



Performance Confirmation

Date: _____

Name: _____

Performance name: _____

Address: _____

Phone: _____ Email: _____

Confirming our email/telephone conversation of _____, we have scheduled your program
(title) for _____
(day) _____ (date) at _____ (time).

Funded by Library Funded by Friends Other Funding _____

The fee which we agreed on during our conversation will be \$ _____ for a program
_____ in length.

(Signature of Performer)

Your check will be prepared in advance and presented at the time of the performance. Please let us know the name of the person or performance group to whom the check should be written by completing the box below and returning 1 (one) copy to the address below.

MAKE THE CHECK PAYABLE TO: _____

For Library Staff Use Only

<input type="checkbox"/>	<input type="checkbox"/>	Is vendor certified with Contra Costa County as a Small Business Enterprise, Minority business Enterprise, Women Business Enterprise, Disadvantaged Business Enterprise, Disabled Veteran Business Enterprise or Local business Enterprise?	<input type="checkbox"/>	<input type="checkbox"/>	W-9 Included
Yes	No		Yes	No	

If vendor is not currently certified & registered with the State of California or Contra Costa County as indicated above vendor must complete the Contra Costa County Business Opportunities Registration and Certification Form (Revised 08/02/2012) and submit to:

Contra Costa County
General Services Department, Purchasing Division
1220 Morello Avenue, Suite 210
Martinez, CA 94553
Fax: (925) 313-7319

Thank you for agreeing to perform at the _____ Library.
We are looking forward to your program.

More information on vendor registration with the County can be found at: <http://www.co.contra-costa.ca.us/3601/Doing-Business-with-the-County>

(Contact Person)

(Library Name)

(Address)

(Phone)

Vendor Registration:
<http://ca-contracostacounty.civicplus.com/DocumentCenter/Home/View/8565>

Enclosures:



Contra Costa County Business Opportunities

REGISTRATION AND CERTIFICATION FORM

If you are interested in receiving information regarding upcoming business opportunities with Contra Costa County, please fill out the form below. Your information will be included in the County's SBE and Outreach Databases and used by County departments to: 1) notify you regarding upcoming contracting and bidding opportunities and/or 2) certify your firm as a Small Business Enterprise (if applicable).

SECTION 1 – CONTACT INFORMATION	
Name of Firm (Print)	
Street Address (City, State)	(Zip Code)
Mailing Address (City, State)	(Zip Code)
Contact Numbers (Check preferred)	
<input type="checkbox"/> Business Phone Number () --	<input type="checkbox"/> Cell Phone Number () --
Fax Number () --	
E-mail	Employer Identification # (if applicable)

SECTION 2 – WORK CONDUCTED BY FIRM (Generally describe what your firm does)	
Vendor/Supplier	
Consultant/ Service Provider	
Construction	
Other (If none of the above categories apply)	

SECTION 3 –DESCRIPTION OF BUSINESS
Description of Business Type (Check all that apply):
<input type="checkbox"/> Small Business Enterprise (SBE) – independently owned and operated; cannot be dominant in its field of operation; must have its principal office located in California; must have its owners (or officers in the case of a corporation) domiciled in California; AND together with affiliates, be either: a business with 100 or fewer employees, an an average annual gross receipts of \$14 million or less over the previous three tax years, or a manufacturer with 100 or fewer employees.
<input type="checkbox"/> Minority Business Enterprise (MBE) - at least 51% owned and managed on a daily basis by one or more minorities who are citizens or lawful permanent residents of the United States and member(s) of a recognized ethnic or racial group AND its home office is located in the United States.
<input type="checkbox"/> Women Business Enterprise (WBE) - at least 51% owned and managed on a daily business by one or more women who are citizens or lawful permanent residents of the United States AND its home office is located in the United States.
<input type="checkbox"/> Disadvantaged Business Enterprise (DBE) - at least 51% owned and managed on a daily business by socially- and economically-disadvantaged individuals (pursuant to Section 3 of the Small Business Act). DBE certifications are used only for state- or federally-funded projects that have DBE goals or requirements.
<input type="checkbox"/> Disabled Veteran Business Enterprise (DVBE) - at least 51% owned and managed on a daily basis by one or more disabled veterans of the military, naval, or air service of the United States with a service-connected disability of at least 10 percent, and who is also a resident of California; AND a sole proprietorship corporation or partnership with its home office located in the United States that is not a subsidiary of a foreign firm.
<input type="checkbox"/> Local Business Enterprise (LBE) - principal place of business is located within the boundaries of Contra Costa County.
<input type="checkbox"/> None of the above

