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ENSURING EQUAL BUSINESS OPPORTUNITY

Firms interested in certification with City of Tampa are encouraged to apply or renew online at tampa.diversitysoftware.com



**City of Tampa Equal Business
Opportunity Division**

For more information, contact us at
(813) 274-5522 or scan the QR code:





FOLLOW US @CITYOFTAMPA



tampa.gov/EBO



City of Tampa Minority & Small Business Development

Sheltered Market Contracts

Small Businesses Bid as Primes
Within Peer Group

Project Sub-Contract Goals

Small Businesses are Solicited for
Prescribed Elements of Work

Targeted Quotes & Proposals

Procurements are Electronically Earmarked
and Solicited for Small Businesses through
DemandStar On-line Service

*Please Inquire with MBD to Qualify
for SLBE/WMBE Certification*



Tampa Minority & Small Business Development Office
www.TampaGov.net/MBD



Ensuring Equal Business Opportunity

Small Local Business Enterprises
(SLBE)

Women/Minority Business Enterprises
(WMBE)

Economic Development Through Inclusion

- Unified Certification as SLBE and WMBE
- Business Outreach and Technical Assistance
- Facilitated Access to City Procurement Process
- Prompt Payment for Certified Firms
- Bond Reductions and Insurance Waivers
- RFP Preference Evaluation Points
- Public-Private Collaborative Opportunities
- Verification of Payments and Program Audits



Tampa Minority & Small Business Development Office
www.TampaGov.net/MBD



Ciudad de Tampa Programa de Desarrollo de Minorías y Pequeñas Empresas

Contratos para Oportunidades Preferenciales

Pequeñas Empresas Licitan Como Contratistas
Principales Dentro de su Grupo

Metas de Subcontratación de Proyectos

Las Pequeñas Empresas son Solicitadas para los
Elementos Prescritos de Trabajo

Licitaciones y Propuestas Dirigidas
Oportunidades son Comunicadas y Solicitadas a
Través del Servicio DemandStar



Por Favor Consulte Con Nuestra Oficina MBD para las Certificaciones
SLBE o WMBE Llamando al (813) 274-5522 o visitenos en la web en

www.TampaGov.net/MBD



Garantizar La Igualdad de Oportunidades de Negocios

Las Pequeñas Empresas Comerciales Locales
(SLBE)

Empresas Comerciales de Mujeres Y Minorías
(WMBE)

El Desarrollo Economico Mediante Inclusión

- Certificación Unificada como SLBE o WMBE
- Servicios a negocios y asistencia técnica
- Facilitación al proceso de licitaciones de la ciudad
- Pago Puntual a las Empresas Certificadas
- Reducción en requisitos de bonos y seguros
- Puntos Preferenciales durante la evaluación de propuestas
- Oportunidades de Colaboración público-privada
- Verificación de Pagos y Auditorias del Programa



Por Favor Consulte Con Nuestra Oficina MBD para las Certificaciones
SLBE o WMBE Llamando al (813) 274-5522 o visitenos en la web en

www.TampaGov.net/MBD



**Women/Minority Business Enterprise (W/MBE)
Small Local Business Enterprise (SLBE)
Certification Eligibility Requirements**

Certification applies to:

- Small Local Business (Race/Gender Neutral) (S.L.B.E.)
- Women / Minority Business Enterprise (Race / Gender Specific) (W/MBE)
 - African American Business (Male/Female) (BBE) -Asian American Business (Male/Female) (ABE)
 - Hispanic Business (Male/Female) (HBE) -Native American Business (Male/Female) (NBE)

Women/Minority Business Enterprise Certification Eligibility Requirements: (Majority Owner(s) must be Resident of The State of Florida. This Certification is Race and Gender Specific)

The applicant business must be at least 51% owned and controlled by **one** of the women or minority groups. For corporations, at least 51% of the stock must be held by the applicable group who also has at least 51% control of the management, affairs, and day-to-day operations of the corporation. (For Example, A Business applying for Woman Business Certification (WBE) must be at least 51% owned **and** controlled by a Caucasian Woman. For corporations, at least 51% of the stock must be owned by a Caucasian Woman or a Caucasian Woman who **also** has at least 51% control of the management, affairs, and day-to-day operations of the corporation.) The above applies to the certification of SLBE and W/MBE. W/MBE certification includes African American (BBE), Hispanic (HBE), Native American (NBE), Asian American (ABE), and Caucasian Woman (WBE) Business Enterprises

Small Local Business Enterprise Certification Eligibility Requirements: (Race & Gender Neutral)

The applicant business must be independently owned; must have 25 or fewer permanent, full-time employees, average gross revenues (for the last 3 years) **not exceeding** \$2,000,000 (two million), and must be located in one of the following Florida counties: Hillsborough, Pasco, Polk, Pinellas or Manatee. All owners must be residents of the State of Florida.

