation information on the District's race-neutral contracts, race-conscious

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contracts, and the combined DBE participation on all federally assisted procurement activities.

**X. PUBLIC PARTICIPATION AND OUTREACH EFFORTS**

The District's activities managing public participation and outreach efforts are directed at assisting the District to solicit public input to set overall annual DBE participation goals and meet District overall annual DBE goals.

In establishing overall annual DBE goals, the District will provide for public participation. This will include:

Prior to finalizing the Annual Overall Goals Analysis Report, the District will consult with U.S. DOT agencies, other FTA grantees, minority, women's and general contractor groups, community organizations, or other officials or organizations that could be expected to have information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the District's efforts to establish a level playing field for the participation of DBEs.

The District will publish an annual notice announcing its proposed overall goals, informing the public that the District's Overall Annual Goals Analysis Report is available for inspection during normal business hours at the DBE Administrator's Office for a period of thirty (30) days and that the District will accept comments on the proposed goals for forty-five (45) days from the date of the notice. The notice will be distributed in general circulation media, local minority-focused media, and trade association publications.

The measures described in 49 CFR § 26.51 focusing on race-neutral means will be actively pursued, and the District also will encourage its contractors to make similar outreach efforts to include DBE participation in subcontracting opportunities. In conjunction with the UCP, the District will continue to organize and offer training programs for meeting DBE eligibility requirements, familiarize potential contractors with District procurement procedures and requirements, and to otherwise develop effective programs to further the inclusion of DBEs in the District's contracting activities.



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**APPENDIX A**

**DBE CERTIFICATION APPLICATION FORM AND DOCUMENTATION  
REQUIREMENTS SUMMARY**



**Department of Consumer & Business Services  
Office of Minority, Women & Emerging Small Business**

350 Winter St. NE, Room 300  
Salem, Oregon 97301-3878  
Phone: (503) 947-7976, Fax: (503) 373-7041  
<http://www.cbs.state.or.us/omwesb/>

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## **Disadvantaged Business Enterprise (DBE) Certification Requirements**

The Oregon Department of Consumer & Business Services Office of Minority, Women and Emerging Small Business (OMWESB) is responsible for the certification of all Disadvantaged Business Enterprises (DBE) in Oregon. This program is authorized by state law (ORS 200) and U.S. Department of Transportation regulations in accordance with 49 CFR 26.

To be certified, you must complete and return the enclosed application form, personal net worth information, and the required documentation specific to your legal structure. Your application will be assigned and reviewed according to the date it was received. A certification specialist will contact you to schedule an interview.

**Note:** If your firm is located outside Oregon, you must seek certification in your home state before applying for DBE certification in Oregon.

If your firm is certified, you will receive a letter of confirmation. Recertification is required every three years after the initial certification, with annual eligibility updates. Once certified, your firm will appear in our on-line directory of certified firms.

### **To qualify as a DBE, all of the following criteria must be met:**

- The business must be at least 51 percent owned by one or more qualifying individuals.
- To qualify, the majority owner or owners must be socially and economically disadvantaged and must be citizens of the United States or lawfully admitted permanent residents and must meet criteria under (1) or (2), below:

- (1) Any individual who a recipient finds to be a socially and economically disadvantaged individual on a case-by-case basis.
- (2) Any individual in the following groups, members of which are rebuttably presumed to be socially and economically disadvantaged:
  - (i) "Black Americans," which includes persons having origins in any of the Black racial groups of Africa;
  - (ii) "Hispanic Americans," which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;
  - (iii) "Native Americans," which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians;

- (iv) "Asian-Pacific Americans," which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), the Commonwealth of the Northern Marianas Islands, Macao, Fiji, Tonga, Kiribati, Juvalu, Nauru, Federated States of Micronesia, or Hong Kong;
  - (v) "Subcontinent Asian Americans," which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal, or Sri Lanka;
  - (vi) Women, regardless of ethnicity; or
  - (vii) Any additional groups whose members are designated as socially and economically disadvantaged by the Small Business Administration (SBA), at such time as the SBA designation becomes effective.
- The applicant owner(s) must have day-to-day managerial and operational control over all aspects of the business.
  - The applicant owner(s) must have made real and substantial contribution of capital or expertise for their ownership interest in the business. The source of capital contribution must be derived from verifiable resources.
  - The qualifying owner(s) personal net worth cannot exceed \$750,000. Please refer to implementation of 49 CFR 26 information packet.
  - This must be a small business whose average annual gross receipts for the previous three fiscal years (for itself and its affiliates) do not exceed the amounts shown for the following categories:
    - General contractor ..... \$17,420,000
    - Specialty contractor ..... \$11,500,000
    - Engineering, architectural and surveying firms ..... \$4,000,000
    - Non-construction firms North American Industrial Classification System
 (You may contact this office if you need assistance in determining size standards.)
  - Any firm denied during the initial application process will be unable to reapply for 12 full months from the date of denial.



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<http://www.cbs.state.or.us/omwesb/>

## **Minority/Women Business Enterprise (MBE/WBE) Certification Requirements**

The Oregon Department of Consumer & Business Services Office of Minority, Women and Emerging Small Business (OMWESB) is responsible for the certification of all Minority (MBE) and Women Business Enterprises (WBE) in Oregon. This program is authorized by state law (ORS 200).

To be certified, you must complete and return the enclosed application form and the required documentation specific to your legal structure. Your application will be assigned and reviewed according to the date it was received. A certification specialist will contact you to schedule an interview.

If your firm is certified, you will receive a letter of confirmation. Recertification is required every three years after the initial certification, with annual eligibility updates. Once certified, your firm will appear in our on-line directory of certified firms.

### **To qualify as a MBE or WBE, all of the following criteria must be met:**

- The business must be at least 51 percent owned by one or more ethnic minorities or women.
- The minority or women business owners must have managerial and operational control over all aspects of the business.
- The minority or women owners must have made a contribution of capital or expertise to the business commensurate with their ownership interest.
- This must be a small business whose average annual gross receipts for the previous three fiscal tax years (for itself and its affiliates) do not exceed the size standards as set by the North American Industrial Classification System (NAICS).
- This must be a small business whose average annual gross receipts for the previous three fiscal years (for itself and its affiliates) do not exceed the amounts shown for the following categories:

— General contractor .....	\$27,000,000
— Specialty contractor .....	\$11,500,000
— Engineering, architectural and surveying firms .....	\$4,000,000
— Non-construction firms .....	NAICS

(You may contact this office if you need assistance in determining size standards.)



- To qualify, the majority owner or owners must be citizens of the United States or lawfully admitted permanent residents and must meet criteria below:

Any individual in the following groups, members of which are rebuttably presumed to be socially and economically disadvantaged:

- (i) "Black Americans," which includes persons having origins in any of the Black racial groups of Africa;
- (ii) "Hispanic Americans," which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;
- (iii) "Native Americans," which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians;
- (iv) "Asian-Pacific Americans," which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), the Commonwealth of the Northern Marianas Islands, Macao, Fiji, Tonga, Kiribati, Juvalu, Nauru, Federated States of Micronesia, or Hong Kong;
- (v) "Subcontinent Asian Americans," which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal, or Sri Lanka;
- (vi) Women, regardless of ethnicity; or
- (vii) Any additional groups whose members are designated as socially and economically disadvantaged by the Small Business Administration (SBA), at such time as the SBA designation becomes effective.
- (viii) Any individual on a case-by-case basis.



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## Sole Proprietorship Checklist

For your convenience, use this checklist and submit these items with your signed and notarized application for certification with the Office of Minority, Women and Emerging Small Business. Incomplete applications will delay the certification process.

- ☐ Firm's federal tax returns for the past three years, Form 1040 (Schedule C, Profit or Loss from business).
- ☐ Work history, including current duties within this business for **each owner** and the key employee(s). Please include education, experience, and training, with dates related to the primary line of work.
- ☐ Rental/lease agreements and professional service agreements (for office space, equipment, etc.) related to the business.
- ☐ Proof of ethnicity/gender (birth certificate, tribal enrollment documents, passport, driver's license, etc.).
- ☐ Company profile (brochure, flier, etc), including a brief description of the firm's product(s) or service(s).
- ☐ Current licenses necessary to conduct your business. Examples: contractor's license (construction, landscaping, electrical, plumbing, welding, engineering), ODOT motor carrier authority, city business license (if required), DEQ license, professional license, etc.
- ☐ Assumed business name registration, if applicable.
- ☐ Equipment list for office and field.
- ☐ Make sure application is signed by owner and notarized.

If you are a **new business** (in operation less than one year), the following items (if available) also must be submitted:

- ☐ Canceled checks relating to the start-up of the business **or**
- ☐ An invoice with paid receipts or canceled checks relating to the start-up of the business, **and**
- ☐ One reference for whom work has been performed or to whom goods or materials have been sold during the prior year **and** one reference from whom goods, materials, or major equipment have been purchased for the business.

**Applicants are evaluated on the basis of documentation submitted to OMWESB for review. Any changes anticipated in the ownership and/or control of the firm or in the documentation submitted in the application for certification must be fully disclosed at the time of application.**



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## Partnership Checklist

For your convenience, use this checklist and submit these items with your signed and notarized application for certification with the Office of Minority, Women and Emerging Small Business. Incomplete applications will delay the certification process.

- ☐ Federal partnership tax returns for the past three years, Form 1065.
- ☐ Work history, including current duties within this business for each owner and the key employee(s). Please include education, experience, and training, with dates related to the primary line of work.
- ☐ Rental/lease agreements and professional service agreements (for office space, equipment, etc.) related to the business.
- ☐ Proof of ethnicity/gender (birth certificate, tribal enrollment documents, passport, driver's license, etc.).
- ☐ Company profile, including a brief description of the firm's product(s) or service(s).
- ☐ Current licenses necessary to conduct your business. Examples: contractor's license (construction, landscaping, electrical, plumbing, welding, engineering), ODOT motor carrier authority, city business license (if required), DEQ license, professional license, etc.
- ☐ Partnership agreement, including buy-out rights and profit-sharing agreement (signed and dated).
- ☐ Assumed business name registration, if applicable.
- ☐ Equipment list for field and office.
- ☐ Make sure your application is signed by an owner and notarized.

If you are a **new business** (in operation less than one year), the following items (if available) **also must** be submitted:

- ☐ Canceled checks relating to the start-up of the business **or**
- ☐ An invoice with paid receipts or canceled checks relating to the start-up of the business, **and**
- ☐ One reference for whom work has been performed or to whom goods or materials have been sold during the prior year, **and** one reference from whom goods, materials, or major equipment have been purchased for the business.

**Applicants are evaluated on the basis of documentation submitted to OMWESB for review. Any changes anticipated in the ownership and/or control of the firm or in the documentation submitted in the application for certification must be fully disclosed at the time of application.**



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## **Corporation Checklist**

For your convenience, use this checklist and submit these items with your signed and notarized application for certification with the Office of Minority, Women and Emerging Small Business. Incomplete applications will delay the certification process.

