

DEPARTMENT OF SMALL BUSINESS SERVICES
DIVISION OF LABOR SERVICES

LESS THAN FIFTY (50) EMPLOYEES CERTIFICATE

Contractor/Subcontractor: _____

Address: _____

Telephone Number: _____

Name and Title of Signatory: _____

If Subcontractor Identify Prime Contractor: _____

Contracting Agency: _____

Contract Amount: _____

Nature of Contract: _____

Names and contact information for all subcontractors, suppliers, manufacturers or vendors performing in excess of \$100,000.00 on this contract (if not known at this time, so state):

I, (print the name of the authorized official signing) _____,
hereby affirm that I am authorized by the above-named contractor to certify that said contractor currently
employs _____ people. This affirmation is made in accordance with NYC Charter Chapter 56,
Executive Order No. 50 (1980), the implementing Rules.

I, (print the name of authorized official signing) _____,
understand that the WILLFUL OR FRAUDULENT FALSIFICATION OF ANY DATA OR INFORMATION
SUBMITTED HERewith MAY RESULT IN THE TERMINATION OF ANY CONTRACT BETWEEN THE
CITY AND THE BIDDER OF CONTRACTOR AND BAR THE BIDDER OR CONTRACTOR FROM
PARTICIPATION IN ANY CITY CONTRACT FOR A PERIOD OF UP TO FIVE YEARS. FURTHER, SUCH
FALSIFICATION MAY RESULT IN CRIMINAL PROSECUTION.

Sworn to before me _____

This day of , 200__

Authorized Signature, Title

Date _____

Notary Public

It is the responsibility of the contractor to promptly inform all proposed subcontractors that each subcontract, like the prime contractor, must comply with the equal employment opportunity requirements of Chapter 56, E.O. 50, and the implementing Rules. Each covered subcontractor must submit to completed Employment Report for each of its operating facilities to the contracting agency before the fifth day following the award date (Comptroller's Office Registration Date) of the contract. DLS will review the subcontractor's Employment Report(s) for compliance.