



Section 3 Documentation Required to qualify as a Section 3 Business

If you are requesting the Section 3 preference, you must check YES on the Section 3 Business Concern Certification form.

1. The contractor's firm is 51 percent or more owned by Section 3 Residents
 - *Articles of Incorporation for Company*
 - *By-laws for Company*
 - *Documentation reflecting percentage of ownership for Company*
 - *Tax returns to show income of owner*
 - *Section 3 Certification for the owner (to show status)*

2. The contractor's permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within 3 years of the date of their first employment with the business were Section 3 residents;
 - *An employee roster with ALL Full Time employees with hire date (30% of these must be Section 3 residents)*
 - *Section 3 Resident Certifications for the 30% of Full Time employees that are Section 3 Residents (please make sure to use the correct county form)*

3. The Contractor hereby commits to subcontract in excess of 25 percent of the dollar amount of all subcontracts to be awarded by the business under the proposed contract to Section 3 businesses that meet the above two criteria, as identified below detailing further in the contractor's Section 3 Subcontracting Plan.
 - *We will need a letter from your company stating the amount you will be subcontracting for this project. The Contractor sets the Subcontracting amount.*
 - *You will need to list the name of the Subcontractors and the amount you will be subcontracting to them. Example: If you wish to subcontract \$100,000 you will need to subcontract out \$25,000 to Section 3 Businesses.*
 - *You **must** include all of the Subcontractors Section 3 information with your bid.*