- ☐ Corporate federal tax returns for the past three years, Form 1120.
- ☐ Work history, including current duties within this business for each owner and the key employee(s). Please include education, experience, and training, with dates related to the primary line of work.
- ☐ Rental/lease agreements and professional service agreements (for office space, equipment, etc.) related to the business.
- ☐ Proof of ethnicity/gender (birth certificate, tribal enrollment documents, passport, driver's license, etc.).
- ☐ Company profile, including a brief description of the firm's product(s) or service(s).
- ☐ Current licenses necessary to conduct your business. Examples: contractor's license (construction, landscaping, electrical, plumbing, welding, engineering), ODOT motor carrier authority, city business license (if required), DEQ license, professional license, etc.
- ☐ Articles of Incorporation **and** amendments, including date approved by the State of Oregon.
- ☐ Organizational meeting minutes.
- ☐ Minutes of the most-recent corporate meetings affecting ownership, management, and control.
- ☐ Corporation bylaws.
- ☐ Stock certificates issued (copy both sides, not specimen certificate) and stock transfer ledger.
- ☐ Equipment list for field and office.
- ☐ Make sure your application is signed by an owner and notarized.

If you are a **new business** (in operation less than one year), the following items (if available) **also must** be submitted:

- ☐ Canceled checks relating to the start-up of the business **or**
- ☐ An invoice with paid receipts or canceled checks relating to the start-up of the business, and
- ☐ One reference for whom work has been performed or to whom goods or materials have been sold during the prior year and one reference from whom goods, materials, or major equipment have been purchased for the business.

**Applicants are evaluated on the basis of documentation submitted to OMWESB for review. Any changes anticipated in the ownership and/or control of the firm or in the documentation submitted in the application for certification must be fully disclosed at the time of application.**





Department of Consumer & Business Services  
Office of Minority, Women & Emerging Small Business

350 Winter St. NE, Room 300  
Salem, Oregon 97301-3878  
Phone: (503) 947-7976, Fax: (503) 373-7041  
<http://www.cbs.state.or.us/omwesb/>

## Limited Liability Company (LLC) Checklist

For your convenience, use this checklist and submit these items with your signed and notarized application for certification with the Office of Minority, Women and Emerging Small Business. Incomplete applications will delay the certification process.

- ☐ Federal tax returns for the past three years, Form 1065.
- ☐ Work history, including current duties within this business for each owner and the key employee(s). Please include education, experience, and training, with dates related to the primary line of work.
- ☐ Rental/lease agreements and professional service agreements (for office space, equipment, etc.) related to the business.
- ☐ Proof of ethnicity/gender (birth certificate, tribal enrollment documents, passport, driver's license, etc.).
- ☐ Company profile, including a brief description of the firm's product(s) or service(s).
- ☐ Current licenses necessary to conduct your business. Examples: contractor's license (construction, landscaping, electrical, plumbing, welding, engineering), ODOT motor carrier authority, city business license (if required), DEQ license, professional license, etc.
- ☐ Articles of organization.
- ☐ Operating agreement.
- ☐ Minutes of the most-recent company meetings affecting ownership, management, and control.
- ☐ Equipment list.
- ☐ Make sure application is signed by an owner and notarized.

If you are a **new business** (in operation less than one year), the following items (if available) also must be submitted:

- ☐ Canceled checks relating to the start-up of the business **or**
- ☐ An invoice with paid receipts or canceled checks relating to the start-up of the business, **and**
- ☐ One reference for whom work has been performed or to whom goods or materials have been sold during the prior year, **and** one reference from whom goods, major equipment, or materials have been purchased for the business

**Applicants are evaluated on the basis of documentation submitted to OMWESB for review. Any changes anticipated in the ownership and/or control of the firm or in the documentation submitted in the application for certification must be fully disclosed at the time of application.**



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## Department of Transportation Commodity Codes

### Residential/Commercial Construction

#### 1-01-00 *Specialty Trades (not elsewhere classified)*

1-01-01 Asbestos Removal  
1-01-04 Carpentry  
1-01-07 Concrete Work  
1-01-10 Crane Service  
1-01-13 Drywall/Sheetrock  
1-01-16 Electrical  
1-01-19 Excavating  
1-01-22 Floor Coverings  
1-01-25 Gutter/Downspout/Flashing  
1-01-28 Hazardous Waste Removal  
1-01-31 HVAC  
1-01-34 Insulation  
1-01-37 Irrigation  
1-01-40 Landscape/Maintenance  
1-01-43 Landscaping  
1-01-46 Masonry  
1-01-49 Metal Fabrication  
1-01-52 Painting/Wallpapering  
1-01-55 Plumbing  
1-01-58 Roofing  
1-01-61 Sandblasting/Powerwashing  
1-01-64 Sewer/Water Systems  
1-01-67 Site Clean-Up  
1-01-70 Structural Steel (Install/Erect)  
1-01-73 Tank Decomm/Removal  
1-01-76 Welding  
1-01-99 Other Res/Com - see remarks

### Highway/Road Construction

#### 1-03-00 *Specialty Trades (not elsewhere classified)*

1-03-01 Bridges  
1-03-04 Bridge Rail  
1-03-07 Concrete Cutting  
1-03-10 Concrete Flat Work  
1-03-13 Concrete Pumping  
1-03-16 Clearing/Grubbing/Mowing/Brushing  
1-03-19 Construction Surveying  
1-03-22 Crack Sealing/ Paving Fabric/ Seal Coating  
1-03-25 Demolition  
1-03-28 Drainage

### Highway/Road Construction (continued)

1-03-31 Drilling/Blasting  
1-03-34 Electrical  
1-03-37 Excavating  
1-03-40 Fencing  
1-03-43 Grading  
1-03-46 Guard Rail  
1-03-49 Illumination  
1-03-52 Inductive Loop Indicators  
1-03-55 Inspections  
1-03-58 Irrigation  
1-03-61 Landscaping  
1-03-64 Masonry  
1-03-67 Painting  
1-03-70 Paving  
1-03-73 Post Tensioning  
1-03-76 Rebar Fabrication  
1-03-79 Rebar Replacement/  
Reinforcing  
1-03-82 Rock Crushing  
1-03-85 Seeding  
1-03-88 Signs  
1-03-91 Site Preparation  
1-03-92 Striping  
1-03-93 Traffic Control  
1-03-94 Trucking  
1-03-95 Utilities  
1-03-99 Other Hwy/Rd construction - see remarks

### Technical/Professional Services

#### 2-01-00 *Business/Finance (not elsewhere classified)*

2-01-01 Accounting/Financial  
2-01-04 Advertising/Public Relations/  
Marketing  
2-01-07 Arbitration  
2-01-10 Audit  
2-01-13 Business Management  
2-01-16 Data Processing/Computer  
2-01-17 Education/Training  
2-01-19 Insurance/Bonding  
2-01-22 Legal  
2-01-25 Mediation  
**2-03-00 *Design (not elsewhere classified)***  
2-03-01 Architectural Design  
2-03-04 Graphic Design

### Technical/Professional Services (continued)

2-03-07 Interior Design  
2-03-10 Landscape Design  
**2-05-00 *Engineering (not elsewhere classified)***  
2-05-01 Civil Engineering  
2-05-04 Electrical Engineering  
2-05-07 Mechanical Engineering  
2-05-10 Structural Engineering  
**2-07-00 *Technical (not elsewhere classified)***  
2-07-01 Analysis/Research/Studies  
2-07-04 Biological/Ecological/  
Environmental  
2-07-07 Chemical Testing/Analysis  
2-07-10 Computer Aided Design (CAD)  
2-07-13 Construction Mgt. Services  
2-07-16 Estimating  
2-07-19 Laboratory Testing/Analysis  
2-07-22 Planners  
2-07-25 Project Management  
2-07-28 Safety  
2-07-31 Surveying  
2-07-34 Technical Writing/Editing  
2-07-37 Transportation/Transit  
2-07-40 Video Production/Documentation

### Other Professional Services

#### 2-09-00 *Professional Services (not elsewhere classified)*

2-09-01 Health Services  
2-09-04 Real Estate/Appraisal  
2-09-07 Social Services

### Suppliers

#### 3-03-00 *Construction Equipment (lease/rental/sales)*

3-01-01 Asphalt  
3-01-04 Bridge Rails  
3-01-07 Cabinet/Counter Tops  
3-01-10 Cement  
3-01-13 Concrete  
3-01-16 Concrete Median Barrier  
3-01-19 Concrete Pipe/Manholes  
3-01-22 Crushed Rock/Gravel/Sand  
3-01-25 Doors/Windows  
3-01-28 Electrical



**Suppliers (continued)**

3-01-31 Engineering/Architectural/  
Survey Equipment

3-01-34 Explosives

3-01-37 Flooring

3-01-40 Guard Rails

3-01-43 Irrigation

3-01-46 Lighting

3-01-49 Lumber

3-01-52 Masonry

3-01-55 Paint

3-01-58 Pipe

3-01-61 Plants/Trees

3-01-64 Pumps

3-01-67 Roofing

3-01-70 Signs

3-01-73 Tools

3-01-76 Trailers

**3-05-00 Fuel**

**3-07-00 Non-Construction Equipment  
(lease/rental/sales)**

**3-09-00 Office/Data Processing  
Equipment (lease/rental/sales)**

**3-11-00 Retail Sales**

**3-13-00 Transportation (not elsewhere  
classified)**

3-13-01 Automotive

3-13-04 Bus Parts

3-13-07 Truck Parts

**3-15-00 Non-Construction Suppliers (not  
elsewhere classified)**

3-15-01 Clothing

3-15-04 Electric

3-15-07 Fire Equipment

3-15-10 Food/Restaurant

3-15-13 Furniture - Home/Office/ Institution

3-15-16 Janitorial

3-15-19 Linens/Bedding

3-15-22 Medical

3-15-25 Paper/Plastic

3-15-28 Safety

3-15-31 Signs - Home/Office/  
Commercial

3-15-34 Telecommunication  
Equipment

3-15-37 Window Accessories (curtains,  
blinds)

**Services**

**4-00-00 Services (not elsewhere  
classified)**

**4-01-00 Food Services**

**4-03-00 Building/Facility Maintenance**

4-03-01 Janitorial Services

4-03-04 Window Cleaning

4-05-00 Delivery

4-07-00 Employment

4-07-01 Temporary Employment

4-07-04 Permanent Employment

**4-09-00 Engraving**

**4-11-00 Equipment Repair/Maintenance**

**4-13-00 Fire/Safety**

**4-15-00 Florist**

**4-17-00 Framing/Art**

**4-19-00 Furniture**

**4-21-00 Hauling/Refuse**

**4-23-00 Interpreter/Translator**

**4-25-00 Marine/Industrial Cleaning**

**4-27-00 Newspapers**

**4-29-00 Office Services/Word Processing**

**4-31-00 Photography**

**4-33-00 Printing/Typesetting**

**4-35-00 Security/Investigation**

**4-37-00 Telecommunication**

**4-39-00 Travel Services**

**4-41-00 Water Taxi**

**Manufacturers**

**5-00-00 Manufacturers (not elsewhere  
classified)**

**5-01-00 Construction Manufacturers (not  
elsewhere classified)**

5-01-01 Asphalt

5-01-04 Bridge Rails

5-01-07 Cabinets/Counter Tops

5-01-10 Cement

5-01-13 Concrete

5-01-16 Concrete Median Barrier

5-01-19 Concrete Pipe/Manholes

5-01-22 Crushed Rock/Gravel/Sand

5-01-25 Doors/Windows

5-01-28 Electrical

5-01-31 Engineering/Architectural/  
Survey Equipment

5-01-34 Explosives

5-01-37 Flooring

5-01-40 Guard Rails

5-01-43 Irrigation

5-01-46 Lighting

5-01-49 Lumber

5-01-52 Masonry

5-01-55 Paint

5-01-58 Pipe

5-01-61 Plants/Trees

5-01-64 Pumps

5-01-67 Roofing

5-01-70 Signs

5-01-73 Tools

5-01-76 Trailers



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## North American Industry Classification System (NAICS Codes)

Please select the four-digit number that most closely identifies your type of business from the following condensed list. Write the four-digit number in the space provided on your form.

