# METROPOLITAN NASHVILLE PUBLIC SCHOOLS

## DIVERSITY BUSINESS ENTERPRISE PROGRAM REGISTRATION FORM

### SECTION I. BUSINESS INFORMATION

1. **Legal Company Name:**
2. **Principle Place of Business Address:**
3. **City:**
4. **State:**
5. **Zip Code:**
6. **Company Phone Number:**
7. **Company Fax Number:**
8. **Company Email Address:**
9. **Company Website:**
10. **Company Contact Name:**
11. **Company Contact Phone Number:**
12. **Company Contract Capability:**
   - $50,000
   - $50,000-100,000
   - Over $100,000

   *If greater than $100,000 please indicate dollar amount: $*
13. **Largest Contract Completed:**
14. **Total Company Staff Size:**
15. **(Indicate number of Full-Time, Part-Time Workers and Contract Workers)**
   - a. Total Office:
   - b. Total Field Operations:
   - c. Total Warehouse:
16. **EIN:**

### SECTION II. BUSINESS OWNERSHIP/CLASSIFICATION

17. **Legal Structure:**
   - Sole Proprietorship
   - Limited Liability Corporation
   - Partnership
   - Limited Liability Partnership
   - Corporation
   - Joint Venture
18. **Year Business Established:**
19. **Years of Operations:**
20. **City Business License Number:**
21. **Name of City:**
22. **State Contractor License Number:**
23. **State Subcontractor License No.:**
24. **License Expiration Date:**
25. **Registered/Licensed:**
   - Architect
   - Engineer
   - Interior Designer
   - Landscape Architect
   - License No:
   - State:
   - Expiration Date:
26. **Other Professional Licenses/Number:**
   - Expiration Date:
27. **Insurance Company:**
28. **Type of Insurance:**
   - (Attach a copy of Insurance coverage)
29. **Insurance Company Address:**
30. **City:**
31. **State/Zip:**
32. **Current Bonding Capacity If Applicable:**
33. **Single Job:**
34. **Aggregate:**
35. **Bonding Company & Agent’s Name:**
36. **Telephone:**
37. **Email Address:**

### SECTION III. PRIMARY TYPE OF BUSINESS

38. **PLEASE PROVIDE YOUR EXPERIENCE MODIFICATION RATING (EMR) FOR THE PAST 3 YEARS**
   - 2012: __________________
   - 2013: __________________
   - 2014: __________________

39. **Industry Classifications (please check the industry that best fits your business. See pages 4 & 5 for specific sub-industry classifications)**
   - Architectural/Design/Engineering
   - Construction
   - Supplier Retail Trade
   - Educational
   - Medical/Healthcare
   - Finance, Insurance, Real Estate
   - Information Systems/Technology
   - Manufacturing
   - Service Industry
   - Marketing/Communications/Public Relations
   - Transportation, Commerce, and Utilities
### SECTION IV. CERTIFICATION INFORMATION

#### 40. CLAIMING STATUS AS A MINORITY BUSINESS ENTERPRISE:

Minority Business Enterprise 51% Ownership and Management Control by an Ethnic Minority

<table>
<thead>
<tr>
<th></th>
<th>Gender</th>
<th>U.S. Citizen (Yes/No)</th>
<th>% Owned</th>
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<tbody>
<tr>
<td>Name of Owner(s)</td>
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Certification Agency: [ ]  
Certification Expiration Date: [  ]

#### 41. CLAIMING STATUS AS A WOMEN BUSINESS ENTERPRISE:

Women Business Enterprise 51% Ownership and Management Control by a Female

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<th>Gender</th>
<th>U.S. Citizen (Yes/No)</th>
<th>% Owned</th>
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#### 42. CLAIMING STATUS AS A SMALL BUSINESS ENTERPRISE:

Small Business Enterprise Ownership and Management Control Based upon Annual Sales and Number of Employees

