How to Access the Certification Application (New and Renewal Applicants)

MUST READ "<u>IMPORTANT - Tips for Completing the Online Application</u>" PRIOR to starting the online application

Start by clicking the button on our website:

PLANETBIDS™ REGISTER AND APPLY HERE

Note: Please apply on our website using the button pictured above. If clicking on the button does not work, please cut and paste into your browser: http://www.planetbids.com/portal/portal.cfm?companyID=17950. You must have Adobe Flash Reader 11.1+ installed in order to view this site. This is a free download.

New PlanetBids Vendors

Click on "New Vendor Registration".



Complete the information on each tab. (The system will prompt you if you have missed mandatory information.)

BROOF PTORIE New Registration		S 🖬 🔛
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Company Name		
IRS Reporting Name		
Doing Business As		
FEI/Tas ID Number		
Address		
City		
State	California (+)*	
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Phone	eed .	
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Fax		
I am authorized to sign bids and offers	3	
Note: Electronic bets may suppre an authority of agent to submit		
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and .		
How did you hear about registering with	(v)*.	

Existing PlanetBids Vendors

Click on "Log In" at the bottom right. Enter User Name and Password and click "Log In".



Click on "Vendor Profile".



NOTE: The instructions that follow apply to both **new and existing** PlanetBids vendors.

SLBE Certification Tab (New and Existing Vendors)

Question: Would you like to be certified as a Small Local Business Enterprise (SLBE) – If you are selecting "YES' for the first time, follow the instructions below.

If "YES" has already been selected, skip to page 4 of this document.

Select "YES" and then click "Register" (New Vendors) or "Save & Exit" (Existing Vendors) at the bottom right.

Vendor Profile EOCTEST2015	😤 🎴 🛛 Log In
Company Info Additional Classifications/ Other Business Category/ Emergency Operations Pregualific tion SLBE Certification	
Would you like to be certified as a <u>YES</u> NO * Small Local Business Enterprise (SLBE)?	^
Small Local Business Enterprise (SLBE) Program The Small Local Business Enterprise (SLBE) Program was created specifically for small businesses with local preference to firms located in San Diego City or County. It is a roze and gender neutral program estabilised to enhance diversity and develop new capacity and competition on City contracts. Small local businesses that are certified as SLBE/ELBE's are eligible to receive benefits such as restricted bidding, bid discounts and preference points when bidding on City contracts.	
What are the requirements of the program? Firms must be for-profit, independently owned and operated, not a subsidiary of another business, and not dominant in its field of operation. Firms must also meet the coal and business size components.	
Local component: Must have a significant employee presence (25% or more employees must reside in San Diego County) and a principal place of business (physical office through which a firm obtains no less than 50% of its overall customer/sales dollars) in San Diego County.	
Business size component: please refer to the Program Income Caps.	
Additionally, a firm must be fully operational for 12 consecutive months. Architect & Engineering firms must be fully operational for 6 consecutive months.	
City of San Diego PLANETBIDS Report	Car cel Register

FOR NEW VENDORS ONLY: Click "OK".

Vendor Profile EOCTEST2015			Login
Company Info Additional Classificational Other Business Category Description Propuelitication St.M. Cartholics			
Would you like to be certified as a TEE NO Small Local Business Enterprise (SLBE)?			
Renall Local Business Enterprise (BLBE) Program The Senall Local Business Enterprise (BLBE) Program was created specifically for small businesses with local preference to firms located in San Diego City or County. It is a none and gooder enutal program established to entrance diversity and develop new capacity and competition on City contracts. Senall local businesses that are certified as ISLBE/ELBE's are eligible to receive benefits such as restricted lodding, bid discounts and preference points when lodding on City contracts.			
atheat are the experiments of the program? Firms must be for-profit, independently served and operated, not a subsidiary of another business, and not dominant in its field of operation. Firms must also meet the local and business size components.			
Local component: Must have a significant employee presence (20% or more employees must reside in San Diego County) and a principal place of business (physical office through which a firm obtains no less than 50% of its overall customeritalies dulars) in San Diego County	_		
New Registration Confirmed	1		
Additionally a few weat the fully constant of the constant of			
For additional information, well the set of			
THANK YOU for taking the time to complete the Vendor Information. City of San Diego looks forward to an opportunity to do business with you soon!			
PRESS OK TO CONTINUE			
	2		
City of San Diego FUNET 105	Report	Cancel	Register

Access the SLBE Application by selecting "CLICK HERE TO ACCESS THE CERTIFICATION APPLICATION".

