



# City of Columbia Qualification Statement Local Business Enterprise (LBE)

I certify that **My Company** meets all of the following qualifications below to be eligible for the local vendor preference.

Please check each box below:

- Is independently owned and operated (Ownership of a local business must be directly independent provided that the interest is controlled by the local firm).
- In good standing with State of South Carolina (Local business enterprise must be in good standing with the State of South Carolina regarding its payments of taxes and required business licenses).
- Has a business license (Local business license within any of the 7 CSA jurisdictions).
- At least one year of presence within the CSA Jurisdiction (Local business must have presence within any of the 7 CSA jurisdictions for at least one year prior to obtaining a LBE Certification issued by the City of Columbia). **\*See jurisdictions below.**
- Has 50 % of employees residing within any of the 7 CSA jurisdictions (This rule applies to full-time, part-time and contract employees).

Note: Term of certification: Certification is valid for a period of 4 years from issue date. 30 days prior to expiration LBE may submit documentation to re-qualify.

**Company Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Type of Products or Services:** \_\_\_\_\_  
**Current Business License Number** \_\_\_\_\_ **What Jurisdiction?** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

I certify by my signature below that all of the information given above is true and accurate to the best of my knowledge. I also recognize that by signing - any false information above may lead to penalties or sanctions by any of the 7 CSA jurisdictions.

**Owner's Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Sworn to before me this** \_\_\_\_\_ **day of** \_\_\_\_\_, **20** \_\_\_\_\_  
**Notary Public for the State of** \_\_\_\_\_  
**My Commission Expires:** \_\_\_\_\_

***To be completed by Authorized City of Columbia Compliance Officer:***

Please submit this document to:  
 Compliance Team  
 1225 Lady St Suite 101  
 Columbia, SC 29201  
 Tel: (803) 545 3950  
 Fax: (803) 255 8912  
 Email: [sefernandez@columbiasc.net](mailto:sefernandez@columbiasc.net)

**Vendor Qualified:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 Authorized Signature

***7 CSA Jurisdictions include: Calhoun, Fairfield, Kershaw, Lexington, Newberry, Richland and Saluda.***