

ENVIRONMENTAL CONSULTING SERVICES

H2Environmental.com

800.524.3578



"Always striving to make a difference in the environmental industry. . .

One project at a time."



Introduction to H2 Environmental Consulting Services, Inc. A newly Certified 8(a) Small Business

Thank you for the opportunity to introduce **H2 Environmental Consulting Services, Inc.** Our firm specializes in hazardous materials consulting which includes the initial testing and inspection of buildings for the presence of Asbestos, Lead, and Mold containing construction components as well as other hazardous materials found within structures that may be affected by renovation or demolition activities. In addition to the initial testing, H2 Environmental also provides the project oversight and air monitoring during the abatement of hazardous materials found during the initial testing phase. Specifications, work plans and contractors pre qualification are other services that are offered to assist our clients through this sometimes confusing process of selecting and directing contractors.

H2 Environmental is a Minority & Woman owned, Small disadvantaged 8(a) certified Business that services the United States. H2 Environmental has over 18 years experience and has been fortunate enough to have completed nearly 11,000 projects to date. These projects have been of a wide variety and have all been completed on time and without any violations while under our project oversight. Of these projects, we are most proud of the projects that we handle from the survey testing phases, through the design of the abatement scope, then the project oversight, inspections and air testing during the course of the demolition or renovation of the structure. Please add H2 Environmental to your current bidders list, as we would be pleased to submit proposals for any upcoming work.

H2 Environmental has put together a winning team for our clients and this team is prepared to tackle any project in a timely manner.

If after your review you require additional assistance or information please call at (909) 628-0369, or you may reach me on my cell at (909) 322-9100.

Sincerely,

**H2 Environmental Consulting Services, Inc.** 

W. Thomas Haley Vice President



#### Environmental Management Services Available

#### **Training of Staff/Employees:**

- MSDS Awareness Training
- Operations & Maintenance Training
- Hazardous Materials Awareness Training
- Asbestos Awareness Training
- Lead Awareness Training
- Mold/Fungus Awareness Training

#### **Environmental Site Assessments for owned or future property purchases:**

- Phase I ESA-To ASTM Standards
- Phase II supplemental hazardous material sampling.
- AST/UST Storage Tank leak detection monitoring/recordkeeping.
- AST/UST Storage Tank removal certification/sampling.
- Environmental Impact Studies/Wetland Assessments

#### **Asbestos Management Services:**

- Comprehensive asbestos surveys of facilities.
- Design site specific specifications for renovation projects that impact Asbestos Containing Materials.
- Construction Oversight/Asbestos Air Monitoring.
- Conduct Final Visual Inspections & Clearance Monitoring prior to reoccupancy of each area.

#### **Lead Management Services:**

- Comprehensive lead surveys of facilities.
- Design site specific specifications for renovation projects that impact Lead Containing Materials.
- Construction Oversight/Lead Air Monitoring
- Conduct Final Visual Inspections & Clearance Monitoring prior to reoccupancy of each

#### Mold, Fungus and Indoor Air Quality Issues:

- Conduct testing of areas that have complaints from occupants.
- Write remediation scope of work for each individual case.
- Construction Oversight/IAQ Air Monitoring.
- Conduct Final Visual & Clearance Monitoring prior to re-occupancy of each area.

#### **Hazardous Materials Communication Program:**

- MSDS Review & Maintenance:
  - Onsite analysis of MSDS File for completeness.
  - ♦ Hazardous Materials Inventory of on-site items.
  - A Review Quarterly for outdated information and update accordingly.
- Fire Life and Safety Program:
  - ♦ Review fire alarm system
  - ♦ Generate updated site specific emergency exit CAD drawings (8 ½" X 11")
  - ♦ Check fire extinguisher recharge dates and maintain log on a quarterly basis.



# 2008 SMALL BUSINESS of the YEAR AWARD



CERTIFICATE OF RECOGNITION

Presented to

## H2 ENVIRONMENTAL SERVICES, INC.

**CITY OF CHINO - SMALL BUSINESS 2008** 





Chino Valley Chamber of Commerce Annual Recognition and Installation Luncheon

> June 24th, 2008 Chino Hills, California

With my sincere appreciation and best wishes!