WMBE/SLBE Eligibility Requirements

All applicant businesses must have been in operation for a minimum of one (1) year. (Business operation is defined as having conducted business, made sales, engaged in contracts, provided services, submitted estimates/proposals, etc.) In the case of W/MBE certification, the qualifying female(s) or Minority(s) must have owned and operated the business for the requisite one (1) year. For W/MBE certification, the qualifying (majority) Woman or Minority owner must have owned and controlled business operations for at least one (1) year.

NOTE: Publicly Traded Companies, Franchises, and Non-Profits are not eligible for W/MBE or SLBE certification.

Complete and submit your application on-line at tampa.diversitysoftware.com

For questions relating to your application, please call Leta Perez at (813) 274-5505

2555 E. Hanna Ave . • Tampa, Florida 33610 • (813) 274-5505 • FAX: (813) 274-5542



DOCUMENTATION TO SUBMIT WITH APPLICATION

SOLE PROPRIETORSHIP – Must submit copy of the following:

Use this sheet as a checklist and check off each item you are submitting.

For all other items, if not available, provide a written explanation

_____ License(s) to do business in Florida (Business Tax/Occupational, professional, trade/permit, specialty, DBPR, etc.)

_____ Florida Fictitious Name Registration (not required if business name includes owner's **FIRST & LAST** name)

_____ Proof of Female or Minority status for all owners/stockholders/members (**FOR DM/DWBE, MBE AND WMBE APPLICANTS ONLY**). (Note: for female and African American, a clear and legible copy of Florida Driver's license is sufficient. Others must provide a birth certificate(s) or other legal document (e.g., passport, certificate of naturalization, etc) that identifies ethnicity and/or place of birth. If the minority(s) is a 2nd or 3rd generation American, proof of lineage must be provided via above documentation for at least one parent and, if applicable, grandparent)

_____ Proof of Florida residency for all owners (Voter's I.D. or Property Tax Exemption Certificate)

_____ Complete current resume showing education, training and employment experience with dates

_____ Most recent financial statement of business net worth, balance sheet and annual financial statement of income

_____ Employer's Quarterly Wage report for last two quarters or recent payroll for permanent, full-time employees (include owners and officers). If none, complete "Affidavit of No Employees" available in the online application document section at tampa.diversitysoftware.com.

_____ Last 3 year's personal federal tax returns including all schedules and attachments (If less than 3 years in business, provide returns for years filed. If an extension has been filed for the most recent tax year due, provide a copy of the extension request.)

_____ Third party agreements (e.g., rental or management service agreements, etc).

_____ Screen shot showing DemandStar registration with City of Tampa (must log in first)

**IF APPLYING AS A SOLE PROPRIETORSHIP
SUBMIT THIS FORM WITH YOUR COMPLETED APPLICATION**

DOCUMENTATION TO SUBMIT WITH APPLICATION

CORPORATION/JOINT VENTURE – Must submit copy of the following:

Use this sheet as a checklist and check off each item you are submitting.
For all other items, if not available, provide a written explanation

