

July 19, 2017

Certification ID 54725
WEST COAST MATERIALS LLC
2190 Guinevere Ct.
Merced, CA 95340

Subject: Small Business Certification Approval

Dear Business Owner(s) and /or Officers(s):

Congratulations on your State of California Small Business (SB) certification! Your business is now eligible to participate in the State's SB program's goal to spend 25 percent of the state's annual contracting dollars with small businesses. Each certified SB receives a five-percent bid preference on applicable solicitations.

Proof of Certification

To view and print your certification profile, go to <https://caleprocure.ca.gov>, then:

- Click on "Quicklinks"
- Click on "Find certified SB/DVBE"
- Enter your business name or your Certification ID number.
- Click the Search button
- Click on your business name and your supplier profile will display
 - Print this page for proof of your active certification
- To view your keywords and classifications, click on "View Keywords" or "View Classifications"

Bid Notifications

To verify your bid notifications are correct, go to <https://caleprocure.ca.gov> and click on Login/Register to access your account. Click on your User ID in the upper right-hand corner. Select *Edit Account* and verify your selected UNSPSC codes. Click Save.

Annual Submission Requirement

During your certification, a copy of your most recently completed federal tax return(s) as filed with the Internal Revenue Service must be submitted to the Office of Small Business and DVBE Services (OSDS). If you have been granted a tax filing extension with the Internal Revenue Service, submit a copy of the extension form and annual financial statements; then submit a copy of the tax return once filed. If you have employees, include the California Employment Development Department's "Quarterly Contribution Return and Report of Wages (Continuation)" (Form DE9C). If you have out-of-state employees, submit the employee documentation comparable to Form DE9C. These annual submissions also apply to all affiliated businesses.

Maintaining Your Certification Profile

Visit <https://caleprocure.ca.gov> to update your certification profile online. Alternatively, you may complete a Certification Information Change form located at <http://www.documents.dgs.ca.gov/pd/smallbus/certchange.pdf> and send via mail, fax to 916.375.4950 or by email to OSDSHelp@dgs.ca.gov

Recertification

Complete and submit an online application at <https://caleprocure.ca.gov> no more than 90 days prior to the expiration date whether or not you receive a recertification notice from OSDS.

Business Structure Change

If your business has changed its structure (for example; sole proprietorship to corporation), please call our office at 916.375.4940. Your business must submit a new application with the required supporting documentation, including documentation from the Internal Revenue Service verifying the new Tax Identification Number (TIN) for the entity.

Withdraw Certification

If your business is no longer doing business, has been sold or no longer meets certification eligibility requirements, you can complete and submit a Certification Information Change form located at <http://www.documents.dgs.ca.gov/pd/smallbus/certchange.pdf> to withdraw your certification. Certification eligibility requirements are located at <http://www.dgs.ca.gov/pd/Programs/OSDS/SBEIeligibilityBenefits.aspx>

Prompt Payment Program

SB certification guarantees higher interest penalties for late payment of undisputed invoices. For information regarding prompt payment, go to <http://www.dgs.ca.gov/pd/Programs/OSDS/PromptPayment.aspx>
You may purchase a rubber stamp by completing the Prompt Payment Rubber Stamp Order form at www.documents.dgs.ca.gov/pd/smallbus/ppstampreq.pdf

If you have any questions, please contact me at 916-375-4924 by email at cleta.gidcumb@dgs.ca.gov or by fax 916.375.4950.

Sincerely,



CLETA GIDCUMB
Certification Officer
Office of Small Business and DVBE Services