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<th></th>
<th>Gender</th>
<th>U.S. Citizen (Yes/No)</th>
<th>% Owned</th>
<th>Annual Sales</th>
<th>Number of Full-Time Employees</th>
<th>Number of Part-Time Employees</th>
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<tr>
<td>Name of Owner(s)</td>
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Certification Expiration Date: [  ]

#### 43. CLAIMING STATUS AS A SERVICE DISABLED VETERAN BUSINESS ENTERPRISE:

Service Disabled Veteran Business Enterprise 51% Ownership and Management Control by a Disabled Veteran(s)

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<th></th>
<th>Gender</th>
<th>U.S. Citizen (Yes/No)</th>
<th>% Owned</th>
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<td>Name of Owner(s)</td>
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Certification Agency: [ ]  
Certification Expiration Date: [  ]

### NOTE:

- Claiming status as a Diversity Business Enterprise requires completing the above SECTION. This information and/or documentation is REQUIRED to determine if your business meets the legal criteria for minority owned, women-owned, small business or service-disabled veteran owned business enterprise.
- Please attach a copy of your current certification.
### SECTION V. CONTRACTS AND PROJECTS

**LIST 4 PROJECTS (AND MOST CURRENT) PROJECTS YOUR COMPANY CURRENTLY HAS UNDER CONTRACT:**

<table>
<thead>
<tr>
<th>Name of Project/Contract</th>
<th>Contractor/Vendor/Organization Name</th>
<th>Address City/State</th>
<th>Contact Reference/Name/Phone</th>
<th>Contract Dollar Amount</th>
<th>Contract Completion Date</th>
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### Services Performed:

**Has your company worked on a previous project with MNPS? If Yes, please list projects and contract dollars below:**

<table>
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<tr>
<th>Name of Project/Contract</th>
<th>Contractor/Vendor/Organization Name</th>
<th>Address City/State</th>
<th>Contact Reference/Name/Phone</th>
<th>Contract Dollar Amount</th>
<th>Contract Completion Date</th>
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### ADDITIONAL INFORMATION:

(attach additional sheet(s) if more space is needed)

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**MBE/WBE/SBE/SDVBE REGISTRATION AFFIDAVIT**

The undersigned does hereby declare that all information provided on the registration form by the business owner(s) and all attachments, which have been provided, are true, accurate and complete and will be accepted as statements of fact.