- _____ License(s) to do business in Florida (Business Tax/Occupational, professional, trade/permit, specialty, DBPR, etc.)
- _____ All issued stock certificates (Corp) (front/back) **include canceled/voided certificates**
- _____ Stock Ledger (if kept)
- _____ Proof of Stock Purchase/Capital Investment (canceled check, purchase agreement, etc.)
- _____ Proof of Female or Minority status for all owners/stockholders/members (**FOR DM/DWBE, MBE AND WMBE APPLICANTS ONLY**). (Note: for female and African American, clear and legible copy of Florida Driver's license is sufficient. Others must provide birth certificate(s) or other legal document (e.g., passport, certificate of naturalization, etc) that identifies ethnicity and/or place of birth. If the minority(s) is a 2nd or 3rd generation American, proof of lineage must be provided via above documentation for at least one parent and, if applicable, grandparent)
- _____ Proof of Florida Residency for all owners (Voter's I.D. or Property Tax Exemption Certificate)
- _____ Complete current resume showing education, training and employment experience with dates
- _____ Most recent Annual Report filed with the State of Florida (Actual Report – not Certificate of Status)
- _____ Articles of Incorporation and, if any, all amendments
- _____ Corporate Bylaws
- _____ Minutes of Organizational meeting of Shareholders and Board of Directors
- _____ Current financial statement including balance sheet and income statement prepared by an independent CPA or accountant or business owned financial software.
- _____ Employer's Quarterly Wage report for last eight quarters or recent payroll for permanent, full-time employees (include owners and officers). If none, complete "Affidavit of No Employees" available in the online application document section at tampa.diversitysoftware.com.
- _____ Last 3 year's business federal tax returns including all schedules and attachments (If less than 3 years in business, provide returns for years filed. If an extension has been filed for the most recent tax year due, provide a copy of the extension request.)
- _____ Third party agreements (e.g., rental or management service agreements, etc).
- _____ Screen shot showing DemandStar registration with City of Tampa (must log in first)

**IF APPLYING AS A CORPORATION/JOINT VENTURE
SUBMIT THIS FORM WITH YOUR COMPLETED APPLICATION**

DOCUMENTATION TO SUBMIT WITH APPLICATION

LLCs and PARTNERSHIPS – Must submit copy of the following:

Use this sheet as a checklist and check off each item you are submitting.

For all other items, if not available, provide a written explanation

- _____ License(s) to do business in Florida (Business Tax/Occupational, professional, trade/permit, specialty, DBPR, etc.)
- _____ Certificates of Membership (if issued)
- _____ Proof of Membership or Partnership Investments (canceled check, purchase agreement, etc.)
- _____ Proof of Female or Minority status for all owners/stockholders/members (**FOR DM/DWBE, MBE AND WMBE APPLICANTS ONLY**). (Note: for female and African American, clear and legible copy of Florida Driver's license is sufficient. Others must provide birth certificate(s) or other legal document (e.g., passport, certificate of naturalization, etc) that identifies ethnicity and/or place of birth. If the minority(s) is a 2nd or 3rd generation American, proof of lineage must be provided via above documentation for at least one parent and, if applicable, grandparent)
- _____ Proof of Florida Residency for all owners (Voter's I.D. or Property Tax Exemption Certificate)
- _____ Complete current resume showing education, training and employment experience with dates
- _____ Most recent Annual Report filed with the State of Florida (Actual Report – Not Certificate of Status)
- _____ Articles of Organization (LLC)
- _____ Operating Agreement (LLC) ⁽¹⁾ or * Partnership/Profit Sharing Agreement
⁽¹⁾ Not required if LLC has only one member/manager
- _____ Minutes of Organizational Meeting
- _____ Current financial statement including balance sheet and income statement prepared by an independent CPA or accountant or business owned financial software.
- _____ Employer's Quarterly Wage report for last eight quarters or recent payroll for permanent, full-time employees (include owners and officers). If none, complete "Affidavit of No Employees" available in the online application document section at tampa.diversitysoftware.com.
- _____ Last 3 year's business federal tax returns including all schedules and attachments (If less than 3 years in business, provide returns for years filed. If an extension has been filed for the most recent tax year due, provide a copy of the extension request.)
- _____ Third party agreements (e.g., rental or management service agreements, etc).
- _____ Screen shot showing DemandStar registration with City of Tampa and Hillsborough County (must log in first)

**IF APPLYING AS An LLC Or PARTNERSHIP
SUBMIT THIS FORM WITH YOUR COMPLETED APPLICATION**



Equal Business Opportunity Program

“Orientation for Doing Business”

Contractors, Subcontractors, Consultants and Vendors

AGENDA

Date: **2nd Tuesday of Each Month**

Time: **11:00am to 12:00pm**

Place of Meeting:

