



# Great Lakes Dredge & Dock Company, LLC

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Ph.: (630) 574-3000  
Web: www.gldd.com

Attn: Financial Department/Controller, Accounting Department

The attached supplier form is needed to confirm the size of your company's business. Please return via email to the following:

Norma Alberts, Small Business Plans Administrator, Email: njalberts@gldd.com For Questions: Phone: (630) 574-3023

In accordance with federal government regulations and prime contract requirements, Great Lakes Dredge and Dock Company, LLC is required to obtain written representation of the business size and classification of our suppliers and subcontractors. This form must be completed and returned within ten (10) working days. Your prompt response will avoid unnecessary delays in future business transactions. Guidance for size of business determination may be found at the SBA website: <http://www.sba.gov/content/determining-business-size>

Company Name: \_\_\_\_\_ (Full Legal Name)

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Primary Website: \_\_\_\_\_

Description of Goods/Services: \_\_\_\_\_

**Please specify your business size by checking the box(s) that applies to your Company.**

Large Business (LB)

Small Business (SB) *or*  Small Entity - Rental Unit (Apartment, Housing, Office Space Or Other)

**If your Firm is also a Small Business subcategory, please check the appropriate box below.**

Woman-Owned Small (WOSB)  Small Disadvantaged Business (SDB)

HUBZone Small Business - web site: <http://www.Sba.Gov/Hubzone/> SBA HUBZone Certification letter is required with form.

Veteran-Owned (VOSB)  Service-Disabled Veteran-Owned (SDVOSB)

### State, Local & other subcategories

Woman Business Enterprise (WBE) Attach Certification Letter. Cert# & Agency Name: \_\_\_\_\_

Small Women Owned & Minority Owned Business (SWAM) <http://eqov1.virginia.gov/swamcert.html> SWAM-Cert#: \_\_\_\_\_

Minority Business Enterprise (MBE)  Disadvantaged Business Enterprise (DBE)  Small Business Enterprise (SBE)

Lesbian Gay Bisexual Transgender (LGBT) NGLCC link: <http://nglcc.org/get-certified>

Historical Black Colleges/Universities & /Minority Inst.(HBCU/MI)  Economically Disadvantaged Women-Owned (EDWOSB)

Non-Profit Business  Other Type Small Business Concern: \_\_\_\_\_  Foreign Business

**Note: For WBE, SWAM and HUBZone, please attach your letter of certification with this form.**

In accordance with 15 U.S.C.645(D), any person who misrepresents a firm's proper size classification shall (1) be punished by imposition of a fine, imprisonment, or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the small business act. Certification by an authorized representative verifying the information contained on this form is required. This form is void unless signed.

Signature: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Small Business Administration (SBA) bases size of business size standards** ([www.sba.gov/size](http://www.sba.gov/size)) with North American Industrial Code System (NAICS). Link to register: System for Award Management (SAM) <http://www.sam.gov>

