

# Great Lakes Dredge & Dock Company, LLC

2122 York Road, Oak Brook, IL 60523  
Ph.: (630) 574-3000 - Fax: (630) 574-1515  
Web: [www.gldd.com](http://www.gldd.com)



Attn: Financial Department/Controller, Accounting Department

The attached supplier form is needed to confirm the size of your company's business. Federal government regulations require Great Lakes Dredge and Dock Company, LLC to confirm all suppliers' business size. Returning this form at your earliest convenience will ensure that your firm continues to be listed on the potential business database for current and future opportunities. Please return via mail, fax or e-mail to the following:

Norma Alberts, Small Business Plans Administrator, 2122 York Road, Oak Brook, IL 60523

P: 630 574-3023 F: 630 574-1515 Email: [njalberts@gldd.com](mailto:njalberts@gldd.com)

In accordance with 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 all categories that apply:**

Large Business (LB)

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

**If your Firm is a Small Business, please check subcategory below if applicable.**

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

Service-Disabled Veteran-Owned (SDVOSB)     HUBZone SBA certification required: web site: <http://www.Sba.Gov/Hubzone/>

### State, Local & other subcategories

Minority Business Enterprise (MBE)     Disadvantaged Business Enterprise (DBE)     Woman Business Enterprise (WBE)

Small Women Owned and Minority Owned Business (SWAM) <http://egov1.virginia.gov/swamcert.html>

Small Business Enterprise (SBE)     Economically Disadvantaged Women-Owned (EDWOSB)

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

Historical Black Colleges/Univ/Minority Inst (HBCU/MI)     Non-Profit Business     Foreign Business

Other Type Small Business Concern: \_\_\_\_\_

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>
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](https://www.sba.gov/contracting/government-contracting-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](https://www.sba.gov/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.