



PORT OF OAKLAND CERTIFICATION RENEWAL FORM

Certification Number: _____ Date: _____

Certified as an: LBABE / LIABE / SBE / VSBE (Circle all that apply)

Is certification related to an upcoming Port project? If yes, list:

Name of project: _____ Bid due date: _____

APPLICATION MUST BE RECEIVED SEVEN (7) BUSINESS DAYS PRIOR TO BID DUE DATE

Business Name: _____

Contact Name & Title: _____

Local Business Address: _____

City: _____ ZIP: _____ County: _____

Local Business Phone No.: _____ Fax No: _____

Email Address: _____ Website URL: _____

Check one of the following: For Profit: _____ Non-Profit: _____

Federal Tax ID Number: _____

What is the firm's Primary nature of business: (Please describe the full scope of service provided by the firm):

List all applicable NAICS Codes that identify the type of work that the firm performs:

Have there been any changes to firm's local office location? Yes / No

Have there been any changes to firm's licenses? Yes / No
(Contractor License, Professional Licenses)

Has the firm changed in ownership within the last 2 years? Yes / No

If you answered YES to any of the above, please provide an explanation: (Use a separate sheet if needed)

RENEWAL DECLARATION:

I declare, under penalty of perjury that all of the foregoing statements are true and correct.

(Signature) (Date)

(Title)

Please return the completed Certification RENEWAL FORM and SUPPORTING Documents to:

SRD – Certification Unit, 530 Water Street, 3rd floor, Oakland, CA 94607
Voice (510) 627-1419, Fax (510) 451-1656 www.portofoakland.com

PORT OF OAKLAND
CERTIFICATION RENEWAL FORM
(Continued)

Checklist of Supporting Documents. **Select one** of the following Certification types and submit the requested documents to our office:

- 1) **LBABE:** (Local Business Area Business Enterprise - Alameda & Contra Costa Counties)
OR
LIABE: (Local Impact Area Business Enterprise - Cities of Alameda, Emeryville, Oakland & San Leandro)
- A. Signed Renewal Form
 - B. Copy of firm's current Construction, Professional Licenses, Seller's Permit and/or applicable permits
 - C. Copy of firm's prior and current City or County Business License or Tax Certificate*
 - D. Copy of firm's current lease/rental agreement
- 2) **LIABE/SBE:** (Local Impact Area Business Enterprise/Small Business Enterprise)
OR
LIABE/SBE/VSBE: (Local Impact Area Business Enterprise/Small Business Enterprise/Very Small Business Enterprise)
- A. Signed Renewal Form
 - B. Current copy of firm's Construction, Professional Licenses, Seller's Permit and/or applicable Permits
 - C. Copy of firm's prior and current City or County Business License or Tax Certificate*
 - D. Copy of firm's signed company Federal Tax Returns for the last three years
 - E. Copy of firm's current lease/rental agreement
- 3) **TRUCKING:** In addition to the documents above required for firm's certification type, please submit current copies of:
- A. DMV Motor Carrier Permit, DOT-FHWA
 - B. Random Drug & Alcohol Testing Program Certificate
 - C. CHP Inspection Form/Safety Report/BIT Report
 - D. Vehicle registrations and proof of liability insurance.
- 4) **NON-PROFITS:**
- A. Copy of firm's current Letter of Determination of Non-Profit status from IRS
 - B. Copy of firm's prior and current City or County Business License or Tax Certificate*
 - C. Copy of firm's signed Federal Tax Returns for the last three years
 - D. Copy of current lease/rental agreement

***Business License or Tax Certificate must be issued by the city/county the local business is located in and MUST show the address of the local business.**