



COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE

SUPPLIER DIVERSITY OFFICE

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February 7, 2011

Ms. Kathryn Grady
Rebars & Mesh, Inc.
111 Avco Road
Haverhill, MA 01835

Dear Ms. Grady:

Congratulations! The Massachusetts Supplier Diversity Office (SDO) formerly known as The State Office of Minority and Women Business Assistance (SOMWBA), on behalf of the Massachusetts Unified Certification Program (MassUCP), is pleased to notify you that your company has been certified as a disadvantaged business enterprise (DBE). We will list your firm in Massachusetts Central Register and our DBE Directory as certified in the following NAICS: 332312 with the certified business description FULL-SERVICE REBAR FABRICATOR AND WIRE MESH DISTRIBUTOR. We commend you on your new certification and wish you success over the coming year. **This letter serves as sole and exclusive proof of your firm's DBE certification.**

Your firm's designation as a DBE will appear in the Massachusetts Central Register and the DBE Certified Business Listing of eligible firms for federal-aid transportation projects.

As a DBE, you must inform SDO (f/k/a: SOMWBA) in writing of changes affecting your size, disadvantaged status, ownership, control requirements or in any of the information provided in your application form. Changes in management responsibility among members of a limited liability company are covered by this requirement. You must attach supporting documentation describing in detail the nature of such changes. The notice must take the form of an affidavit sworn to by the owners of the firm before a person who is authorized by state law to administer oaths or of an un-sworn declaration executed under penalty of perjury of the laws of the United States. You must provide the written notification within thirty (30) days of the occurrence of the change. If you fail to make timely notification of such a change, you will be deemed to have failed to cooperate under 49 CFR 26.109(c).

You must renew your firm's DBE certification, if it continues to meet the applicable criteria, on or before your firm's certification anniversary date of February 7, 2012, each year. To do so, you will need to submit:

- (1) Notarized originals of No Change Affidavit. **(please complete the attached forms)**
- (2) Affidavit of Good Standing. **(please complete the attached forms)**



- (3) A **signed** copy of your company's, and all of its affiliates', U.S. Tax Returns including all schedules and attachments for the year(s) indicated.
- (4) A signed copy of your Personal Tax Returns.
- (5) If a sole proprietor, a **signed** copy of your complete tax return including the Schedule C. for year(s) indicated.
- (6) All financial statements of your company for the year(s) indicated.
- (7) A notarized statement of the number of full- and part-time employees (including owner) for each year indicated.
- (8) Completed Personal Financial Statement and Statement of Disadvantage Forms. (see attached forms with instructions).
- (9) For out of state companies, please provide a copy of your most recent certification letter from your home state.

SDO (f/k/a: SOMWBA) reserves the right to monitor, perform random spot checks, re-evaluate the firm or revoke the firm's certification if it no longer meets the certification criteria.

If you have changed your company name or address, please notify Ms. Nedra D. White, in writing on the company's letterhead in order to update your state vendor file.

During the period of your certification, if you have further questions regarding annual reviews, please contact Ms. Nedra D. White, SDO/DBE (f/k/a: SOMWBA/DBE) Renewal Specialist, at (617) 973-8648.

Very truly yours,



Reginald A. Nunnally
Executive Director