



**CITY OF KALAMAZOO**  
**MBE/WBE**  
**Minority/Women Business Enterprise**  
**REGISTRATION**

**INSTRUCTIONS**

Please fill out the form completely. The information on this registration is subject to disclosure according to Michigan FOIA Laws. **Registering as an MBE/WBE does not grant you a preference or advantage in the bidding/awarding process.**

Submitted by:

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)

\_\_\_\_\_  
(Federal Employer I.D. No.)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Email Address)

Select One:      Sole Owner,      Partnership,      Corporation,      Joint Venture

Nature of firm's business: \_\_\_\_\_

Number of years firm has been in business: \_\_\_\_\_

**MINORITY AND WOMEN STATUS INFORMATION**

To register with the City as an MBE/WBE it is necessary that you answer and submit the following:

1. Is the firm a minority business enterprise? (See definition on page 2)

(Yes) \_\_\_\_\_ % of MBE ownership      (No)

2. Is the firm a female owned enterprise? (see definition on page 2)

(Yes) \_\_\_\_\_ % of WBE ownership      (No)

3. Indicate ethnic affiliation:

( ) Black                                      ( ) American Indian  
( ) Hispanic                                    ( ) Asian

**CITY OF KALAMAZOO  
MINORITY/WOMEN ENTERPRISE REGISTRATION FORM**

**DEFINITIONS**

Minority Business Enterprise: A minority business enterprise means a business entity in which more than 50% of the voting shares or interest in the enterprise is held by minority individuals and that the minority ownership of the enterprise have more than 50% level of management, investment and control of the company.

An individual will be classified as minority if that person is a member of any of the above ethnic groups and if that person is accepted as a member of the minority community.

Women's Business Enterprise: A women's business enterprise is a business which is more than 50% owned, controlled and operated by a woman or women. Controlled is defined as exercising the power to make policy decisions. Operated is defined as actively involved in the day-to-day management. For the purpose of this definition, businesses which are publicly owned, joint stock associates and business trusts are exempt.

**RETURN BY EMAIL TO:** [cokpurchasing@kalamazoocity.org](mailto:cokpurchasing@kalamazoocity.org)

**or MAIL TO:**

City of Kalamazoo  
Purchasing Division  
241 West South Street  
Kalamazoo, MI 49007

**AFFIDAVIT**

The undersigned swears that the above statements are true and correct and includes all material information necessary to identify and explain the operations of \_\_\_\_\_ (name of firm), as well as the ownership thereof. Further, the undersigned agrees to provide through the prime contract, or if no prime, directly to the grantee, current, complete and accurate information regarding actual work performed on the project, the payment and any proposed changes, if any, of the foregoing arrangements; and, to permit the audit and examination of books, records and files of the named firm. Any misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under federal or state laws concerning false statements. Registering as an MBE/WBE does not grant you a preference or advantage in the bidding/awarding process.

\_\_\_\_\_  
(Signature of Owner, Officer, Partner)

\_\_\_\_\_  
(Date)

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

SIGNED: \_\_\_\_\_

**Notary Public in and for the**

County of: \_\_\_\_\_

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

My commission expires: \_\_\_\_\_