Virtual via Microsoft Teams

- Welcome
- Ice Breaker
- What You Need to Know to do Business
 - EBO Mission and Strategic Goals
 - EBO Functional Areas
 - EBO Policy Applications
 - What the City Procures
 - Purchasing Department Intro
 - Tips for Successful Bids and Quotes
 - Contract Administration Department Intro
 - Good Faith Efforts Overview
 - Value Added Benefits of Certification
 - Other Agencies That Recognize Our Certification
- Guide To Additional Resources
- Guest Speakers
- Summary/Questions
- Introductions of Companies
- Adjournment

Equal Business Opportunity

2555 East Hanna Avenue

Tampa, Florida 33610

TEL: (813) 274-5522 FAX: (813) 274-5544

www.tampagov.net/ebo

www.tampa.diversitysoftware.com

HOW TO DO BUSINESS with the CITY OF TAMPA



2555 E. Hanna Ave • Tampa, Florida 33610
Phone: (813) 274-8351 • Fax: (813) 274-8355

**Purchasing
Department**

Office Hours: 8:00am–5:00pm, Monday–Friday

We know the success of your business is crucial to our success as a city. Whether you're an established Tampa business, looking to start a business, or want to move your business to Tampa, find out what we can do to make it easy for you to do business in Tampa.



The Purchasing Teams work together to “Complete the Puzzle” and make Tampa a City that will be recognized as diverse and progressive; celebrated as the most desirable place to live, learn, work, and play.

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The City of Tampa Purchasing Department, as provided for in the City Charter, is responsible for all aspects of the City's centralized procurement process. Its objective is to acquire needed goods and services as efficiently and as inexpensively as possible, while assuring fair and equal opportunity to all qualified vendors. The Purchasing Department's primary function is to assist other City Departments in their procurement efforts, securing materials and services, which meet necessary standards. Concurrently, the Purchasing Department monitors all procurement to ascertain compliance with applicable laws, rules and regulations.



DeAnna Faggart, NIGP-CPP, CPPO, CPPB
Director of Purchasing

What does Purchasing do?

Purchasing is organized as follows:

- The **Goods and Services Division** buys most of the items and services used by the City; schedules all bid openings; generates bid and resolution documentation and sells used materials and equipment.
- The **Purchasing Systems Administration Division** performs computer and financial systems support; administers the P-Card program; tracks supplier insurance compliance and facilitates contract renewals.
- The **Inventory Division** provides the materials necessary to support City operations in an efficient manner utilizing mechanisms to guide, control, and account for its inventories.

How Do I Sign Up to Receive Bids?

After doing the necessary research to determine that the City buys what you sell, and that it would be worthwhile for your firm to become aware of upcoming bids, you may register to receive such bid notifications through City of Tampa service partner DemandStar. Registering at *www.DemandStar.com* will provide automatic notification, via email or fax, of upcoming bid solicitations that match your business. The bids you are sent will depend on the commodities or services identified with this service and the Counties for which you register. If you wish to only sign up to receive bids from our agency the service is FREE.

Please note that completing a Vendor Form (subscribing with DemandStar) is not the same as getting certified as a Women/Minority Business Enterprise (W/MBE) or signing up for the City's Small Local Business Enterprise (SLBE) Program. You must submit a separate W/MBE certification form or SLBE Application to the **Equal Business Opportunity Office** located at the City Center, 2555 E. Hanna Avenue, Tampa, FL, 33610. The phone number for the EBO Office is (813) 274-5522.

Who in Purchasing Handles What I Sell?

In Purchasing, the Buyers are assigned certain products and services, based on the National Institute of Governmental Purchasing (NIGP) commodity class numbers. The **Buyer Commodity Class Table**, which lists which Buyer handles what groups of goods and services, can be found on the Purchasing Department's website.

The **Purchasing Phone Directory**, located in the center of this brochure, lists the telephone numbers for key personnel in the Purchasing Department.

The **Bid Schedule**, which is hosted by DemandStar and published to the Purchasing Department's website, contains a listing of the Purchasing Department's upcoming Bids and Request for Proposals (RFPs) with their opening dates and times. Tabulation information can be found on the DemandStar website for bids opened since November 2004.

Which Department Handles Major Construction Projects?