Vendor Profile EOCTEST2015		× 2	Log In
Company Info Additional Addresses Classifications/ Licenses Other Business Info Category/ Description Emergency Operations Prequalification SLBE Certification			
Would you like to be certified as a <u>YES</u> <u>NO</u> Small Local Business Enterprise (SLBE)?			*
Small Local Business Enterprise (SLBE) Program The Small Local Business Enterprise (SLBE) Program was created specifically for small businesses with local preference to firms located in San Diego City or County. It is a race and gender neural program established to enhance diversity and develop new capacity and competition on City contracts. Small local businesses that are certified as SLBE/ELBE's are eligible to receive benefits such as restricted bidding, bid discounts and preference points when bidding on City contracts.			
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Business size component: please ref	ne		
Additionally, a firm must be fully oper			
For additional information, visit the St. Please make sure you have reviewed the following documents prior to starting the certification application: • <u>The for Competing the Online Application</u>	- 82		
CLICK HERE TO ACCESS THE CERTIFICATION APPLICATION			
Linke to websites cutaide of PlanetBids do not constitute PlanetBids' endorsement of a v content, product or service. PlanetBids Tems & Conditions differ from thos Inited websites.	e of		
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City of San Diego PLANETBIDS	Report	Cancel	Register

[IMPORTANT NOTE: Every time you access the application from PlanetBids, you are creating a *new application with a unique Application ID*. Thus, in order to resume/complete/modify an un-submitted application, use the "Email" button on the application (as discussed in the **TIPS**). This will not only provide a copy of your ID, but also a link to resume your application. This will avoid frustration/duplication of work if you get an error/timed out.]

You will automatically be directed to the application page where you can complete the online application.

Page 1 of 6		Your Application ID; CnC7Exoulmv Print, Email , Print Applic
APPLICATION This application and associated docum for public inspection. All information pro	THE CITY OF SAN DIEGO ents are not public records, subject wided will be kept confidential to the	to the Public Records Act, and are not extent permitted by law.
Are you bidding on City project?	s	Date of Bid:
Project Title:		Bid Date:
Ownership Type: S Corporation	Please check current of and submit copy of cer	ertification, if any, held by your Bussine tifications(s):
1. Name of Company: EOCTEST1		
Doing Business As:		
2. Principal Place of Business:		
	Address?	
Address1:	Audressz.	

SLBE Certification Tab (New and Existing Vendors)

<mark>Question: Would you like to be certified as a Small Local Business Enterprise (SLBE)</mark> – If "YES" has already been selected, follow the instructions below.

If you are selecting "YES' for the first time, go back to page 2 of this document.

Access the SLBE Application by selecting "CLICK HERE TO ACCESS THE CERTIFICATION APPLICATION".

Vendor Profile A Kim's Test Co (vendor Id: 340001)			😤 ?
Company Info Additional Addresses Classifications/ Licenses Other Business Info Category/ Description Emergency Operations Prequail cation SLBE Certification			
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Business size component: please refer to the Program Income Caps.			
Additionally, a firm must be fully operational for 12 consecutive months. Architect & Engineering firms must be fully operational for 6 consecutive months.			
For additional information, visit the <u>SLBE Program Website</u> .			
Online Application The City of San Diego's Small Local Business Enterprise (SLBE) certification application is managed by the City's compliance web portal, PRISM®. Please note that the online application is the same for New and Renewal Applicants, only required documents differ.			
Please make sure you have reviewed the following documents prior to starting the certification application: • <u>Tips for Completing the Online Application</u> • <u>Benuited Forciment Forkitist for New Reviewed Applications</u>			
CLICK HERE TO ACCESS THE CERTIFICATION APPLICATION			
Links to websites outside of PlanetBids do not constitute PlanetBids' endorsement of any content, product or service. PlanetBids Terms & Conditions differ from those of linked websites.			
City of San Diego PLANETBIDS	Report	Exit	Save & Exit

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Are you bidding on City project?		Date of Bid:
Project Title:		Bid Date:
Ownership Type: S Corporation	Please check current c and submit copy of cert	entification, if any, held by your Bussiness iffications(s).
Ownership Type: S Corporation • 1. Name of Company: EOCTEST1	Please check current c and submit copy of cert AAP	erlification, if any, held by your Bussinesi iffications(s).
Ownership Type: S Corporation	Please check current c and submit copy of cert	entification, if any, held by your Dussines infications(s):
Ownership Type: S Corporation Name of Company: EOCTEST1 Doing Business As: Principal Place of Business:	Please check current c and submit copy of cert AAP	ertification, if any, held by your Bussiness infraetions(s).
Ownership Type: S Cerporation Name of Company: EOCTEST1 Doing Business As: Principal Place of Business: Address1:	Please check current c and submit copy of cert AAP Address2	erlification, if any, held by your Bussinesi iffications(s).