### Sector 11 — Agriculture, Forestry, Fishing and Hunting

- 111 Crop Production**
- 113 Forestry and Logging**
- 115 Support Activities for Agriculture and Forestry**
- 1151 Support Activities for Crop Production
- 1152 Support Activities for Animal Production
- 1153 Support Activities for Forestry

### Sector 21 — Mining

- 211 Oil and Gas Extraction**
- 212 Mining (except Oil and Gas)**
- 213 Support Activities for Mining**

### Sector 22 — Utilities

- 221 Utilities**

### Sector 23 — Construction

- 233 Building, Developing, and General Contracting**
- 2332 Residential Building Construction
- 2333 Nonresidential Building Construction
- 234 Heavy Construction**
- 2341 Highway, Street, Bridge, and Tunnel Construction
- 235 Special Trade Contractors**
- 2351 Plumbing, Heating, and Air-Conditioning Contractors
- 2352 Painting and Wall Covering Contractors
- 2353 Electrical Contractors
- 2354 Masonry, Drywall, Insulation, and Tile Contractors
- 2355 Carpentry and Floor Contractors
- 2356 Roofing, Siding, and Sheet Metal Contractors
- 2357 Concrete Contractors
- 2358 Water Well Drilling Contractors

### Sector 31-33 — Manufacturing

#### 311 Food Manufacturing

- 3159 Apparel Accessories and Other Apparel Manufacturing
- 316 Leather and Allied Product Manufacturing**
- 3161 Leather and Hide Tanning and Finishing
- 321 Wood Product Manufacturing**
- 3211 Sawmills and Wood Preservation
- 3212 Veneer, Plywood, and Engineered Wood Product Manufacturing

#### 322 Paper Manufacturing

- 3221 Pulp, Paper, and Paperboard Mills
- 3222 Converted Paper Product Manufacturing
- 323 Printing and Related Support Activities

#### 324 Petroleum and Coal Products Manufacturing

#### 325 Chemical Manufacturing

- 3253 Pesticide, Fertilizer, and Other Agricultural Chemical Manufacturing
- 3255 Paint, Coating, and Adhesive Manufacturing
- 3256 Soap, Cleaning Compound, and Toilet Preparation Manufacturing

#### 326 Plastics and Rubber Products Manufacturing

#### 327 Nonmetallic Mineral Product Manufacturing

- 3271 Clay Product and Refractory Manufacturing
- 3272 Glass and Glass Product Manufacturing
- 3273 Cement and Concrete Product Manufacturing
- 3274 Lime and Gypsum Product Manufacturing
- 331 Primary Metal Manufacturing**
- 332 Fabricated Metal Product Manufacturing**
- 3323 Architectural and Structural Metals Manufacturing
- 3325 Hardware Manufacturing
- 3327 Machine Shops; Turned Product; and Screw, Nut, and Bolt Manufacturing

#### 333 Machinery Manufacturing

- 3331 Agriculture, Construction, and Mining Machinery Manufacturing Ventilation, Heating, Air-Conditioning, and Commercial Refrigeration Equipment Manufacturing

### Sector 31-33 — Manufacturing (continued)

- 334 Computer and Electronic Product Manufacturing
- 3341 Computer and Peripheral Equipment Manufacturing
- 3342 Communications Equipment Manufacturing
- 335 Electrical Equipment, Appliance, and Component Manufacturing**
- 3351 Electric Lighting Equipment Manufacturing
- 337 Furniture and Related Product Manufacturing**
- 3371 Household and Institutional Furniture and Kitchen Cabinet Manufacturing
- 3372 Office Furniture (including Fixtures) Manufacturing
- 339 Miscellaneous Manufacturing**
- 3391 Medical Equipment and Supplies Manufacturing

### Sector 42 — Wholesale Trade

- 421 Wholesale Trade, Durable Goods**
- 4211 Motor Vehicle and Motor Vehicle Parts and Supplies Wholesalers
- 4212 Furniture and Home Furnishing Wholesalers
- 4213 Lumber and Other Construction Materials Wholesalers
- 4214 Professional and Commercial Equipment and Supplies Wholesalers
- 4215 Metal and Mineral (except Petroleum) Wholesalers
- 4216 Electrical Goods Wholesalers
- 4217 Hardware, and Plumbing and Heating Equipment and Supplies Wholesalers
- 4218 Machinery, Equipment, and Supplies Wholesalers
- 4226 Chemical and Allied Products Wholesalers
- 4227 Petroleum and Petroleum Products Wholesalers
- 4229 Miscellaneous Nondurable Goods Wholesalers



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**Sector 44-45 — Retail Trade**

<b>441</b>	<b><i>Motor Vehicle and Parts Dealers</i></b>
4413	Automotive Parts, Accessories, and Tire Stores
<b>442</b>	<b><i>Furniture and Home Furnishings Stores</i></b>
<b>443</b>	<b><i>Electronics and Appliance Stores</i></b>
<b>444</b>	<b><i>Building Material and Garden Equipment and Supplies Dealers</i></b>
<b>445</b>	<b><i>Food and Beverage Stores</i></b>
4451	Grocery Stores
4452	Specialty Food Stores
<b>453</b>	<b><i>Miscellaneous Store Retailers</i></b>
4531	Florists
4532	Office Supplies, Stationery, and Gift Stores
<b>481</b>	<b><i>Air Transportation</i></b>
<b>482</b>	<b><i>Rail Transportation</i></b>
<b>483</b>	<b><i>Water Transportation</i></b>
<b>484</b>	<b><i>Truck Transportation</i></b>
4841	General Freight Trucking
4842	Specialized Freight Trucking
<b>485</b>	<b><i>Transit and Ground Passenger Transportation</i></b>
4852	Interurban and Rural Bus Transportation
4853	Taxi and Limousine Service
<b>486</b>	<b><i>Pipeline Transportation</i></b>
4861	Pipeline Transportation of Crude Oil
4862	Pipeline Transportation of Natural Gas
4869	Other Pipeline Transportation
<b>487</b>	<b><i>Scenic and Sightseeing Transportation</i></b>
4872	Scenic and Sightseeing Transportation, Water
4879	Scenic and Sightseeing Transportation, Other
<b>488</b>	<b><i>Support Activities for Transportation</i></b>
4881	Support Activities for Air Transportation
4882	Support Activities for Rail Transportation
4883	Support Activities for Water Transportation
4884	Support Activities for Road Transportation
4885	Freight Transportation Arrangement
4889	Other Support Activities for Transportation
<b>492</b>	<b><i>Couriers and Messengers</i></b>
4922	Local Messengers and Local Delivery
<b>493</b>	<b><i>Warehousing and Storage</i></b>

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**Sector 51 — Information**

<b>511</b>	<b><i>Publishing Industries</i></b>
5111	Newspaper, Periodical, Book, and Database Publishers
5112	Software Publishers
<b>512</b>	<b><i>Motion Picture and Sound Recording Industries</i></b>
5121	Motion Picture and Video Industries

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**Sector 51 — Information (continued)**

5122	Sound Recording Industries
<b>513</b>	<b><i>Broadcasting and Telecommunications</i></b>
5131	Radio and Television Broadcasting
5132	Cable Networks and Program Distribution
5133	Telecommunications
<b>514</b>	<b><i>Information Services and Data Processing Services</i></b>
5141	Information Services
5142	Data Processing Services

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**Sector 53 — Real Estate and Rental and Leasing**

<b>531</b>	<b><i>Real Estate</i></b>
5312	Offices of Real Estate Agents and Brokers
5313	Activities Related to Real Estate
<b>532</b>	<b><i>Rental and Leasing Services</i></b>
5321	Automotive Equipment Rental and Leasing
5322	Consumer Goods Rental
5323	General Rental Centers
5324	Commercial and Industrial Machinery and Equipment Rental and Leasing

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**Sector 54 — Professional, Scientific, and Technical Services**

<b>541</b>	<b><i>Professional, Scientific, and Technical Services</i></b>
5411	Legal Services
5412	Accounting, Tax Preparation, Bookkeeping, and Payroll Services
5413	Architectural, Engineering, and Related Services
5414	Specialized Design Services
5415	Computer Systems Design and Related Services
5416	Management, Scientific, and Technical Consulting Services
5417	Scientific Research and Development Services
5418	Advertising and Related Services
5419	Other Professional, Scientific, and Technical Services

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**Sector 55 — Management of Companies and Enterprises**

<b>551</b>	<b><i>Management of Companies and Enterprises</i></b>
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**Sector 56 — Administrative and Support and Waste Management and Remediation Services**

<b>561</b>	<b><i>Administrative and Support Services</i></b>
5611	Office Administrative Services
5612	Facilities Support Services
5613	Employment Services
5614	Business Support Services
5615	Travel Arrangement and Reservation Services

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**Sector 56 — Administrative and Support and Waste Management and Remediation Services (continued)**

5616	Investigation and Security Services
5617	Services to Buildings and Dwellings
5619	Other Support Services
<b>562</b>	<b><i>Waste Management and Remediation Services</i></b>
5621	Waste Collection
5622	Waste Treatment and Disposal
5629	Remediation and Other Waste Management Services

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**Sector 61 — Educational Services**

<b>611</b>	<b><i>Educational Services</i></b>
6112	Junior Colleges
6113	Colleges, Universities, and Professional Schools
6114	Business Schools and Computer and Management Training
6115	Technical and Trade Schools
6117	Educational Support Services

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**Sector 62 — Health Care and Social Assistance**

<b>621</b>	<b><i>Ambulatory Health Care Services</i></b>
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**Sector 71 — Arts, Entertainment, and Recreation**

<b>713</b>	<b><i>Amusement, Gambling, and Recreation Industries</i></b>
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**Sector 72 — Accommodation and Food Services**

<b>721</b>	<b><i>Accommodation</i></b>
7211	Traveler Accommodation
7212	RV (Recreational Vehicle) Parks and Recreational Camps
<b>722</b>	<b><i>Food Services and Drinking Places</i></b>
7221	Full-Service Restaurants
7222	Limited-Service Eating Places
7223	Special Food Services
7224	Drinking Places (Alcoholic Beverages)

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**Sector 81 — Other Services (except Public Administration)**

<b>811</b>	<b><i>Repair and Maintenance</i></b>
8111	Automotive Repair and Maintenance
8112	Electronic and Precision Equipment Repair and Maintenance
8113	Commercial and Industrial Machinery and Equipment (except Automotive and Electronic) Repair and Maintenance
8114	Personal and Household Goods Repair and Maintenance
<b>812</b>	<b><i>Personal and Laundry Services</i></b>
8133	Social Advocacy Organizations
8134	Civic and Social Organizations
8139	Business, Professional, Labor, Political, and Similar Organizations



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**Application for Certification  
Disadvantaged (DBE), Minority (MBE), Women (WBE) Business Enterprise**

**For office use only**

Certification no.: \_\_\_\_\_

1. Name of firm: \_\_\_\_\_

Corporation name (if applicable): \_\_\_\_\_

Business address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_ ZIP: \_\_\_\_\_

Mailing address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ ZIP: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

E-mail or Web site: \_\_\_\_\_

Owner's full name: \_\_\_\_\_ Title: \_\_\_\_\_

Please list other business name(s) previously used: \_\_\_\_\_

2. Has your company been certified by other DBE/MBE/WBE programs? ☐ Yes ☐ No

If "yes," please list all agencies and **include** proof of certification: \_\_\_\_\_

Is the firm currently certified by the Federal Small Business Administration Section 8(a)?