The **Contract Administration Department** bids out construction and/or engineering, architectural and consulting projects for other City Public Works and Utility Service Departments (such as Transportation & Stormwater Services, the Wastewater Department, the Water Department and Logistics & Asset Management).

For information on possible projects in these areas please go to <http://www.tampa.gov/contract-administration> or contact Jim Greiner, P.E., Contract Manager, Contract Administration Department at (813) 274-8598.

City of Tampa Dollar Thresholds

THRESHOLD	APPROVAL	REQUIREMENTS
\$0.01 - \$1999.99	P-Card	<ul style="list-style-type: none"> • One phone/written quote • Insurance (if applicable **)
\$2,000.00 - \$24,999.99	Purchasing	<ul style="list-style-type: none"> • QuoteWire by DemandStar, or • 1 or more Written Quotes when DemandStar is documented as unsuccessful (SLBE/WMBE Requirement *) • Insurance (if applicable **)
\$25,000.00 - \$99,999.99	Purchasing	<ul style="list-style-type: none"> • Formal Competitive Bid (SLBE/WMBE Requirement *) • Request for Proposal (SLBE/WMBE Goal Setting Requirement *) • Insurance (if applicable **)
\$100,000.00 and greater	City Council	<ul style="list-style-type: none"> • Formal Competitive Bid (SLBE/WMBE Requirement *) • Request for Proposal (SLBE/WMBE Goal Setting Requirement *) • City Council Resolution • Insurance (if applicable **)

*** Small Local Business Enterprise (SLBE)/Women & Minority Business Enterprise (WMBE) Requirement:** If 3 or more eligible SLBE/WMBE firms provide the good or service being solicited, the solicitation shall be set aside and only offered to SLBE/WMBE firms for quote or bid.

**** Insurance Requirement:** All vendors/contractors performing work on City property, regardless of the dollar amount, are required to submit proof of insurance. See the Purchasing Internet Page – Information Resources for current [Insurance Requirements](#).

City Council Approval Requirement

All purchases over \$100,000, or those with a formal agreement, require City Council Approval by Resolution.

City Council meetings are held the first and third Thursday of each month at 9:00 a.m. in Council Chambers (Located on the third floor of historic City Hall, 315 E. Kennedy Blvd.) to enact legislation pertaining to general city business. All meetings are open to the Public to participate in our legislative process.

The Tampa City Council is a legislative branch of City Government and operates in accordance with the provisions of the 1974 Revised Charter of the City of Tampa. The City Council is responsible for enacting ordinances and resolutions that the Mayor of Tampa administers as chief executive officer.

For further information, please contact the **Tampa City Council** at (813) 274-8131 or visit their website at <http://www.tampa.gov/city-council>

Additional City of Tampa Resources

- **Contract Administration Department:**
<http://www.tampa.gov/contract-administration>
306 E. Jackson St., 4th Floor North, Tampa, FL 33602
Phone: (813) 274-8116 • Fax: (813) 274-8080
- **Equal Business Opportunity Office:**
<http://www.tampa.gov/msbd>
2555 E. Hanna Avenue, Tampa, FL 33610
Phone: (813) 274-5522 • Fax: (813) 274-5544
- **Revenue and Finance:**
<http://www.tampa.gov/revenue-and-finance>
306 E. Jackson St., 8th Floor North, Tampa, FL 33602
Phone: (813) 274-8151 • Fax: (813) 274-8127

External Resources

- www.DemandStar.com

Contacts

DeAnna Faggart, NIGP-CPP, CPPO, CPPB..... 274-8838
Director

Michelle (Bliz) Blizard..... 274-8353
Executive Aide

GOODS AND SERVICES TEAM

Omar Jimenez, NIGP-CPP..... 274-8833
Procurement Manager

Ivette Rosario, CPPB..... 274-8837
Certified Senior Procurement Analyst

Celeste Gibbons-Peoples, CPPB..... 274-8834
Certified Senior Procurement Analyst

Inger Welch, CPPB..... 274-3283
Certified Senior Procurement Analyst

Constance Andrews..... 274-7490
Senior Procurement Analyst

Katrina House, NIGP-CPP, NIGP-PPA, CPPB..... 274-7711
Certified Procurement Analyst