**Company Name:**

```
________________________________________________________________________
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**Name of Business Owner**

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__________________________________________
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**Date**

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**Penalties for False Misrepresentation:** There are federal laws that cover the misrepresentations of business status as a minority-owned, small-owned, women-owned, and service disabled-owned, concerns for the purpose of obtaining a subcontract that is to be included as part of all or a goal contained in the requesting DBE Utilization form 2A, Contractor’s DBE subcontacting plan. Misrepresentations, can result in severe penalties. Additionally, under 15 U.S.C. 645 (d), any person who misrepresents a firm’s status in these same categories in order to obtain a contract to be awarded under DBE programs established pursuant to section 8(d), 9 or 15 of the small Business Act or any other provision of the Federal law that specifically references section (8) for a definition of program eligibility, shall: (1) be punished by imposition of fine, imprisonment, or both (2) be subject to administrative remedies, including suspension and debarment; and (3) be ineligible for participation in programs conducted under the authority of the act.

Please attach all required documents. Mail the DBE Registration Form and applicable documents to:

**MAIL THIS REGISTRATION FORM TO:**

**METROPOLITAN NASHVILLE PUBLIC SCHOOLS**

**FACILITY PLANNING & CONSTRUCTION DEPARTMENT**

**2601 BRANSFORD AVENUE ROOM B-215**

**NASHVILLE, TENNESSEE 37204**

**Questions regarding the DBE Registration Form should be directed to Sims Strategic Diversity Consultants, Gwendolyn Davis at:**

gdavis@simsdiversityconsult.com
### SECTION VI. PRODUCTS /SERVICES PROVIDED

**ARCHITECTURE/DESIGN/ENGINEERING** (Please check all services provided by your company)

- [ ] PRIME CONSULTANT
- [ ] SECOND TIER CONSULTANT

#### ARCHITECTURAL ENGINEERING, AND RELATED SERVICES:
- Architectural Services
- Landscape Architectural Services
- Building Architectural Design
- Building Inspection Services
- Advisory & Pre-design
- Architectural Design
- Civil Engineering Design
- Mechanical Engineering Design
- Electrical Engineering Design

#### ENGINEERING, AND RELATED SERVICES:
- Civil Engineering
- Electrical Engineering
- Mechanical Engineering
- Drafting Services
- Geophysical Surveying and Mapping Services
- Surveying and Mapping (except Geophysical) Services
- Testing Laboratories

#### SPECIALIZED DESIGN SERVICES:
- Interior Design Services
- Industrial Design Services
- Graphic Design Services
- Other Architecture/Design/Engineering Services (Please Specify)

**CONSTRUCTION SERVICES** (Please check all construction services provided by your company)

- [ ] GENERAL CONTRACTOR
- [ ] SUBCONTRACTOR

#### GENERAL CONTRACTORS
- Building Construction
  - Single-Family Houses
  - Residential Buildings
  - Industrial Buildings and Warehouses

#### CONSTRUCTION SPECIAL TRADES
- CONCRETE
  - Cast In Place Concrete
  - Structural Precast
  - Architectural Precast

#### CARPENTRY
- Carpentry and Floor Work
- Carpentry Work
- Floor Laying and Other Floor Work

#### DOORS AND WINDOWS
- Metal Doors & Frames
- Wood & Plastic Doors
- Special Doors

#### WINDOWS
- Windows
- Hardware Entrances and Storefront
- Glass & Glazing Finishes
- Interior Fit out
- Drywall
- Tile & Terrazzo
- Flooring
- Special Finishes
- Painting & Wall Covering
- Painting and Paper Hanging
- Painting and Paper Hanging

#### METALS
- Structural Metals
- Misc. & Ornamental Metals

#### MASONRY
- Masonry, Stonework, Tile Setting, and Plastering
- Masonry, Stone Setting
- Plastering, Drywall, Acoustical, and Insulation Work
- Terrazzo, Tile, Marble, and Mosaic Work

#### MECHANICAL
- Mechanical
- Plumbing Systems
- Fire Protection System
- HVAC System
- Electrical
- Site work
- Demolition
- Asbestos Abatement
- Excavation, Grading & Backfill
- Roads & Walks
- Landscaping

#### SPECIALTIES
- Fireplaces
- Signs
- Fire Extinguishers
- Bathroom Accessories
- Thermal and Moisture
- Waterproofing
- Spray Fireproofing
- Roofing, Sheet Metal & Accessories
- Wood and Plastics
- Rough Carpenter
- Finish Carpenter

**MISCELLANEOUS SPECIAL TRADE CONTRACTORS**
- Electrical Work
- Structural Steel Erection
- Glass and Glazing Work
- Excavation Work
- Wrecking and Demolition Work
- Installation or Erection of Building Equipment
- Plumbing, Heating and Air-Conditioning
- Roofing, Siding, and Sheet Metal Work
- Water Well Drilling

**WOOD AND PLASTICS**
- Rough Carpenter
- Finish Carpenter
- Other Construction Services (please Specify)

**SUPPLIER RETAIL TRADE** (Please check all services provided by your company)

- [ ] PRIME SUPPLIER
- [ ] SECOND TIER SUPPLIER

#### BUILDING MATERIALS
- Building Materials, Specify
- Hardware, Specify
- Portable Trailers
- Automotive Supplies, Specify
- Motor Vehicles
- Commercial Equipment and Supplies, Specify
- Gasoline

#### APPAREL AND ACCESSORIES
- Apparel and Accessories, Specify
- Commercial Furniture, Furnishings, and Equipment, Specify
- Metals and Minerals, Except Petroleum

#### ELECTRICAL SUPPLIES
- Electrical Supplies
- Plumbing Supplies
