



CITY OF ATLANTA

SUITE 5100
68 MITCHELL STREET, SW
ATLANTA, GA 30303
(404) 330-6010 Fax: (404) 658-7359
Internet Home Page: www.atlantaga.gov

Keisha Lance Bottoms
Mayor

OFFICE OF CONTRACT COMPLIANCE

Martin Clarke
Interim Director
MHClarke@AtlantaGa.Gov

August 28, 2019

Ms. Kelli Wilson
American Shoring, Inc.
PO Box 7
Conley, GA 30288

ANNIVERSARY DATE: August 28

Dear Ms. Wilson:

Your firm has been certified as a(n) **Small Business Enterprise (SBE)** with the City of Atlanta's Small Business Opportunity Program (SBO). Your company's certification will last for a period of five (5) years from the date on this certification letter. Certification entitles your firm to be included in SBO plans submitted by contractors bidding on City of Atlanta projects.

Your company's certification lasts five (5) years; however, it is contingent upon the company maintaining its eligibility every two years. You will receive a notice to submit a **Biennial Affidavit of No Change** form approximately four (4) weeks prior to your anniversary date. **The Affidavit of No Change must be completed, signed, and returned to our office before your anniversary date in order to continue your company's eligibility as an SBE. Additionally, your company is required to submit a full EBO/SBO application six (6) weeks prior to your certification expiration date.**

As a certified firm, you are required to notify the Office of Contract Compliance if the ownership or control of your firm changes or if your office relocates outside of the twenty-county Atlanta Regional Development Commission (ARDC) area. Failure to provide this notification, in writing, may result in your firm being removed from the Small Business Opportunity Register.

We welcome you to the City of Atlanta's Small Business Opportunity Program.

Sincerely,

Martin Clarke, Interim Director
Office of Contract Compliance

MC/aa

Certification #: 2019-24-162

Vendor #: 1904981

Phone #: (404) 366-6879

Fax #: (404) 366-6880

Business: Shoring bridges and tunnels; excavation support for deep foundations



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Larry Scott
Director
lscott@atlantaga.gov

Keisha Lance Bottoms
Mayor

CONGRATULATIONS!!!!

Congratulations on your acceptance into the City of Atlanta's Equal Business Opportunity (EBO) Program and/or Small Business Opportunity Program (SBO). Your company being certified is the first step in doing business with the City. In order to maximize your contracting opportunities, there are several suggestions that we would like to offer you to help make this a more successful process. Listed below are a few of those suggestions:

- **Attend Pre-Bid/Pre-Proposal Conferences**
- Attend Outreach Sessions
- Monitor Office of Contract Compliance and the Department of Procurement websites for business opportunities
- Apply for Disadvantaged Business Enterprise (DBE) certification with Georgia Department of Transportation at (404) 631-1990
- Participate in local Business Development Programs
- Identify a Mentor
- Become a member of Local Trade/Business Organization
- Ensure Bonding and Insurance are in place
- Contact other Local Diversity Programs for procurement opportunities

To further assist minority and female business owners, the Office of Contract Compliance will conduct quarterly outreach sessions for recently certified businesses. Our office will contact you by mail to inform you of the upcoming session. If you need any assistance, please contact the Office of Contract Compliance at (404) 330-6010.