Eryn Berg, NIGP-CPP, CPPB..... 274-8832
Certified Procurement Analyst

Michelle Estevez..... 274-8836
Procurement Specialist

Lewina Woodard..... 274-8354
Procurement Specialist

Karon Johnson, CPPB.....247-3451 ex.55298 (WW-AWT)
Certified Procurement Analyst

Erin Ellis.....348-3235 (SW-McKay Bay)
Procurement Analyst

Beverly Jewesak..... 274-8351
Purchasing Technician

Jill Elder..... 274-8351
Purchasing Technician

PURCHASING SYSTEMS/INVENTORY TEAM

Cheryl Aldridge, CPCP	274-8835
Purchasing Systems Manager	
Vacant	274-8838
Certified Purchasing Methods Analyst	
Penny Hammock	274-8638
Purchasing Methods Specialist	
Tony McGee, NIGP-CPP, CPPO, CPPB	622-1982
Inventory Field Supervisor	

INVENTORY LOCATIONS

Fire Supply:

3806 East 26th Ave. (33605).....622-1980

Greg Wininger, Lead Inventory Specialist

Mobility:

3806 East 26th Ave. (33605).....622-1980

Greg Wininger, Lead Inventory Specialist

Advanced Wastewater Treatment Plant:

2700 Maritime Blvd. (33605)247-3451 ex.55214

Gino Gonzalez, Lead Inventory Specialist

Water Distribution:

3807 East 26th Ave. (33605).....274-8357

Ray Clark, Lead Inventory Specialist

MAIN OFFICE

Phone: (813) 274-8351

Fax: (813) 274-8355

Office Hours: 8:00am–5:00pm, Monday–Friday



*Artist Carl Cowden III
Florida Avenue Mural
Commissioned by the City of Tampa, Art Programs Division*



FOR MORE INFORMATION, PLEASE VISIT THE
PURCHASING DEPARTMENT WEBSITE AT:

<http://www.tampa.gov/Purchasing>



City of Tampa
Jane Castor, Mayor

Contract Administration
Richard Mutterback, Director
306 East Jackson Street, 4N
Tampa, FL 33602

Memorandum

Construction Project and AE Opportunities

Construction Projects (“hard bids”) are posted on DemandStar.com with back-up copies on the Contract Administration page at: <https://www.tampa.gov/contract-administration/programs/construction-project-bidding>. You can now download documents free of charge. You may find sub-contracting opportunities on the big jobs among the larger GC's on the "Plan Holders" lists posted there, too. GC's may find SLBE's for sub-contracting on the SLBE list that may be generated for each project. The PDF list e-mail addresses are arranged for easy copying and pasting to your email program for marketing and outreach purposes.

Design-Build (DB) and Construction Management (CM) Projects are posted along with **A/E Service RFQ's** on DemandStar.com with back-up files at: <https://www.tampa.gov/contract-administration/programs/architectural-engineering-construction-and-related-rfqs>. Some downloadable info is posted there. It's recommended that you “right-click” and save items to your local disc instead of attempting to open them in your browser.

For larger **Design or other Architectural / Engineering (A/E) Projects**, independent selections are made under the authority of the State of Florida's Consultants' Competitive Negotiation Act. Separate RFQ's are listed on the web page for those opportunities.

One such RFQ is for **Open Work Order A/E Contracts** which are established with a wide

variety of Architectural or Engineering firms to manage peak workload and to provide expertise which is not available within the City organization. These contracts generally allow for smaller work assignments, each under \$200,000 in fees. Feel free to E-Mail Jim.Greiner@tampagov.net with any questions about RFQ, 22-D-00400, for contracts expiring in April of 2025. Electronic submissions are considered for contract award twice per year.

Maintenance projects and non-A/E services may go through the Purchasing Department. See: <https://www.tampa.gov/purchasing>.

"Onvia/DemandStar", a service that may list other opportunities for you as well, is used to notify firms of bidding opportunities. <http://www.demandstar.com/>. A link is also provided on the above pages.

As a small business you may be eligible for certification under the City's Small Local Business Enterprise (SLBE) program, where some smaller jobs may be sheltered for bidding only by the certified SLBE firms.

If your firm is 51+% owned by a female or minority you may qualify for certification in the City's W/MBE Program. This program promotes utilization of women and minority owned firms.

For certification and more information, a link is provided to the Equal Business Opportunity Office page. <https://www.tampa.gov/msbd>.

