



**CITY OF SHREVEPORT**  
**OFFICE OF THE MAYOR | OFFICE OF FAIR SHARE**  
**FAIR SHARE APPLICATION**

*The Office of Fair Share will take the steps necessary to ensure that small, disadvantaged, woman and minority owned businesses have equal opportunity to compete for and perform services regardless of race, color or creed.*

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTY OF PERJURY, THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, AND INCLUDE ALL MATERIAL INFORMATION TO IDENTIFY AND EXPLAIN THE OPERATIONS OF THE BUSINESS AS WELL AS THE OWNERSHIP AND CONTROL THEREOF, AND THAT I AM AUTHORIZED ON BEHALF OF THE BUSINESS TO EXECUTE THIS AFFIDAVIT. I, HEREBY DECLARE, SWEAR, AND AFFIRM THAT I am the \_\_\_\_\_ And duly authorized representative of \_\_\_\_\_ therein called the "business"/"firm" whose address is: \_\_\_\_\_ and

1. That I have read and understand the requirements of the Fair Share Program.
2. That the business/firm will provide any additional information requested by the City of Shreveport to document program qualifications.
3. That the business/firm will provide information about significant changes affecting its ownership and control or any other information contained in this affidavit.
4. That I recognize and acknowledge that any material misrepresentation in the Affidavit will be grounds for termination of any contract which may be awarded in reliance hereon, and for initiating action under Federal, State and local laws concerning false statements.
5. That the City of Shreveport has the legal right to request tax returns for up to three (3) years for the business/firm and/or owner(s).

The undersigned swears that the foregoing statements, including statements and data provided in attachments hereto, are true and correct. Further, the undersigned agrees to provide through the prime contractor, or if no prime contractor is involved, directly to the City of Shreveport, complete and accurate information regarding actual work performed on contracts awarded by the City. The business/firm agrees to permit the audit and examination of its books, records, and files by any authorized official of the City of Shreveport.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FAIR SHARE AFFIDAVIT**

**CERTIFICATION WILL NOT BE GRANTED ON INCOMPLETE INFORMATION.**

1. Name of Firm: \_\_\_\_\_ Years in Business \_\_\_\_\_  
Address of Firm: \_\_\_\_\_  
Phone Number of Firm: ( ) \_\_\_\_\_ Email: \_\_\_\_\_  
Contact Person/Title \_\_\_\_\_
  
2. Legal Structure (must be for-profit) Indicate whether firm is: a. Sole Proprietorship   
Corporation  Partnership  Joint Venture  Other Business   
(specify other) \_\_\_\_\_
  
3. Nature of firm's business: \_\_\_\_\_
  
4. What were the gross receipts of the firm for last year? \$ \_\_\_\_\_ What was the  
business net worth for last year? \$ \_\_\_\_\_
  
5. Who can sign on the business' account(s)? \_\_\_\_\_
  
6. Name of banking institution where account is held \_\_\_\_\_
  
7. Partnership: Identify all the firm's owners Does Personal Net Worth exceed \$250,000? Y | N  
a. Name: \_\_\_\_\_ M | F Ownership% \_\_\_\_\_ Citizen \_\_\_\_  
Title/Duties \_\_\_\_\_  
b. Name: \_\_\_\_\_ M | F Ownership% \_\_\_\_\_ Citizen \_\_\_\_  
Title/Duties: \_\_\_\_\_
  
8. Give the following information on the resources that this firm has available to operate:  
a. Number of employees: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_  
b. List major equipment leased and/or owned by the firm: (Attach sheet if necessary)  

<u>Equipment</u>	<u>Quantity</u>	<u>Age</u>	<u>Leased/Owned</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. Background Information

a. List information for the last three projects completed:

Customer | Address | Phone

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. List information for three major suppliers:

Supplier | Address | Phone

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Copies of the following documents **must** be attached:

- \_\_\_\_\_ 1. Resume(s) of owner(s)/manager(s)
- \_\_\_\_\_ 2. License(s) to do business in Louisiana (State certificates, occupational license permit, etc.)
- \_\_\_\_\_ 3. Copy of driver's license
- \_\_\_\_\_ 4. Articles of incorporation and other business agreements that affect ownership

**I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTY OF PERJURY, THAT I HAVE NOT ENTERED INTO ANY ORAL OR WRITTEN AGREEMENT WITH ANY PERSON(S) CONCERNING THE OPERATIONS OF THIS COMPANY OTHER THAN AS PREVIOUSLY DISCLOSED HEREIN.**

**SIGNATURE** \_\_\_\_\_  
**TYPE/PRINT NAME** \_\_\_\_\_  
**TITLE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SWORN TO AND SUBSCRIBED** before me, Notary, this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Seal

\_\_\_\_\_  
Notary Public