☐ Yes ☐ No

If yes, please include a copy of the certification letter.

Has this firm or any of its owners ever been denied certification or decertified? ☐ Yes ☐ No

If "yes," from which agency: \_\_\_\_\_

Date of denial: \_\_\_\_\_ Date of decertification: \_\_\_\_\_

3. Firm is applying as a:

☐ Disadvantaged Business Enterprise (DBE)

☐ Minority Business Enterprise (MBE)

☐ Woman Business Enterprise (WBE)

**Note:** Refer to "Tips to Expedite the Certification Process" for explanation of these programs.

4. Legal structure: ☐ Sole Proprietorship ☐ Partnership ☐ Limited Liability Co. (LLC) ☐ Corp.

Date you acquired majority ownership: \_\_/\_\_/\_\_

Date incorporated (if applicable): \_\_/\_\_/\_\_

5. Is the applicant's firm a subsidiary or division of another business? ☐ Yes ☐ No
6. Please use the enclosed Department of Transportation commodity codes list to identify your firm's capabilities. In the table below, list the applicable code number and code description. Under "firm capability," describe the products or services your firm offers.

Code no.	Code description	Firm capability
<b>Example</b> 1-01-52	Painting/wallpapering	Commercial, interior only

Please identify your **primary** line of work using the enclosed condensed North American Industry Classification System (NACIS) code list: Code: \_\_ \_\_ \_\_ \_\_ Description:

7. How did you start or acquire your ownership interest in this business? \_\_\_\_\_

8. List dollar amount invested by any individual(s) to start or buy this business. **Attach sources** of financing and supportive documents (loan agreements, receipts, cancelled checks, initial bank statements, CDs etc.) If other, please explain on an attached page:

Name/position	Money	Equipment	Other-explain
-----	\$ -----	\$ -----	\$ -----
-----	\$ -----	\$ -----	\$ -----
-----	\$ -----	\$ -----	\$ -----

9. Do you **own** office equipment, field equipment, or vehicles used in the business? ☐ Yes ☐ No  
If "yes," please include copy of equipment list and estimated value.
10. Do you **lease** office equipment, field equipment or vehicles used in the business? ☐ Yes ☐ No  
If "yes," please include copy of lease agreement(s).

11. Does your firm share any resources (employees/personnel, office space or facilities, equipment, storage space, financing) with any other firm or individual? ☐ Yes ☐ No

If "yes," identify company and the resources shared and explain: \_\_\_\_\_

12. Do you own or lease the company office space? ☐ Own ☐ Lease  
If **leased**, please include a copy of lease agreement.

13. Where is equipment stored? \_\_\_\_\_

14. Ownership. List **all** individuals who have an ownership interest in this business.  
(If not a U.S. citizen, proof of legal residence must be submitted.)

Name	Race or ethnic origin	Gender	Years of ownership	Ownership/ voting percent	Hours worked weekly	U.S. resident or citizen
		<input type="checkbox"/> F <input type="checkbox"/> M				<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> F <input type="checkbox"/> M				<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> F <input type="checkbox"/> M				<input type="checkbox"/> Yes <input type="checkbox"/> No

15. List **officers** and **directors** (corporations only):

Name/title	Director	Race or ethnic origin	Gender	Years with corporation	Hours worked weekly
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> F <input type="checkbox"/> M		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> F <input type="checkbox"/> M		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> F <input type="checkbox"/> M		

16. List **managers** and **members** (LLCs only):

Name/title	Manager	Member	Race or ethnic origin	Gender	Years with company	Hours worked weekly
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> F <input type="checkbox"/> M		
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> F <input type="checkbox"/> M		
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> F <input type="checkbox"/> M		



17. Management and control of firm. Identify by name, race or ethnic origin, gender, and title **all** individuals (owners and non-owners) who are responsible for the day-to-day operation and policy decision-making, including those with primary responsibility:

Responsibility	Name/title	Race or ethnic origin	Gender	Annual salary
Financial decisions			<input type="checkbox"/> F <input type="checkbox"/> M	
Estimating			<input type="checkbox"/> F <input type="checkbox"/> M	
Marketing/sales			<input type="checkbox"/> F <input type="checkbox"/> M	
Personnel decisions			<input type="checkbox"/> F <input type="checkbox"/> M	
Purchasing equipment			<input type="checkbox"/> F <input type="checkbox"/> M	
Field supervision			<input type="checkbox"/> F <input type="checkbox"/> M	
Signatory on major documents			<input type="checkbox"/> F <input type="checkbox"/> M	

18. What is your spouse's involvement in this business? \_\_\_\_\_

What is your spouse's occupation, and where is he or she employed? \_\_\_\_\_

19. If license or permit is required to provide product or service, list below and **attach** a copy (e.g. city business license, contractor's license, engineer/architect license, etc.).

Name of qualifying individual	Type of license/permit	License/permit no.	Expires

20. Bonding: Name of surety agent: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone no.: \_\_\_\_\_

Bonding limit: \$ \_\_\_\_\_

21. Insurance coverage: Name of insurance company: \_\_\_\_\_

Agent: \_\_\_\_\_ Phone no.: \_\_\_\_\_

Amount and type of coverage: \_\_\_\_\_

22. Please list major customers or projects of the business for the past two years (list most-recent first). If new business, list previous business references:

Customer/contract	Phone	Contact person	Work performed	Contract amount	Year	(*)

(\*) Indicate whether you were: (P) prime contractor, (J) joint venture, (SUB) subcontractor.

23. Gross receipts for the business:

**Submit the past three years' federal tax return(s) for the business or those filed since the business has been in operation, if that is less than three years.**

State the ending date of firm's fiscal year: (month) \_\_\_\_\_ (year) \_\_\_\_\_

**If your business has been in operation for *less than one year*, please provide the total gross receipts from start of business to date of this application:**

Total gross receipts: \$ \_\_\_\_\_ , from: (month) \_\_\_\_\_ (year) \_\_\_\_\_ to: (month) \_\_\_\_\_ (year) \_\_\_\_\_

24. Number of employees for the business, including owner(s): full-time \_\_\_\_\_ part-time \_\_\_\_\_

25. Number of employees for affiliates and/or subsidiaries: full-time \_\_\_\_\_ part-time \_\_\_\_\_

26. List other businesses in which you or any other owners have ownership: \_\_\_\_\_

Please read the following affidavit carefully and sign it in the presence of a certified notary public:

Affidavit

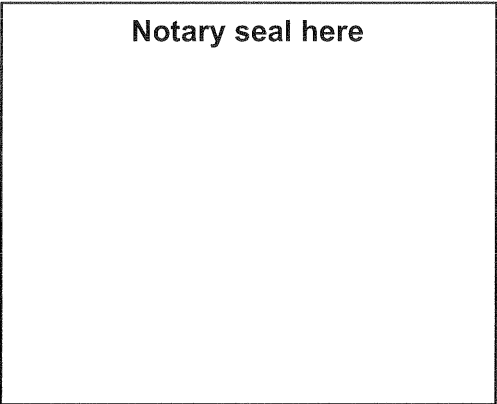
I do solemnly declare and affirm, under penalty of perjury as defined in ORS 162.065, that the contents of the foregoing documents are true and correct and include all information necessary to identify and explain the operation of \_\_\_\_\_ (name of firm), as well as the ownership thereof. The undersigned, in addition, swears that this business is at least 51 percent owned by one or more minorities or women whose management and daily business operations are controlled by one or more of such individuals, pursuant to ORS 200.005, administrative rules of the Office of Minority, Women and Emerging Small Business, and Department of Transportation DBE regulation 49 CFR 26. **Any material misrepresentation will be grounds for denial or revocation of certification and initiation of action under federal or state laws concerning false sworn statements.**

Signature of owner/applicant: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_\_ before me appeared \_\_\_\_\_, who being duly sworn did execute the foregoing affidavit, and did state that she/he was properly authorized by \_\_\_\_\_ (name of firm) to execute the affidavit and did so as her/his free act and deed.



State of: \_\_\_\_\_

Notary public: \_\_\_\_\_

Commission expires: \_\_\_\_\_

TO: All DBE Firms

FR: Cheri Tebeau-Harrell, Certification Manager

RE: **Implementation of New Federal Regulations - 49 CFR Part 26**

The Office of the Secretary of the U.S. Department of Transportation has published notice of new regulations for the operation of its Disadvantaged Business Enterprise (DBE) program. The new regulations which became effective March 4, 1999, are established in 49 CFR Part 26 and **replace** 49 CFR Part 23.

The new regulations changed various aspects of the DBE program, including the certification eligibility criteria. One of the first steps in conjunction with ODOT and FHWA requirements is to verify the Social and Economic Disadvantage and Personal Net Worth of the DBE owner(s) as a condition of certification. Enclosed is the "Certification of Social and Economic Disadvantage and Statement of Personal Net Worth." Each disadvantaged owner must complete these forms and provide supporting documentation of personal net worth. If assets are jointly held, please record total amount, identify as joint, and complete the enclosed form attesting to the fact that you and your spouse do not have legally separate assets. If the disadvantaged owner's spouse has assets that are legally separate from the disadvantaged owner's assets, please include a separate Personal Net Worth worksheet for the spouse (photocopies of the form may be used). These forms, along with the notarized statement, must be returned to OMWESB with your application.

If you have any questions regarding the new federal regulations or the information requested by the enclosed form, you may contact Cheri Tebeau-Harrell, Certification Manager for OMWESB at (503) 947-7948. The new DBE rule is available on the Internet at: <http://osdbuweb.dot.gov/programs/dbe/dbe.htm>.