(7/13/23)

*Feel free to call or e-mail with questions.
Good Luck.*

Jim Greiner
813-274-8598
Jim.Greiner@tampagov.net

306 East Jackson Street #290 A4N • Tampa, Florida 33602 • (813) 274-8456



Additional Resources

For Assistance in Managing and Growing Your Business

Need Insurance, Accounting or Other Services?

Why not try another certified Woman, Minority or Small Business Enterprise for your business needs. Check out the Minority and Small Business Development website (<http://www.tampa.diversitysoftware.com>) and click on "WMBE & SLBE Certified Companies Directory" (on right side of screen) to view the current directories of certified companies.



Ensuring Equal Business Opportunity

Small Local Business Enterprises (SLBE)

Women/Minority Business Enterprises (WMBE)

LGBT Business Enterprises (LGBTBE)

Veteran/Service Disabled Veteran Owned Small Business (VOSB/SDVOSB)

Phone: 813-274-5522

www.tampagov.net/ebo



Equal Business Opportunity Program



Guide to Additional Resources
For Assistance in Managing and Growing Your Business

Resources to Help You Manage Your Business and Grow

The following agencies provide a variety of technical assistance and business services to the City of Tampa business community:



Florida SBDC at Hillsborough County

2101 East Palm Avenue
(Parking at 2109 East 11th Avenue)
Tampa, Florida 33605
Phone: 813-277-1393
<https://www.hcflgov.net>

Services are provided for each businesses' unique stage of development and business category: pre-venture, start-up, micro-enterprise, small-to-mid-size enterprise, community-based, targeted industry, technology and innovation, and more.



SBDC-Florida Small Business Development Center (USFSBDC)

3802 Spectrum Blvd, Suite 201
Tampa, Florida 33612
Phone: 813-396-2700
<http://www.sbdctampabay.com>

The University of South Florida SBDC provides accessible, low and no cost, and professional counseling, training, and resources to start-up and existing businesses, and assists them in various aspects of small business development.



SCORE-Service Corps of Retired Executives: Free Small Business Advice

2101 East Palm Avenue
Tampa, Florida 33605
Phone: 813-448-2311
<https://www.tampa.score.org>

SCORE, "Counselors to America's Small Businesses", provides free and confidential small business advice for entrepreneurs. SCORE is a nonprofit organization dedicated to the formation, growth and success of small businesses nationwide.



TBBBIC – Tampa Bay Black Business Investment Corp.

1920 East Hillsborough Avenue,
Suite 222
Tampa, Florida 33610
Phone: 813-425-2043
<http://www.tampabaybbic.com>

The Tampa Bay BBIC provides loans to viable African-American-owned businesses via a capital fund invested by local financial institutions and contributions of others.



Prospera Florida: Helping Hispanic Entrepreneurs Grow

Westwood Center
2002 North Lois Avenue, Suite 660
Tampa, Florida 33607
Phone: 813-634-6246
<https://prosperausa.org>

Prospera is an economic development, nonprofit organization specialized in providing bilingual assistance to Hispanic entre-



Tampa Bay Economic Development Council

101 East Kennedy Boulevard,
Suite 1750
Tampa, Florida 33602
Phone: 813-218-3300
<https://tampabayedc.com>

Tampa Bay Economic Development Council is the lead designated economic development agency for Hillsborough County and the cities of Tampa, Plant City and Temple Terrace; and an official partner of Enterprise Florida, Inc. Whether relocating your company or expanding your business, our experts can provide the tools and resources you need to thrive.



NAACP Empowerment Center

308 East Martin Luther King Jr. Boulevard,
Suite C
Tampa, Florida 33604
Phone: 813-374-9250
naacphillsborough.org/empowerment-center

The NAACP Empowerment Center, in partnership with Hillsborough County Public Schools, Hillsborough County Government and the City of Tampa, offers a free business services providing accessible training, workshops, and networking opportunities to local small and minority business enterprises.



The U.S. Small Business Administration District Office

777 Harbour Island Blvd, Suite 215
Tampa, Florida 33602
Phone: 813-228-2100
Hipolito.castro@sba.gov

The Small Business Administration provides small business loan and assistance programs, special outreach efforts and initiatives to aid and inform small businesses.