

**CITY OF MILWAUKEE - MILWAUKEE PUBLIC LIBRARY**  
**SMALL BUSINESS ENTERPRISE (SBE) PROVISIONS**

I. General

- A. In accordance with Chapter 370 of the Milwaukee Code of Ordinances Small Business Enterprise (SBE) participation is required in all contracting activities of the City of Milwaukee. In an effort to meet these requirements, the Board of Trustees of the Milwaukee Public Library acting through the Library Director, as contracting officer for the City, designates the level of participation of SBE bidders are required to achieve the minimum SBE participation stated in the Official Notice to Bid.
- B. For the purpose of this Request for Proposals, submittals that include SBE participation are eligible to receive additional points in the review process.

II. Definitions

- A. *"SMALL BUSINESS ENTERPRISE" (SBE)* means a small business concern that is 51% owned, operated and controlled by one or more individuals who are small business owner (who is at an "economic disadvantage"). The individuals must have day-to-day operational and managerial control and interest in capital, financial risks, and earnings commensurate with the percentage of ownership.
- B. *"OWNED/OPERATED AND CONTROLLED"* means a business which is one of the following:
  - 1. A sole proprietorship legitimately owned and operated and controlled by an individual as defined in Chapter 370 of the Milwaukee Code of Ordinances.
  - 2. A partnership or joint venture legitimately owned, operated and controlled by individuals who are small owners who are at a disadvantage and who own at least 51% of the beneficial ownership interests in the enterprise and who hold at least 51% of the voting interests of the enterprise.
  - 3. A corporation legitimately owned, operated and controlled by one or more small owners who are at a disadvantage and who own at least 51% of the outstanding shares and who hold at least 51% of the voting interests of the corporation.

III. SBE notification is an element of bid responsiveness.

- A. Only SBEs that have been certified by the Office of Small Business Development may be listed on the SBE Compliance Plan and counted towards the percentage requirements on this project. A listing of the current CITY certified SBE firms is maintained at:

Department of Administration  
Office of Small Business Development  
City Hall, Room 606  
200 East Wells Street  
Milwaukee, Wisconsin 53202

- B. If the contractor/vendor has a problem in meeting the SBE requirements or if any other problems relative to SBE(s) arise during or before completion of the contract, the contractor/vendor shall immediately contact the Milwaukee Public Library.

- C. Certification programs other than the City's Office of Small Business Development are not accepted by the City of Milwaukee nor do they have any bearing on the eligibility criteria established by the City.
  
- IV. The Milwaukee Public Library reserves the right to waive any of these specifications when it is in the best interest of the City and in accordance with the procedures set forth in Chapter 370 of the Milwaukee Code of Ordinances.