DBE Application - Supplement 1

**CERTIFICATION OF SOCIAL AND ECONOMIC DISADVANTAGE  
AND STATEMENT OF PERSONAL NET WORTH**

State of \_\_\_\_\_)

County of \_\_\_\_\_)

I, \_\_\_\_\_, being first duly sworn upon oath state the following:

I am an owner (i.e., proprietor, shareholder, partner) of \_\_\_\_\_(firm).  
NOTE: Each owner relied upon for DBE eligibility must complete this form.

I hereby swear or affirm that I am a "socially and economically disadvantaged" individual for purposes of certification as a Disadvantaged Business Enterprise according to 49 CFR Part 26.

\*See attached for definition of "socially and economically disadvantaged individual."

I hereby swear or affirm that my personal net worth does not exceed \$750,000, **excluding the equity in my primary residence and the firm which is currently certified, or for which I am applying for certification as a Disadvantaged Business Enterprise.** I have attached documents (e.g., statements of personal net worth, financial statements, tax returns) to this affidavit that verify my personal net worth.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

State of : \_\_\_\_\_

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

This form, the information contained therein and attached documents shall be kept confidential. These materials shall only be provided to a third party with the written consent of the individual to whom the information pertains. (See 49 CFR Part 26.)

**PERSONAL NET WORTH AND DETERMINATION OF SOCIAL DISADVANTAGE**

Complete this form for: (1) each socially disadvantaged proprietor, (2) each socially disadvantaged limited and general partner whose combined interest totals 51% or more, (3) each socially disadvantaged limited liability member, or (4) each socially disadvantaged stockholder making up 51% or more of voting stocks. If the manager of the company is a socially disadvantaged individual separate and apart from the owner, this individual must complete a copy of this form as well.

Name: \_\_\_\_\_ Residence Phone: (        ) \_\_\_\_\_

Residence Address (Include City, State, & Zip): \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Phone: (        ) \_\_\_\_\_

Business Address (Include City, State, & Zip): \_\_\_\_\_

**DETERMINATION OF SOCIAL DISADVANTAGE**

In considering whether an owner has experienced social disadvantage based upon the effects of discrimination, the applicant for DBE status shall take into account whether the owner has held himself or herself out to be a member of a disadvantaged group, has acted as a member of a community of disadvantaged persons, and would be identified by persons in the population at large as belonging to the disadvantaged group.

I certify that I have read and understand the above statement. I further certify that I have experienced social disadvantage based on discrimination because of my: (mark all that apply) *(This statement is valid only when signed by the individual claiming social disadvantage)*

\_\_\_\_ race \_\_\_\_\_ ethnicity \_\_\_\_\_ gender \_\_\_\_\_ other (Please explain on separate sheet)  
Signature: \_\_\_\_\_ Owner/Title: \_\_\_\_\_

**PERSONAL FINANCIAL STATEMENT**

As of \_\_\_\_\_, 19\_\_\_\_

<b>ASSETS</b>	(Omit Cents)		(Omit Cents)
Cash on hand and in Banks	\$ _____	Accounts Payable	\$ _____
Savings Accounts	\$ _____	Notes Payable to Banks and Others (Describe in Section 1)	\$ _____
IRA or Other Retirement Account	\$ _____	Installment Account (Auto)	\$ _____
Accounts and Notes Receivable	\$ _____	Installment Account (Other)	\$ _____
Life Insurance * Cash Surrender Value Only (Complete Section 7)	\$ _____	Loan on Life Insurance	\$ _____
Stocks and Bonds (Complete Section 2)	\$ _____	Mortgages on Real Estate (Describe in Section 3)	\$ _____
Real Estate (Describe in Section 3)	\$ _____	Unpaid Taxes (Describe in Section 5)	\$ _____
Automobile(s) * Present Value	\$ _____	Other Liabilities (Describe in Section 6)	\$ _____
Other Personal Property (Describe in Section 4)	\$ _____	Total Liabilities	\$ _____
Other Assets (Describe in Section 4)	\$ _____		
<b>Total Assets</b>	\$ _____	<b>Net Worth (Total Assets minus Total Liabilities)</b>	\$ _____

**Source of Income****Contingent Liabilities**

Salary	\$ _____	As Endorser or Co-Maker	\$ _____
Net Investment Income	\$ _____	Legal Claims & Judgements	\$ _____
Real Estate Income	\$ _____	Provision for Federal Income Tax	\$ _____
Other Income	\$ _____	Other Special Debt	\$ _____

**Section 1. Notes Payable to Bank and Others** (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Name and Address of Noteholder (s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral

**Section 2. Stocks and Bonds** (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Number of Shares	Name of Securities	Cost	Market Value Quotation / Exchange	Date of Quotation / Exchange	Total Value

**Section 3. Real Estate owned** (List each parcel separately. Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

	Property A (Primary Residence)	Property B	Property C
Type of Property			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name and Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

**Section 4. Other Personal Property** (e.g., household furnishings, jewelry, artwork) **and Other Assets** (Describe, and if any is pledged as security, provide name and address of lien holder, amount of lien, terms of payment, and if delinquent, describe delinquency.)**Section 5. Unpaid Taxes** (Describe in detail as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

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**Section 6. Other Liabilities** (Describe in detail.)

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**Section 7. Life Insurance Held** (Give face amount and cash surrender value of policies \* name of insurance company and beneficiaries.)

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I hereby certify that I have made no transfers of assets during the two years immediately proceeding the date of this statement, except as follows:

Description of Asset	To Whom Transferred/Relationship To Transferee	Purpose of Transfer	Date of Transfer	Value of Asset At time of Transfer	Consideration Received For Transfer

I authorize the Oregon Office of Minority, Women and Emerging Small Business to verify the accuracy of the statements made in order to determine whether I meet the standards of social and economic disadvantage for participation in the DBE Program in the State of Oregon. These statements are true and correct to the best of my knowledge.

Signature:	Title:	SSN:	Date:



DATE: \_\_\_\_\_

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

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

A SEPARATE PERSONAL NET WORTH STATEMENT HAS NOT BEEN SUBMITTED FOR MY SPOUSE PER 49 CFR APPENDIX E, BECAUSE HE/SHE DOES NOT HAVE ANY LEGALLY SEPARATE ASSETS, AND ALL FINANCIAL INFORMATION CONTAINED ON MY PNW STATEMENT IS JOINTLY HELD.

APPLICANT SIGNATURE: \_\_\_\_\_

SPOUSE SIGNATURE: \_\_\_\_\_

DISADVANTAGED BUSINESS ENTERPRISE  
POLICY & PROGRAM FISCAL YEAR 2001-2002

**APPENDIX B**

**STANDARD INDUSTRIAL CLASSIFICATION (S.I.C. CODE LIST)**

0780 Landscape and Horticultural Services

1600 Heavy Construction

1700 Specialty Trades

3400 Fabricated Metal Products

8710 Engineering & Architectural Services

8730 Research/Testing Services

8990 Misc. Professional Services

DISADVANTAGED BUSINESS ENTERPRISE  
POLICY & PROGRAM FISCAL YEAR 2001-2002

**APPENDIX C**

**DBE LIST FROM THE OFFICE OF MINORITY, WOMEN AND EMERGING SMALL  
BUSINESS**



## OMWESB Certified Firm(s) Information Query

**Certification Descriptions:** *Federal contracting:* Disadvantaged Business Enterprise (DBE);  
*State / local contracting:* Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Emerging Small Business (ESB).

Found **28** firms matches for *Certification Type=Disadvantaged Business Enterprise County=LANE*

Firm Information	<div> <div> ODOT CODE / CODE DESCRIPTION  COMMODITY DESCRIPTION  CERTIFIED PROGRAM </div> <div> NIGP CODE </div> </div>
Certification Number 141 <b>AIKEN-FORD LUMBER CO</b> PO BOX 21835 EUGENE, OR 97402 Phone # (541)344-0223 Fax # (541)344-1557 buywood@aikenlumber.com JAMIE AIKEN	<div>           30149 / LUMBER (SUPPLIER)            DIMENSIONAL LUMBER, TREATED LUMBER, TIMBERS, FIRE RETARDANT LUMBER, PILINGS, CHAMFER, PLYWOOD            DBE WBE         </div> <div>54000</div>
Certification Number 193 <b>ANDERSONS EROSION CONTROL INC</b> PO BOX 205 JUNCTION CITY, OR 97448 Phone # (541)998-2062 Fax # (541)998-3261 CLARA ANDERSON	<div>           10394 / TRUCKING (HWY/RD)            DUMP TRUCK SERVICES - HAULING AND PLACING            DBE WBE         </div> <div>96239</div>
	<div>           10140 / LANDSCAPE MAINTENANCE (RES/COM)            DBE WBE         </div> <div>98836</div>
	<div>           10385 / SEEDING (HWY/RD)            HYDROSEEDING FOR EROSION CONTROL ONLY            DBE WBE         </div> <div>79020</div>
Certification Number 212 <b>ANN CHRISTENSEN ENVIRONMENTAL DESIGN</b> 490 WEST 29TH AVE EUGENE, OR 97405 Phone # (541)485-3422 Fax # (541)485-3422 acenvdes@aol.com ANN CHRISTENSEN	<div>           20310 / LANDSCAPE DESIGN (TECH/PROF)            LANDSCAPE RESTORATION AND REHABILITATION, SPACIAL AND PLANTING DESIGN            DBE WBE         </div> <div>90656</div>
	<div>           20704 / BIOLOGICAL/ECOLOGICAL/ENVIRONMENTAL (TECH/PROF)            WETLAND MITIGATION, STREAM REHABILITATION AND STABILIZATION, BIOENGINEERED SOLUTIONS. STORMWATER MANAGEMENT, STREAM &amp; WATERSHED INVENTORY, HABITAT RESTORATION            DBE WBE         </div> <div>92600</div>
	<div>           20722 / PLANNERS (TECH/PROF)            WATERSHED PLANNING, CIP AND BMP PRACTICES, MULTI OBJECTIVE SOLUTIONS, LANDSCAPE ECOLOGY.            DBE WBE         </div> <div>96200</div>