- Heating Equipment
- Machinery, Equipment, and Supplies
- Lumber, Drywall and Other Construction Materials, Specify
- Other Supplies (Please Specify)
<table>
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<tr>
<th>Educational (Please check all services provided by your company)</th>
<th>Medical/Healthcare (Please check all services provided by your company)</th>
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<tbody>
<tr>
<td>□ Professional and Management Development Training</td>
<td>□ Hospital Services</td>
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<tr>
<td>□ Flight Training</td>
<td>□ Nursing and Personal Care</td>
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<tr>
<td>□ Apprenticeship Training</td>
<td>□ Medical and Dental Laboratories Services</td>
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<tr>
<td>□ Exam Preparation and Tutoring, Specifying</td>
<td>□ Medical Supplies</td>
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<tr>
<td>□ Computer Training</td>
<td>□ Home Health Care Services</td>
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<td>□ Miscellaneous Health and Allied Services</td>
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<th>Finance, Insurance, Real Estate (Please check all services provided by your company)</th>
<th>Information Systems/Technology (Please check all services provided by your company)</th>
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<tr>
<td>□ Depository Institution</td>
<td>□ Prepackaged Software</td>
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<tr>
<td>□ Non-depository Credit Institution</td>
<td>□ Computer Programming Services</td>
</tr>
<tr>
<td>□ Insurance Broker</td>
<td>□ Computer Integrated Systems Design</td>
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<tr>
<td>□ Insurance Agent</td>
<td>□ Computer Processing and Data Preparation Services</td>
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<tr>
<td>□ Security and Commodity Broker, Dealer Services, Specifying</td>
<td>□ Computer Facilities Management Services</td>
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<td>□ Real Estate Agent</td>
<td>□ Information Retrieval Services</td>
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<td>□ Other Services/Supplies (Please Specify)</td>
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<th>Manufacturing (Please check all services provided by your company)</th>
<th>Service Industry (Please check all services provided by your company)</th>
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<td>□ Food Products</td>
<td>□ Automotive Repair</td>
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<td>□ Textile Mill Products</td>
<td>□ Miscellaneous Repair Services, Specify</td>
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<td>□ Lumber and Wood Products</td>
<td>□ Health Services</td>
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<td>□ Furniture and Fixtures</td>
<td>□ Janitorial Services</td>
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<td>□ Chemicals and Allied Products Petroleum Refining</td>
<td>□ Legal Services</td>
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<td>□ Rubber and Miscellaneous Plastics Products Leather and Leather Products, Specify</td>
<td>□ Educational Services</td>
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<td>□ Stone, Clay, Glass, and Concrete Products</td>
<td>□ Employee Recruiting Services</td>
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<td>□ Fabricated Metal Products</td>
<td>□ Engineering, Accounting, Research, Management, and Related Services, Specify</td>
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<td>□ Courier Services</td>
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<th>Marketing/Communications/Public Relations (Please check all services provided by your company)</th>
<th>Transportation, Commerce, and Utilities (Please check all services provided by your company)</th>
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<tbody>
<tr>
<td>□ Marketing and Advertising Services, (Please Specify)</td>
<td>□ Transportation Services, Specify</td>
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<td>□ Media Buying Service</td>
<td>□ Motor Freight Transportation and Warehousing</td>
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<td>□ Telephone Communications</td>
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<td>□ Telegraph Message Communications</td>
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<td>□ Outdoor Advertising Services</td>
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<th>Utilities (Please check all services provided by your company)</th>
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<td>□ Pipeline, Except Natural Gas</td>
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<td>□ Communications</td>
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<td>□ Electric, Gas, and Sanitary Services</td>
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| All Other Services/Supplies (Please Specify)                                              | ![Image](https://example.com/png)                                                          |
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Updated March 12, 2015  
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