



**City of Columbia  
Qualification Statement  
Local Business Enterprise (LBE)  
(DEPARTMENT OF UTILITIES & ENGINEERING)**

Revised 1.10.14

By checking all boxes below, I certify that **My Company** meets all of the following qualifications to be eligible for the local vendor preference. I understand qualifications **will** be researched and verified by the Compliance Team. The City reserves the right to audit the company's qualifications for the local vendor preference as the City deems necessary and re-certify the company at least once every four years. A company must be certified PRIOR to bid openings. Yes, my company:

- Is independently owned and operated (Ownership of a local business must be direct, independent, and by individuals and/or other businesses within the Columbia-Newberry CSA. Company owner **must** provide document verification of local residency. (Copy of driver's License, utility bill, most current individual or corporate state and/or federal tax return).
- Is in good standing with State of South Carolina (LBE firm must be in good standing with the State of South Carolina regarding its payments of taxes and required business licenses).
- Has a business license in one of the 7 counties making up the CSA jurisdiction.
- Has at least one year of presence within the CSA Jurisdiction (LBE must have presence within any of the 7 CSA jurisdictions for at least one year prior to applying for LBE Certification issued by the City of Columbia).  
*7 CSA Jurisdictions include: Calhoun, Fairfield, Kershaw, Lexington, Newberry, Richland and Saluda.*
- Has at least 50% of employees residing within any of the 7 CSA jurisdictions. Applicant must attach a list of all owner/employee addresses and submit with this Qualification Statement - - *Names are optional, give street address, city, state & zip. (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 the LBE firm may submit documentation to re-certify.

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Type of Products or Services:** \_\_\_\_\_

**Please self-identify ownership as one: Minority**\_\_\_ **Women-owned**\_\_\_ **Other**\_\_\_ (tracking purposes only)

**Current Business License Number:** \_\_\_\_\_ **County?** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **COC Vendor #** \_\_\_\_\_

I certify with 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 that any false information indicated above may lead to penalties or sanctions.

**Owner's Name:** \_\_\_\_\_ (Print) \_\_\_\_\_ (Signature)

**NOTARY - Sworn to before me this** \_\_\_\_\_ **day of** \_\_\_\_\_ **20** \_\_\_\_\_

**Notary Public for the State of** \_\_\_\_\_ **My Commission Expires:** \_\_\_\_\_

**Notary Name:** \_\_\_\_\_ (Print) \_\_\_\_\_ (Signature)

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Please submit this **ORIGINAL** document to:

Department of Utilities and Engineering  
Attn: LBE Administrator / Team  
PO Box 147 / 1136 Washington Street, 5<sup>th</sup> Floor  
Columbia, SC 29217

Tel: (803) 545 3369  
Fax: (803) 545-4130  
Email: [evcassell@columbiasc.net](mailto:evcassell@columbiasc.net)

Qualified /  Not Qualified: \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Compliance Authorized Signature)