<b>Certification Number 2465</b> <b>CRAFTRIGHT BUILDERS</b> 570 COTTONWOOD PLACE EUGENE, OR 97404 Phone # (541)942-8406 Fax # (541)767-2309 DAVID PARTLOW	10113 / DRYWALL/SHEETROCK (RES/COM)  <b>DBE ESB</b>  91075
	10104 / CARPENTRY (RES/COM)  <b>DBE ESB</b>  91006
	10107 / CONCRETE WORK (RES/COM) FOOTINGS AND STEM, NO FLAT WORK  <b>DBE ESB</b>  90924
<b>Certification Number 476</b> <b>DEBBIE PETREE</b> 30143 MONTMORENCE DRIVE JUNCTION CITY, OR 97448 Phone # (541)688-5336 Fax # (541)688-6538 DEBBIE PETREE	10119 / EXCAVATING (RES/COM) RESIDENTIAL/COMMERCIAL  <b>DBE MBE WBE</b>  96839
	10394 / TRUCKING (HWY/RD) ALSO COMMERCIAL WORK  <b>DBE MBE WBE</b>  96239
	10337 / EXCAVATING (HWY/RD) HIGHWAY/ROAD  <b>DBE MBE WBE</b>  96839
<b>Certification Number 490</b> <b>DIANES DOUBLE DUTY</b> 87735 HWY 101 N SP 17 FLORENCE, OR 97439 Phone # (541)997-3213 DIANE SMITH	40304 / WINDOW CLEANING (SERVICES) OFFICES AND HOUSES  <b>DBE WBE</b>  91081
	40301 / JANITORIAL SERVICES OFFICES AND HOUSES  <b>DBE WBE</b>  91039
<b>Certification Number 2031</b> <b>ENVIRONMENTAL SOLUTIONS</b> 2540 PIERCE STREET EUGENE, OR 97405 Phone # (541)343-6585 Fax # (541)338-7676 nholz@efn.org NANCY HOLZHAUSER	20704 / BIOLOGICAL/ECOLOGICAL/ENVIRONMENTAL (TECH/PROF) WETLANDS, BIOLOGICAL ASSESSMENTS  <b>DBE WBE ESB</b>  92600
<b>Certification Number 2443</b> <b>FLY'N N TRUCKING</b> 85938 EDENVALE PLEASANT HILL, OR 97455 Phone # (541)726-9475 Fax # (541)726-9475 NATALIE NICHOLS	10394 / TRUCKING (HWY/RD) DUMP TRUCK, INDEPENDENT TRUCK DRIVER FOR HIRE  <b>DBE WBE ESB</b>  96239
<b>Certification Number 594</b> <b>FORD NESS FASSBENDER INC</b> PO BOX 22735 EUGENE, OR 97402 Phone # (541)344-1852 Fax # (541)344-9923 fnf@teleport.com PAULA NORNESS	20731 / SURVEYING (TECH/PROF) I.E., BOUNDARY, CONSTRUCTION, HYDROLOGY, GPS, ETC.  <b>DBE WBE</b>  90779
	20722 / PLANNERS (TECH/PROF)  <b>DBE WBE</b>  92561

	20710 / COMPUTER AIDED DESIGN - CAD (TECH/PROF) <b>DBE WBE</b> 92018
	10319 / CONSTRUCTION SURVEYING (HWY/RD) <b>DBE WBE</b> 90779
	20701 / ANALYSIS/RESEARCH/STUDIES (TECH/PROF) <b>DBE WBE</b> 95605
Certification Number 2688 <b>GARY COMPTON CONSTRUCTION</b> PO BOX 40133 EUGENE, OR 97404 Phone # (541)343-5786 Fax # (541)687-5948 GARY COMPTON	10325 / DEMOLITION (HWY/RD) <i>HIGHWAY/ROAD CONSTRUCTION</i> <b>DBE MBE ESB</b> 96832
	10167 / SITE CLEAN-UP (RES/COM) <i>HIGHWAY/ROAD CONSTRUCTION</i> <b>DBE MBE ESB</b> 90974
	10394 / TRUCKING (HWY/RD) <i>RESIDENTIAL AND HIGHWAY CONSTRUCTION</i> <b>DBE MBE ESB</b> 96239
	10164 / SEWER/ WATER SYSTEMS (RES/COM) <i>RESIDENTIAL/COMMERCIAL</i> <b>DBE MBE ESB</b> 96869
	10119 / EXCAVATING (RES/COM) <i>RESIDENTIAL/COMMERCIAL</i> <b>DBE MBE ESB</b> 96839
	10328 / DRAINAGE (HWY/RD) <i>HIGHWAY/ROAD CONSTRUCTION</i> <b>DBE MBE ESB</b> 92528
	10316 / CLEARING/GRUBBING/MOWING/BRUSHING (HWY/RD) <i>RESIDENTIAL, HIGHWAY AND ROAD CONSTRUCTION</i> <b>DBE MBE ESB</b> 90974
Certification Number 663 <b>HANSEN DRAFTING &amp; GRAPHICS</b> 2310 SNELLING DR EUGENE, OR 97408 Phone # (541)484-6462 Fax # (541)484-6417 carol@hansengraphics.com CAROL HANSEN	10337 / EXCAVATING (HWY/RD) <i>HIGHWAY/ROAD CONSTRUCTION</i> <b>DBE MBE ESB</b> 96839
	20304 / GRAPHIC DESIGN (TECH/PROF) <i>PRESENTATION GRAPHICS</i> <b>DBE WBE</b> 90640
	20737 / TRANSPORTATION / TRANSIT (TECH/PROF) <i>ASSIST WITH TRANSPORTATION RELATED STUDIES</i> <b>DBE WBE</b> 91896

	20710 / COMPUTER AIDED DESIGN - CAD (TECH/PROF) <i>ENGINEERING DESIGN/GRAPHICS</i>  <b>DBE WBE</b>	92018
Certification Number 653 <b>HERITAGE RESEARCH ASSOCIATES INC</b> 1997 GARDEN AVENUE EUGENE, OR 97403 Phone # (541)485-0454 Fax # (541)485-1364 heritagere@aol.com KATHRYN TOEPEL	20701 / ANALYSIS/RESEARCH/STUDIES (TECH/PROF) <i>ARCHAEOLOGICAL &amp; HISTORICAL CONSULTING SERVICES</i>  <b>DBE WBE</b>	95670
	20704 / BIOLOGICAL/ECOLOGICAL/ENVIRONMENTAL (TECH/PROF) <i>ARCHAEOLOGICAL &amp; HISTORICAL CONSULTING SERVICES</i>  <b>DBE WBE</b>	91800
Certification Number 2524 <b>LAW OFFICES OF NYLA L JEBOUSEK</b> 36248 CAMP CK RD SPRINGFIELD, OR 97478 Phone # (541)741-6215 Fax # (541)736-8469 jebousek@law.uoregon.edu NYLA JEBOUSEK	20122 / LEGAL (TECH/PROF) <i>ATTORNEY REPRESENTATION</i>  <b>DBE WBE ESB</b>	96149
Certification Number 2634 <b>MICKEY'S FLAGGER &amp; PILOT CAR SERVICES</b> 1108 CEDAR PLACE CRESWELL, OR 97426 Phone # (541)895-2177 Fax # (541)895-2177 GMVAN89551@AOL.COM GINGER VANMEER	10393 / TRAFFIC CONTROL (HWY/RD) <i>FLAGGING AND PILOT CAR SERVICES FOR CONSTRUCTION ZONES.</i>  <b>DBE MBE WBE ESB</b>	92593
Certification Number 2832 <b>MORGAN DESIGN &amp; CONSTRUCTION INC</b> 1520 BALBOA STREET EUGENE, OR 97408 Phone # (541)485-2866 Fax # (541)687-1765 buymorgan@clipper.net JOAN SHEA	10113 / DRYWALL/SHEETROCK (RES/COM) <i>RESIDENTIAL/COMMERCIAL REMODELS</i>  <b>DBE WBE</b>	91075
	20713 / CONSTRUCTION MANAGEMENT SERVICES (TECH/PROF) <i>COMMERCIAL/RESIDENTIAL REMODELING PROJECTS</i>  <b>DBE WBE</b>	92544
	10152 / PAINTING/ WALLPAPERING (RES/COM)  <b>DBE WBE</b>	92857
	10104 / CARPENTRY (RES/COM) <i>RESIDENTIAL/COMMERCIAL FINISH CARPENTRY, CABINET MAKING, MOLDINGS AND TRIM WORK</i>  <b>DBE WBE</b>	91006
Certification Number 2403 <b>PERALES GENERAL CONTRACTING INC</b> 33425 E TATE RD CRESWELL, OR 97426 Phone # (541)895-3426 Fax # (541)895-3364 DIONICIO PERALES	10158 / ROOFING (RES/COM) <i>METAL, SHINGLES, ETC.</i>  <b>DBE MBE ESB</b>	77000
	10104 / CARPENTRY (RES/COM) <i>FRAMING AND FINISHING</i>  <b>DBE MBE ESB</b>	91006

	10113 / DRYWALL/SHEETROCK (RES/COM) <i>ALL STRUCTURES</i>  <b>DBE MBE ESB</b>  91075
	10304 / BRIDGE RAIL (HWY/RD)  <b>DBE MBE ESB</b>  96819
	10107 / CONCRETE WORK (RES/COM) <i>ALL CONCRETE WORK, INCLUDING HANDICAPPED ACCESS AND WHEELCHAIR RAMPS</i>  <b>DBE MBE ESB</b>  90924
	10379 / REBAR REPLACEMENT/REINFORCEMENT (HWY/RD)  <b>DBE MBE ESB</b>  91200
	10310 / CONCRETE FLAT WORK (HWY/RD)  <b>DBE MBE ESB</b>  90924
Certification Number 1160 <b>QUALITY FLAGGERS INC</b> PO BOX 1347 VENETA, OR 97487 Phone # (541)741-8606 Fax # (541)935-0532 DELLA ROBERSON	10393 / TRAFFIC CONTROL (HWY/RD) <i>FLAGGING SERVICES FOR HIGHWAY CONSTRUCTION AND UTILITY WORK.</i>  <b>DBE WBE</b>  99046
Certification Number 2256 <b>SCHIRMER SCHLESINGER &amp; ASSOCIATES INC</b> 1725 PEARL ST EUGENE, OR 97401 Phone # (541)686-4540 Fax # (541)686-4577 landscape@clipper.net CAROL SCHIRMER	20301 / ARCHITECTURAL DESIGN (TECH/PROF) <i>LANDSCAPE ARCHITECTURE</i>  <b>DBE WBE ESB</b>  91873
	20310 / LANDSCAPE DESIGN (TECH/PROF) <i>COMMERCIAL/RESIDENTIAL</i>  <b>DBE WBE ESB</b>  98852
Certification Number 2837 <b>SELLS INVESTMENTS LLC</b> 86100 SELLS VIEW DRIVE EUGENE, OR 97402 Phone # (541)935-2565 Fax # (541)935-6106 MARGARET SELLS	20725 / PROJECT MANAGEMENT (TECH/PROF) <i>CONSTRUCTION PROJECTS FROM START TO FINISH.</i>  <b>DBE WBE</b>  92544
	20113 / BUSINESS MANAGEMENT (TECH/PROF) <i>RESIDENTIAL CONSTRUCTION</i>  <b>DBE WBE</b>  96110
	20713 / CONSTRUCTION MANAGEMENT SERVICES (TECH/PROF) <i>GENERAL CONTRACTORS. CUSTOM HOME BUILDERS, AND REMODELING PROJECTS FOR RESIDENTIAL AND COMMERCIAL BUILDINGS, INCLUDING ADA COMPLIANCE.</i>  <b>DBE WBE</b>  96117



