

April 12, 2016

**Certification ID 2001632**  
**EarthTek Grading and Paving, Inc.**  
2093 Scott Blvd Unit B  
Santa Clara, CA 95050

Subject: SB Certification Approval

Dear Business Person:

Congratulations on your State of California Small Business (SB) certification. Your business is now entitled to compete in the State's goal to spend 25 percent of its 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>. Enter your business name or your Certification ID. Click the search button below 'Certification ID'. Then, click 'View Profile' and print. The screen print is proof of your certification.

**Bid Notifications**

To receive bid notifications, your firm must have a registration in the Financial Information System of California (FI\$Cal). Go to <https://caleprocure.ca.gov> to get registered.

**Annual Submission Requirement**

Submit copies of the entire federal tax return 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 Certification Profile**

Visit <https://caleprocure.ca.gov> to update your certification profile online. You can complete a Certification Information Change form located at <http://www.documents.dgs.ca.gov/pd/smallbus/certchange.pdf> and send via mail, fax (916.375-4950) or by email to [OSDSHelp@dgs.ca.gov](mailto:OSDSHelp@dgs.ca.gov).

**Recertification**

Complete an online application at <https://caleprocure.ca.gov> up to 90 days prior to the expiration date whether or not you receive a recertification notice.

**Business Structure Change**

If your business has changed its structure (for example; sole proprietorship to corporation), the business must submit a new application and disclose the new Federal Employer Identification Number for the new entity.

**Withdraw Certification**

If your business no longer meets certification eligibility requirements, complete 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/DVBEEligibilityBenefits.aspx>.

**Conflict of Interest for Current and Former State Employees**

Prior to contract award, agencies will assure the vendor is in compliance with Public Contract Code, Section 10410 et seq. addressing conflict of interest for State employees or former employees.

If you have any questions, please contact our office at 916.375.4940, by email at [OSDSHelp@dgs.ca.gov](mailto:OSDSHelp@dgs.ca.gov), or by fax 916.375.4950.

Sincerely,  
Office of Small Business and DVBE Services