

City and County of San Francisco



Gavin Newsom
Mayor

Human Rights Commission

Contract Compliance
Dispute Resolution/Fair Housing
Small, Micro Non Profit Business Enterprise Certification
Lesbian Gay Bisexual Transgender & HIV Discrimination

Chris Iglesias
Executive Director

Friday, September 5, 2008

Ms. Gwendolyn Kaplan
ACE MAILING CO
2757 16th Street
San Francisco, CA 94103

Dear Ms. Kaplan:

Pursuant to the Ordinance, Chapter 14B of the San Francisco Administrative Code, your firm has been recertified as a Woman-Owned San Francisco Local Business Enterprise which is valid for three (3) years. Your certification number is: HRC091112969.

This certification now allows your firm to be eligible to receive 10 percent discount in all bids/proposals with the City and County of San Francisco when bidding/proposing as a provider of: ADMINISTRATIVE SERVICES, MAILING SERVICES.

Your company is also classified as a Micro Local Business Enterprise, which enables you to bid on Set Aside Program contracts from the City and County of San Francisco when bidding/proposing as a provider of: ADMINISTRATIVE SERVICES, MAILING SERVICES.

To verify your business status as a bona-fide Woman-Owned San Francisco Local Business Enterprise, please indicate your certification number and show this letter upon request.

The Human Rights Commission reserves the right to withdraw this certification at any time. HRC also reserves the right to request additional information and/or conduct on-site visits for purposes of verification.

For re-certification, contact the Human Rights Commission, 25 Van Ness Avenue, Suite 800, San Francisco, CA 94102, Attention: CERTIFICATION UNIT.

Please notify this office at least sixty (30) days prior to the expiration date: 9/30/2011. Failure to do so, may result in removal of your company's name from the approved list of San Francisco Local Business Enterprises.

If there are any changes in your firm's status during this certification period, you are required to notify this office immediately.

Thank you for your interest in the HRC's LBE Program. You can access the Vendor Directory at our Internet address: <http://www.sfgov.org/sfhumanrights>.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Iglesias".

Chris Iglesias
Executive Director



25 Van Ness Avenue
Suite 800
San Francisco
CA, 94102-6033



TEL (415) 252-2500
FAX (415) 431-5764
TDD (415) 252-2550

<http://www.sfgov.org/sfhumanrights>