<b>Certification Number 1241</b> <b>SIGNS UNLIMITED</b> 1365 INTERIOR ST STE A EUGENE, OR 97402 Phone # (541)344-7446 Fax # (541)465-9556 marcello@cyberis.net MARCELLO ROSSI	50170 / SIGNS (MANUFACTURER) <i>MANUFACTURE OF COMMERCIAL, ARCHITECTURAL SIGNS</i>  <b>DBE MBE</b>  55970
	20304 / GRAPHIC DESIGN (TECH/PROF) <i>LOGOS, SIGNS, SIGN SYSTEMS</i>  <b>DBE MBE</b>  90735
	30170 / SIGNS (SUPPLIER) <i>CONSTRUCTION SIGNS</i>  <b>DBE MBE</b>  55970
	31531 / SIGNS - HOME/OFFICE/COMMERCIAL (SUPPLIER) <i>COMMERCIAL/BANNERS/GRAPHICS</i>  <b>DBE MBE</b>  55970
	10388 / SIGNS (HWY/RD) <i>ROAD SIGNS</i>  <b>DBE MBE</b>  55970
<b>Certification Number 1358</b> <b>STATON COMPANIES</b> PO BOX 7515 EUGENE, OR 97401 Phone # (541)726-9422 Fax # (541)726-9837 jeanne@statonco.com CLAUDIA STATON	10325 / DEMOLITION (HWY/RD) <i>DEMOLITION OF RESIDENTIAL, COMMERCIAL BUILDINGS AND STRUCTURES.</i>  <b>DBE WBE</b>  96832
<b>Certification Number 1392</b> <b>TESS'S INC</b> 1466 DOLA ST EUGENE, OR 97402 Phone # (541)607-1064 TERESA WEBB	10393 / TRAFFIC CONTROL (HWY/RD) <i>FLAGGING</i>  <b>DBE WBE</b>  99046
	10394 / TRUCKING (HWY/RD) <i>DUMP TRUCK</i>  <b>DBE WBE</b>  96239
	10399 / CONSTRUCTION (HWY/RD) NEC <i>STREET CLEANING</i>  <b>DBE WBE</b>  96200
<b>Certification Number 1725</b> <b>TRANS-WATCH</b> 1035 MONROE EUGENE, OR 97402 Phone # (541)334-1786 Fax # (541)334-1786 transwatch@pond.net CHRISTIAN WATCHIE	20701 / ANALYSIS/RESEARCH/STUDIES (TECH/PROF) <i>TRANSPORTATION BEHAVIOR &amp; TRANSIT NEEDS ASSESSMENT</i>  <b>DBE WBE</b>  91812
	20737 / TRANSPORTATION / TRANSIT (TECH/PROF) <i>FACILITATION OF PLANNING PROCESSES</i>  <b>DBE WBE</b>  91800
	20722 / PLANNERS (TECH/PROF) <i>ORGANIZATIONAL DEVELOPMENT</i>  <b>DBE WBE</b>  91875

	20113 / BUSINESS MANAGEMENT (TECH/PROF) <i>FACILITATION</i>  <b>DBE WBE</b>  91875
Certification Number 1427 <b>TRIAD STEEL INC</b> 3597 HAYDEN BRIDGE RD SPRINGFIELD, OR 97477 Phone # (541)726-9227 Fax # (541)726-9227 JAMES TALLEY	10379 / REBAR REPLACEMENT/REINFORCEMENT (HWY/RD) <i>SUPPLY &amp; PLACE REBAR</i>  <b>DBE MBE</b>  96200
Certification Number 1482 <b>WASH RITE CO</b> PO BOX 2957 FLORENCE, OR 97439 Phone # (541)997-7652 Fax # (541)997-7652 DORIS LUTZ	10161 / SANDBLASTING/POWER WASHING (RES/COM)  <b>DBE WBE</b>  96867  10393 / TRAFFIC CONTROL (HWY/RD) <i>CERTIFIED TRAFFIC CONTROL SUPERVISOR AND FLAGGING INSTRUCTOR. PROVIDE TRAFFIC CONTROL SERVICES; GENERATORS, SIGNS, LIGHT STANDS, PORTABLE SIGNS AND STANDS FOR ROAD CONSTRUCTION</i>  <b>DBE WBE</b>  99046

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Next 3 Matches

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BAD,OMWESB Web Coordinator (503)(947-7976)*



## OMWESB Certified Firm(s) Information Query

**Certification Descriptions:** *Federal contracting:* Disadvantaged Business Enterprise (DBE);  
*State / local contracting:* Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Emerging Small Business (ESB).

Firm Information	ODOT CODE / CODE DESCRIPTION COMMODITY DESCRIPTION CERTIFIED PROGRAM NIGP CODE
Certification Number 2757 <b>WEST SIDE IRON INC</b> PO BOX 70004 EUGENE, OR 97401 Phone # (541)988-1781 Fax # (541)988-1781 PETE COBARRUBIA	10176 / WELDING (RES/COM) <i>SHEAR STUD WELDING</i>  <b>DBE MBE</b>  91076
	10399 / CONSTRUCTION (HWY/RD) NEC <i>SHEAR STUD WELDING FOR BRIDGES AND STRUCTURAL STEEL</i>  <b>DBE MBE</b>  90965
	10170 / STRUCTURAL STEEL - INSTALL/ERECT (RES/COM) <i>COMMERCIAL</i>  <b>DBE MBE</b>  90965
Certification Number 1489 <b>WESTATES FLAGMAN ESCORT INC</b> BOX 5001 EUGENE, OR 97405 Phone # (541)344-0304 Fax # (541)344-8107 TRICIA RAINES WILGUS	10393 / TRAFFIC CONTROL (HWY/RD) <i>FLAGGING HIGHWAY AND OVERSIZE LOADS, PILOT CAR (FOLLOW ME).</i>  <b>DBE WBE</b>  99046
Certification Number 1986 <b>WRISC OF NEVADA INC</b> 31631 RUDOLPH ROAD COTTAGE GROVE, OR 97424 Phone # (541)953-5377 Fax # (541)942-5167 wrisc@aol.com CHRISTINA LUND	20725 / PROJECT MANAGEMENT (TECH/PROF) <i>PROJECT MANAGEMENT FOR WRAP-UP CONSULTING; RISK MANAGEMENT; SAFETY</i>  <b>DBE WBE</b>  91875

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## OMWESB Certified Firm(s) Information Query

**Certification Descriptions:** *Federal contracting:* Disadvantaged Business Enterprise (DBE);  
*State / local contracting:* Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Emerging Small Business (ESB).

Found 8 firms matches for *Certification Type=Disadvantaged Business Enterprise County=LINN*

Firm Information	<b>ODOT CODE / CODE DESCRIPTION</b> <b>COMMODITY DESCRIPTION</b> <b>CERTIFIED PROGRAM</b> <b>NIGP CODE</b>
Certification Number 2725 <b>4S SIGN LLC</b> 30255 HWY 34 ALBANY, OR 97321 Phone # (541)928-5858 Fax # (541)928-9068 foress@proaxis.com KIMBERLY SNOOK	10388 / SIGNS (HWY/RD) <i>HIGHWAY CONSTRUCTION/MAINTENANCE</i> <b>DBE WBE</b> 93674
	30300 / CONSTRUCTION EQUIPMENT - LEASE/RENTAL/SALES <i>LEASE/RENTAL/SALES</i> <b>DBE WBE</b> 97524
	30170 / SIGNS (SUPPLIER) <i>HIGHWAY SIGN SUPPLIER</i> <b>DBE WBE</b> 93674
	50170 / SIGNS (MANUFACTURER) <i>MANUFACTURE</i> <b>DBE WBE</b> 93674
Certification Number 6 <b>AB UTILITY CONTRACTORS INC</b> 915 SOMMERVILLE LOOP HARRISBURG, OR 97446 Phone # (541)995-9445 Fax # (541)995-9245 RAYMOND BROWN	10119 / EXCAVATING (RES/COM) <i>FOOTINGS, SITE UTILITIES, POWER COMMUNICATIONS, POLE FOUNDATIONS</i> <b>DBE MBE</b> 96839
Certification Number 264 <b>BIG O CONSTRUCTION INC</b> PO BOX 375 LYONS, OR 97358 Phone # (503)859-2812 Fax # (503)859-2812 MARK ORR	10307 / CONCRETE CUTTING (HWY/RD) <i>ALL PHASES (DEMOLITION, REBAR, FORM BUILDING, ETC.) FOR: CURBS, SIDEWALKS, DRIVEWAYS, ELEVATED SLABS, WALLS, BOX CULVERTS, CATCH BASINS.</i> <b>DBE MBE ESB</b> 75565
	10107 / CONCRETE WORK (RES/COM) <i>ALL PHASES (DEMOLITION, REBAR, FORM BUILDING, ETC.) FOR: CURBS, SIDEWALKS, DRIVEWAYS.</i> <b>DBE MBE ESB</b> 92519
	10379 / REBAR REPLACEMENT/REINFORCEMENT (HWY/RD) <i>SIDEWALKS, BRIDGES, CURBS, ETC.</i> <b>DBE MBE ESB</b> 57076

	10304 / BRIDGE RAIL (HWY/RD) <i>CONCRETE WORK</i>  <b>ESB</b>  91366
	10104 / CARPENTRY (RES/COM) <i>ALL PHASES</i>  <b>ESB</b>  91006
	10399 / CONSTRUCTION (HWY/RD) NEC <i>CARPENTRY FOR HIGHWAY/ ROAD PROJECTS</i>  <b>DBE MBE ESB</b>  99887
	10301 / BRIDGES (HWY/RD) <i>CONCRETE WORK</i>  <b>ESB</b>  91366
	10310 / CONCRETE FLAT WORK (HWY/RD) <i>ALL PHASES</i>  <b>ESB</b>  92519
	10393 / TRAFFIC CONTROL (HWY/RD) <i>FLAGGING AND TEMPORARY SIGNING FOR TRAFFIC CONTROL</i>  <b>DBE MBE</b>  55079
Certification Number 591 <b>FORESS SIGN COMPANY</b> 30255 HWY 34 ALBANY, OR 97321 Phone # (541)928-5858 Fax # (541)928-9068 foress@proaxis.com KIMBERLY SNOOK	30170 / SIGNS (SUPPLIER) <i>SUPPLY, SERVICE AND INSTALL COMMERCIAL AND HIGHWAY SIGNS. CRANE SERVICE. PROVIDE MATERIALS, LABOR AND INSTALLATION OF TRAFFIC CONTROL DEVICES FOR CONSTRUCTION PROJECTS.</i>  <b>DBE</b>  80100
	50170 / SIGNS (MANUFACTURER) <i>DESIGN AND MANUFACTURE COMMERCIAL AND HIGHWAY SIGNS</i>  <b>DBE</b>  80100
	30300 / CONSTRUCTION EQUIPMENT - LEASE/RENTAL/SALES <i>PORTABLE ELECTRONIC MESSAGE CENTERS; ARROW BOARDS, TRUCK-MOUNTED ATTENUATORS</i>  <b>DBE</b>  97524
Certification Number 2793 <b>JOHNNIE CLAASEN TRANSPORT</b> 906 OAK STREET BROWNSVILLE, OR 97327 Phone # (541)466-5703 JOHNNIE CLAASEN	10394 / TRUCKING (HWY/RD) <i>HAULING SAND, GRAVEL, ROCK, PAVING FOR ROAD CONSTRUCTION - 12 YARD DUMP &amp; PUP</i>  <b>DBE MBE ESB</b>  96239
Certification Number 1882 <b>SE-ME SISTERS TRUCKING</b> 32850 MILLER DR HARRISBURG, OR 97446 Phone # (541)461-3776 M EVALYN COOPER	10394 / TRUCKING (HWY/RD) <i>GRAVEL, DIRT, ETC.</i>  <b>DBE WBE ESB</b>  96239

