

**CITY OF WILMINGTON  
DISADVANTAGED BUSINESS CERTIFICATION FORM SUMMARY**

1. **NAME & ADDRESS OF FIRM:** \_\_\_\_\_  
\_\_\_\_\_
2. **PHONE:** \_\_\_\_\_ **PRODUCT OR SERVICE LINE:** \_\_\_\_\_
3. **TYPE OF FIRM:** \_\_\_\_\_ Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_ Other  
(If "Other", please describe: \_\_\_\_\_)
4. **DATE OF ORIGINATION OF FIRM:** \_\_\_\_\_
5. **BUSINESS LICENSES HELD:**  
City: \_\_\_\_\_ State: \_\_\_\_\_ Other: \_\_\_\_\_
6. **DISADVANTAGED OWNERSHIP OF FIRM:** (attach additional pages if necessary)

	<u>Name and Social Security #</u>	<u>% of Firm</u>	<u>Ownership Basis for Disadvantaged Status</u>
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____

7. **NON-DISADVANTAGED OWNERSHIP OF FIRM:**

	<u>Name and Social Security #</u>	<u>Ownership % of Firm</u>
a.	_____	_____
b.	_____	_____
c.	_____	_____

8. I hereby certify that the information provided above and in the attached documentation is true and complete to the best of my knowledge and belief, and that I have been duly authorized to make this certification on behalf of the firm.

\_\_\_\_\_  
DATE

NAME \_\_\_\_\_  
TITLE \_\_\_\_\_  
NOTARY \_\_\_\_\_

**WARNING:** Making a false written statement on this certification shall constitute the misdemeanor of "making a false written statement."

**FOR OFFICE USE ONLY**

**DATE RECEIVED:** \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_  
INFORMATION VERIFIED: \_\_\_\_\_

## DISADVANTAGED BUSINESS ENTERPRISES

1. As defined in Section 35-131 of the City Code, a "Disadvantaged Business Enterprise" (D.B.E.) shall mean a business at least fifty-one percent (51%) of which is owned and controlled by one or more socially disadvantaged individuals who, in fact, control the management and daily business operations of that business.
2. "Disadvantaged Individuals" are those who have been actual victims of discriminatory practices or whose individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business who are not so disadvantaged.
  - In determining the degree of diminished credit and capital opportunities, the City may consider, but shall not be limited to, reviewing the assets and net worth of disadvantaged individuals and disadvantaged businesses.
  - For purposes of determining the disadvantage in competing for City contracts, there shall be a presumption of economic disadvantage if the net worth of each of the individuals who together own and control fifty-one percent (51%) of the disadvantaged business enterprise, exclusive of up to fifty thousand dollars (\$50,000.00) of equity in his or her primary residence, is less than five hundred thousand dollars (\$500,000.00).
  - In its administration of programs developed pursuant to Section 35-115 of the City Code, the City may direct its assistance toward those economically disadvantaged individuals who are among the chronically unemployed in may identify demographic subgroups of disadvantaged individuals identified by race or national origin whenever current, verifiable local statistics confirm the existence of unemployment rates among such individuals that are more than fifty percent (50%) above the prevailing overall unemployment rate statewide.
3. All contractors doing business with the City shall show good-faith efforts to obtain disadvantaged subcontracting businesses' participation. Credible evidence of good faith efforts shall include documentation showing names and addresses of businesses contacted, contact persons, telephone numbers, sources used to identify DBEs, methods used to make contact, dates that businesses were contacted, responses and dates responses were received, type of subcontract, reasons for rejection and estimated value of subcontract. The City's form D.B.E.-1 must be completed and submitted with each bid.

# CITY OF WILMINGTON

## EQUAL OPPORTUNITY/CONTRACT COMPLIANCE OFFICE

The City of Wilmington, through its Commerce Department's Equal Opportunity/Contract Compliance Office, is dedicated to assisting disadvantaged business enterprises (DEBs) to become actively involved in the City's procurement process. In developing its program to expand opportunities for disadvantaged businesses, the City has established goals for contracting with DBEs for percentages for the total dollar amount of each contract category percentages of the total dollar amount of each contract category during each fiscal year. To this end, the percentage goal is set annually by the City's Equal Opportunity Contract Review Board for all construction contracts, goods and services and professional service contracts.

The City of Wilmington's Equal Opportunity Contract Review Board has members, two appointed by the Mayor, two appointed by the President of City Council, and one person from the City's Equal Opportunity/Contract Compliance Office.

In seeking to expand opportunities for disadvantaged businesses, the City through it Equal Opportunity/Contract Compliance Office:

- ! Administers the City's certification process for disadvantaged businesses, and publishes a disadvantaged vendor directory to be utilized for bid notification.
- ! Monitors procurement activities and enforces the City's goal requirements.
- ! Provides technical assistance to disadvantaged businesses on business related issues.
- ! Chairs the Delaware Minority Business Trade Fair.
- ! Chairs the Delaware Minority Enterprise Development Week Banquet.

For more information, please contact:

Thomas J. Moyer, Director  
City of Wilmington  
Equal Opportunity/Minority Business Office  
6th Floor  
Louis L. Redding City/County Building  
800 French Street  
Wilmington, Delaware 19801  
(302) 571-4093