



Maria Torres-Springer
Commissioner

Kerri Jew
Deputy Commissioner

**Division of Economic &
Financial Opportunity**

**110 William Street
New York, NY 10038**

**212.513.6300 tel.
212.618.8991 fax**

08/12/2015

Joseph Cole
President
American Building Contractors Assoc., Inc.
805 Albin Avenue
Lindenhurst, NY 11757-9999

Tax ID/SSN #: xx-xxx9755
FMS ID #: 0003299132

RE: MBE Certification

Dear Joseph Cole:

The Department of Small Business Services, ("SBS"), hereby certifies your firm pursuant to Title 66, Chapter 11, Subchapter B of the Rules of The City of New York, governing the Minority and Woman-owned Business Enterprise Program. This certification remains in effect until 08/30/2020, but may be reviewed prior to the expiration date.

A certified business must notify SBS within 45 days of any material change in the information provided in the application. A material change may include, but is not limited to, a change in any of the following: company name, business type, ownership interest, officers, operational control, business address, principal product(s) or service(s). To update your business enterprise's information, create an account online at the [SBS Certification Self Service Portal](#) website. Once you've created an account, you will need to connect to your existing business records by using the following **PIN 1001X5YD291P**. Instructions on how to use your PIN can be found at the [SBS Certification Self Service Portal](#). Go to "Manage My Records" in your online account to update your business enterprise's information. In addition, you can use your online account to submit your annual affidavit and renew expired certifications.

Your certified business will now receive targeted solicitations and invitations to attend networking events with government and corporate buyers. Your firm will also be listed in the New York City Directory of Certified Businesses (www.nyc.gov/buycertified) so we can connect you to government buyers and prime contractors who may be looking for certified companies such as yours.

Do you need help selling your goods or services to the City, State or Federal government? Our Procurement Technical Assistance Center provides guidance and direction on government vendor enrollments, identifying additional diversity certifications, finding opportunities that fit your business, helping you understand contract requirements, and providing valuable feedback on bids and proposals. For more information, please email bizhelp@sbs.nyc.gov or call at 212-513-6444.

SBS also offers a range of other valuable services to help you grow your business. We can help you secure financing and access City benefits. We'll support your expansion by working with you to locate available space, identify money-saving incentive programs, and recruit qualified employees. We'll cut the red tape for you by being your liaison when you need to resolve issues with other City agencies. Businesses can access NYC Business Solutions by visiting www.nyc.gov/businesssolutions or calling 311.

If you have questions regarding your business' certification, please contact us at 212-513-6311 or mwbe@sbs.nyc.gov.

Sincerely,

Alfred O. Milton
Director of Certification

110 William Street • New York, NY 10038
Tel. 212.513.6300 * FAX 212.618.8991 * TDD 212.513.6306
www.nyc.gov