<b>Certification Number 1399</b> <b>T &amp; M PIPELINE</b> <b>CONSTRUCTION INC</b> PO BOX 455 LEBANON, OR 97355 Phone # (541)258-8773 Fax # (541)258-8775 pipeline@dswebnet.com MANRIQUE GONZALEZ	10164 / SEWER/ WATER SYSTEMS (RES/COM)  <b>DBE MBE</b>  90900
	10199 / CONSTRUCTION (RES/COM) NEC <i>GRADING - RESIDENTIAL STREET DEVELOPMENT</i>  <b>DBE MBE</b>  92935
	10337 / EXCAVATING (HWY/RD)  <b>DBE MBE</b>  90900
	10119 / EXCAVATING (RES/COM)  <b>DBE MBE</b>  90900
<b>Certification Number 2006</b> <b>WORD DYNAMICS</b> 526 ELLSWORTH STREET SW ALBANY, OR 97321 Phone # (541)791-8954 dynamics@skybiz.com MOLLY GONZALEZ	42900 / OFFICE SERVICES/ WORD PROCESSING (SERVICES) <i>PUBLIC &amp; COMMERCIAL, GOVERNMENT</i>  <b>DBE MBE WBE</b>  91580
	20116 / DATA PROCESSING/COMPUTER (TECH/PROF) <i>PUBLIC &amp; COMMERCIAL, GOVERNMENT</i>  <b>DBE MBE WBE</b>  92000

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DISADVANTAGED BUSINESS ENTERPRISE  
POLICY & PROGRAM FISCAL YEAR 2001-2002

**APPENDIX D**

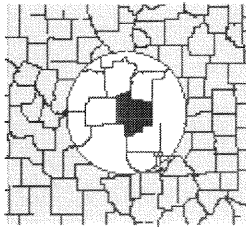
**CENSUS BUREAU COUNTY BUSINESS PATTERN - LANE COUNTY REPORT**

# County Business Patterns

1997 County Business Patterns  
Lane, OR

[CenStats](#)

3 & 4 SIC digit detail for  
Sector 8900  
Services, N.e.c.



I'd like to see a different year

					Payroll (\$1,000)			
		SIC Code	SIC Description	Number of Employees for week including March 12	1st Quarter	Annual	Total Establishments	
2 Dgt	Compare	8900	Services, n.e.c.	73	490	2,227	19	
2 Dgt	Compare	899\	Administrative and auxiliary	236	2,218	8,167	9	

					Number of Establishments by Employment-size class								
		Sector Code	Sector Description	Total Estabs	1-4	5-9	10-19	20-49	50-99	100-249	250-499	500-999	1000 or more
2 Dgt	Compare	8900	Services, n.e.c.	19	15	1	2	1	0	0	0	0	0
2 Dgt	Compare	899\	Administrative and auxiliary	9	2	2	1	2	2	0	0	0	0

I'd like to see a different year

Data from the *County Business Patterns CD-ROM*

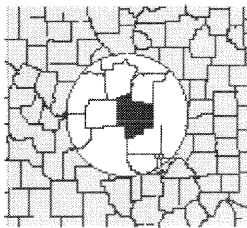
For information on businesses with no paid employees, see *Nonemployer Statistics*

Display Data For Major Industrial Group

Change Geographic Area



# County Business Patterns



1997 County Business Patterns  
Lane, OR

[CenStats](#)

2 digit SIC detail for  
Sector 07--  
Agricultural Services, Forestry, And  
Fishi

I'd like to see a different year

					Payroll (\$1,000)		
		SIC Code	SIC Description	Number of Employees for week including March 12	1st Quarter	Annual	Total Establishments
3/4 Dgt	Compare	0700	Agricultural services	749	2,613	13,024	147
3/4 Dgt	Compare	0800	Forestry	518	2,859	12,420	62
3/4 Dgt	Compare	0900	Fishing, hunting, and trapping	3	13	46	3

					Number of Establishments by Employment-size class								
					Sector Code	Sector Description	Total Estabs	1-4	5-9	10-19	20-49	50-99	100-249
3/4 Dgt	Compare	0700	Agricultural services	147	94	35	12	6	0	0	0	0	0
3/4 Dgt	Compare	0800	Forestry	62	43	3	6	8	2	0	0	0	0
3/4 Dgt	Compare	0900	Fishing, hunting, and trapping	3	3	0	0	0	0	0	0	0	0

I'd like to see a different year

Data from the *County Business Patterns CD-ROM*

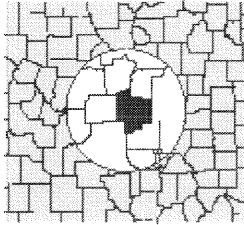
For information on businesses with no paid employees, see *Nonemployer Statistics*

# County Business Patterns

1997 County Business Patterns  
Lane, OR

[CenStats](#)

2 digit SIC detail for  
Sector 15--  
Construction



I'd like to see a different year

					Payroll (\$1,000)		
		SIC Code	SIC Description	Number of Employees for week including March 12	1st Quarter	Annual	Total Establishments
3/4 Dgt	Compare	1500	General contractors and operative builders	1,498	8,857	44,929	371
3/4 Dgt	Compare	1600	Heavy construction, except building	874	7,323	40,974	64
3/4 Dgt	Compare	1700	Special trade contractors	4,384	25,570	121,277	660

					Number of Establishments by Employment-size class								
		Sector Code	Sector Description	Total Estabs	1-4	5-9	10-19	20-49	50-99	100-249	250-499	500-999	1000 or more
3/4 Dgt	Compare	1500	General contractors and operative builders	371	294	40	20	14	3	0	0	0	0
3/4 Dgt	Compare	1600	Heavy construction, except building	64	31	13	7	10	1	2	0	0	0
3/4 Dgt	Compare	1700	Special trade contractors	660	439	100	74	38	7	1	1	0	0

I'd like to see a different year

Data from the *County Business Patterns CD-ROM*

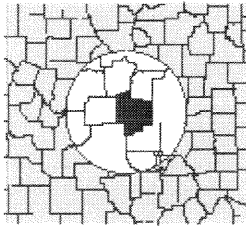
For information on businesses with no paid employees, see *Nonemployer Statistics*

# County Business Patterns

1997 County Business Patterns  
Lane, OR

CenStats

3 & 4 SIC digit detail for  
Sector 3400  
Fabricated Metal Products



I'd like to see a different year

		SIC Code	SIC Description	Number of Employees for week including March 12	Payroll (\$1,000)		Total Establishments
2 Dgt	Compare				1st Quarter	Annual	
<input type="text" value="2 Dgt"/>	<input type="text" value="Compare"/>	3400	Fabricated metal products	854	5,689	26,150	60
<input type="text" value="2 Dgt"/>	<input type="text" value="Compare"/>	3420	Cutlery, handtools, and hardware	20-99	0	0	4
<input type="text" value="2 Dgt"/>	<input type="text" value="Compare"/>	3425	Saw blades and handsaws	20-99	0	0	3
<input type="text" value="2 Dgt"/>	<input type="text" value="Compare"/>	3429	Hardware, n.e.c.	0-19	0	0	1
<input type="text" value="2 Dgt"/>	<input type="text" value="Compare"/>	3430	Plumbing and heating, except electric	0-19	0	0	2
<input type="text" value="2 Dgt"/>	<input type="text" value="Compare"/>	3433	Heating equipment, except electric	0-19	0	0	2

I'd like to see a different year

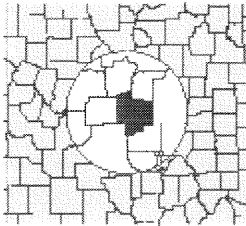
		SIC Code	SIC Description	Number of Employees for week including March 12	Payroll (\$1,000)		Total Establishments
2 Dgt	Compare				1st Quarter	Annual	
<input type="text" value="2 Dgt"/>	<input type="text" value="Compare"/>	3440	Fabricated structural metal products	292	1,931	9,895	23
<input type="text" value="2 Dgt"/>	<input type="text" value="Compare"/>	3441	Fabricated structural metal	68	511	3,312	4

# County Business Patterns

1997 County Business Patterns  
Lane, OR

CenStats

3 & 4 SIC digit detail for  
Sector 8700  
Engineering And Management Services



I'd like to see a different year

		SIC Code	SIC Description	Number of Employees for week including March 12	Payroll (\$1,000)		Total Establishments
2 Dgt	Compare				1st Quarter	Annual	
<input type="text" value="2 Dgt"/>	<input type="text" value="Compare"/>	8700	Engineering and management services	2,837	20,432	85,276	420
<input type="text" value="2 Dgt"/>	<input type="text" value="Compare"/>	8710	Engineering and architectural services	719	5,324	25,547	117
<input type="text" value="2 Dgt"/>	<input type="text" value="Compare"/>	8711	Engineering services	478	3,941	18,922	71
<input type="text" value="2 Dgt"/>	<input type="text" value="Compare"/>	8712	Architectural services	186	1,064	5,182	34
<input type="text" value="2 Dgt"/>	<input type="text" value="Compare"/>	8713	Surveying services	55	319	1,443	12
<input type="text" value="2 Dgt"/>	<input type="text" value="Compare"/>	8720	Accounting, auditing, and bookkeeping	944	4,815	20,040	145

I'd like to see a different year

		SIC Code	SIC Description	Number of Employees for week including March 12	Payroll (\$1,000)		Total Establishments
2 Dgt	Compare				1st Quarter	Annual	
<input type="text" value="2 Dgt"/>	<input type="text" value="Compare"/>	8730	Research and testing services	496	3,239	13,658	37
<input type="text" value="2 Dgt"/>	<input type="text" value="Compare"/>	8731	Commercial physical research	44	381	1,826	13

**APPENDIX E**  
**FEDERAL FINANCIAL ASSISTANCE**  
**AGREEMENT ASSURANCE**

I, Kenneth P. Hamm, General Manager, hereby certify on behalf of Lane Transit District that:

The undersigned shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT assisted contract or in the administration of its DBE Program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. The recipient's DBE Program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation, and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the undersigned of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 USC 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 USC 3801 et seq.).

Executed this 16<sup>th</sup> day of August, 2001.

By   
Kenneth P. Hamm, General Manager  
Lane Transit District