

July 9, 2020

CHRISTINE SULLIVAN-REITZ
AMERICAN SYSTEMS & INSTALLATION INC
562 INDEPENDENCE ROAD
SUITE 330
EAST STROUDSBURG, PA 18034

Dear CHRISTINE SULLIVAN-REITZ:

CERTIFICATION NO. 20-252

The Maryland Department of Transportation's (MDOT) Office of Minority Business Enterprise (OMBE) is pleased to notify you that pursuant to the Minority Business Enterprise (MBE) Program, the Disadvantaged Business Enterprise (DBE) Program, the Small Business Enterprise (SBE) Program and/or the Airport Concessions Disadvantaged Business Enterprise Program (ACDBE), it has been determined that your firm meets the eligibility standards and is certified in the following capacity:

NAICS Code – NAICS Industry Title

(Specific areas of work your firm is certified to perform within that NAICS Code)

238310 - DBE/SBE-ONLY - DRYWALL AND INSULATION CONTRACTORS

238350 - DBE/SBE-ONLY - FINISH CARPENTRY CONTRACTORS

238390 - DBE/SBE-ONLY - OTHER BUILDING FINISHING CONTRACTORS

Only certified firms are eligible to fulfill minority participation goals on contracts issued by the State of Maryland.

As of the date of this letter, your firm is listed in MDOT's online Directory of Certified Firms. The Directory is maintained in real time and serves as the **official** source of your firm's certification status. It is used by prime contractors and consultants seeking participation from minority/disadvantaged subcontractors.

It is important that you check your Directory listing and contact the OMBE at 410-865-1269 regarding corrections or changes. **You must inform OMBE of any change in circumstances affecting the firm's ability to meet size, disadvantaged status, ownership, or control requirements or any material change in the information provided in the application within 30 days of the occurrence of the change.** View your listing at <https://mbe.mdot.maryland.gov/directory/>.

Your firm must be reviewed annually in order to maintain its MBE, DBE and/or ACDBE certification status. We will contact you when it is time to begin the Annual Review process.

In order to receive notices of solicitations posted by state agencies as well as county and local government procurement buyers, you must register as a vendor on Maryland's online procurement portal, **eMaryland Marketplace Advantage (eMMA)**. Visit www.procurement.maryland.gov to learn more.

In addition to the MBE Program, the State of Maryland offers two additional procurement programs: the Small Business Reserve (SBR) and the Veteran-owned Small Business Enterprise (VSBE) programs. Registration for these programs is also through the eMMA website.

If you would like more information about the MBE, SBR, and VSBE procurement programs, as well as free educational and business development tools available from the Governor's Office of Small, Minority, and Women Business Affairs, visit their website at www.goMDsmallbiz.maryland.gov.

If you need any additional information, contact the Office of MBE via telephone using 1-800-544-6056 or 410-865-1269.

Sincerely,

A handwritten signature in black ink that reads "Monica A. Crusse". The signature is written in a cursive style with a large, stylized initial 'M'.

Monica A Crusse, Chairperson
Minority Business Enterprise Advisory Committee
Office of Minority Business Enterprise

cc: Sabrina Bass
Director
Office of Minority Business Enterprise