1. Large Business Concern (LB): domestic Firm exceeding SBA's Small Business Size Code Standards. 13 CFR Part 121
2. Small Business Concern (SB): U.S. business owned & operated by a U.S. citizen that is smaller than a given size as measured by its employment, business receipts, or business assets as defined by SBA. 13 CFR Part 121.105 SBA link: <https://www.sba.gov/contracting/getting-started-contractor/make-sure-you-meet-sba-size-standards/small-business-size-regulations>
  - Independently owned and operated by a U.S. Citizen and place of business is in U.S. and is a For-Profit Business.
  - Meets size standard of particular industry group: Often <500 employees OR < specified annual receipts per Table of Size Standards: <http://www.sba.gov/content/table-small-business-size-standards>
3. Small Disadvantaged Business Concern (SDB): The firm must be 51% or more owned and controlled by one or more disadvantaged persons who must be socially disadvantaged and economically disadvantaged. SDB's are federally self-certifiable as of 2008 Oct. 13CFR Part 124. SAM & SBA's (DSBS) Dynamic Small Business Search data base registration process will require you to enter your company information into the System for Award Management (SAM) database. In order to self-certify you must meet the Federal government's definition of a small business. <https://www.sba.gov/contracting/government-contracting-programs/small-disadvantaged-businesses> SDB self-certification is done by completion of registration in [www.sam.gov](http://www.sam.gov) or by completing questionnaire sent by a prime contractor (this form).
4. Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE), Woman Business Enterprise (WBE), Lesbian Gay and Bisexual Transgender (LGBT). SBA link for MBE/DBE/WBE verification: <https://www.sba.gov/starting-business/how-start-business/business-types/minority-owned-businesses> and US DOT link: <https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise> National Gay & Lesbian Chamber of Commerce NGLCC for LGBT certification: <http://nglcc.org/get-certified>
5. **Woman-Owned Business Concern (WOSB):**
  - At least 51% ownership by a woman or women who also control and operate said business.
  - "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means actively involved in the day-to-day management. Owner(s) is directly involved in daily business operations. 13 CFR Part 127.200, 201 and 202. The women-owned small business federal contract assistance procedures. A copy of the rule is available on the SBA's website. Links are: [www.sba.gov/wosb](http://www.sba.gov/wosb) and <https://www.sba.gov/contracting/government-contracting-programs/women-owned-small-businesses/what-you-need-know-if-you-are-women-owned-small-business>
  - As of July 1, 2020, you will no longer be able to self-certify as a WOSB or EDWOSB – **this pertains to Federal Gov't - Small Business Set-Asides.**
  - Certification will have to be through an [approved third-party entity](#) or go through SBA's FREE online certification at [certify.sba.gov](http://certify.sba.gov).
  - The eligibility requirements to qualify as a WOSB or an EDWOSB are fully defined in [Title 13 Part 127 Subpart B of the Code of Federal Regulations](#) (CFR). You can also get a preliminary assessment of whether you qualify at the [SBA's Certify website](#).
6. **Economically Disadvantaged (EDWOSB):**
  - At least 51% owned by one or more women; who control and operate it. In order to qualify as an EDWOSB, a business must meet all requirements for WOSB and demonstrate economic disadvantage as set forth in 13 CFR Part 127.203. 1. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means actively involved in the day-to-day management. Registration on SAM [www.sam.gov](http://www.sam.gov) is required for EDWOSB firms.
7. **HUBZone small business concern "historically underutilized business zone" (HUBZone):** SBA link: </federal-contracting/contracting-assistance-programs/hubzone-program> Must be a small business by SBA standards and must be owned and controlled at least 51% by US Citizens, or a Community Development Corporation, agricultural cooperative or Indian Tribe and located within a HUBZone. At least 35% of employees must reside in the HUBZone.
  - Business listed on list of qualified HUBZone small business concerns maintained by SBA. 13 CFR Part 126.103
  - HUBZone certification information found at: <https://www.sba.gov/contracting/government-contracting-programs/hubzone-program>
8. **Veteran-Owned Business Concern (VOSB):**
  - At least 51% ownership by U.S. Veteran(s) and Owner is directly involved in daily business operations.
  - Who also control and operate it under 13 CFR Part 121, 38 U.S.C.101. <http://www.vetbiz.com/>
  - Requires honorable discharge from U.S. Military.
9. **Service-Disabled Veteran-Owned Business Concern (SDVOSB):**

In order to qualify as an SDVOSB, a business must meet all requirements for VOSB and demonstrate economic disadvantage as set forth in 13 CFR Part 121 38 U.S.C.101 (16). 48 CFR Parts 2, 4, 5, 7,19, 52&53..

Requires an honorable discharge from U.S. Military and Disability statement from U.S. Veterans Administration.

SBA link: <https://www.sba.gov/contracting/government-contracting-programs/service-disabled-veteran-owned-businesses>
10. **Non-Profit Business Concern:** any organization not conducted/maintained for the purpose of making profit (excludes HBCU's/MI's). Includes: sheltered workshops, universities, colleges, and local, state and federal governments. </business-guide/launch-your-business/choose-business-structure>
11. **Foreign Business Concern:** Firm not incorporated in United States (U.S.), or incorporated in the U.S., performs more than 50% of its production or services outside U.S., and an affiliate of a business concern not incorporated in U.S. that controls and operates it.