STATE SENATOR, 29TH DISTRICT



# City of Californio

Recognition to

## H2 Environmental Services, Inc.

For achieving the distinct honor of being named the City of Chino's

Small Business of the Year for 2008

Presented by the Mayor and City Council of the City of Chino

June 24, 2008

Date

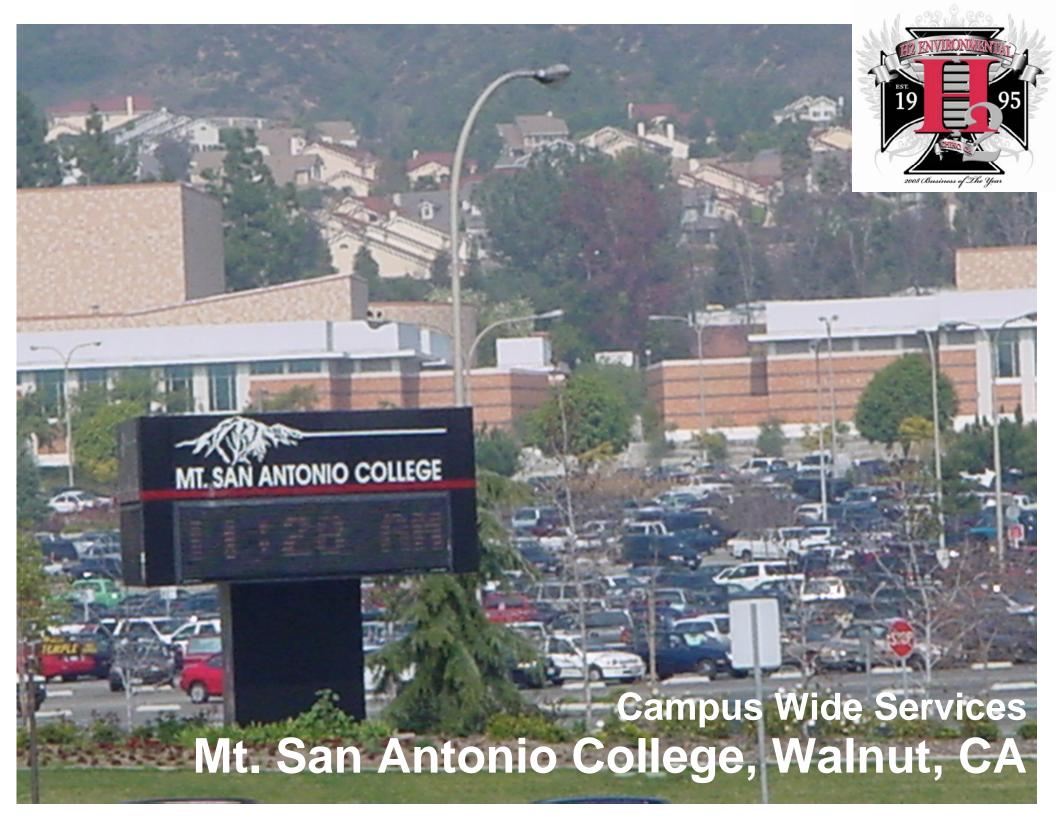


Dennis R. Yates, Mayor

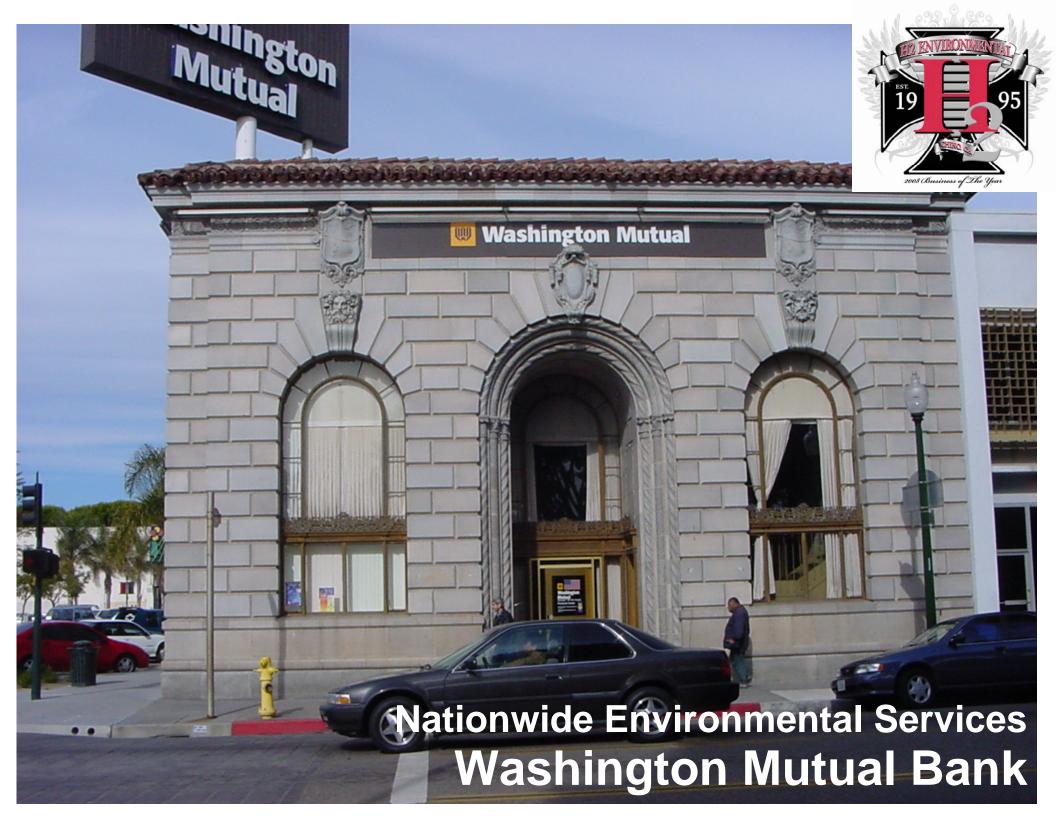


#### **PROJECT REFERENCES**













#### **PROFESSIONAL REFERENCES**

January 15, 2002

H2 Environmental 3773 Walnut Ave., Ste. A Chino, Ca. 91710-3047



Letter of recommendation

H2 Environmental, ably represented by Mr. Tom Haley, has provided exceptional environmental consulting services to the bank for several years. Their responsiveness and attention to detail is unsurpassed in my experience.

I would recommend H2 environmental to perform any environmental related consulting task, and I have a tremendous degree of confidence in their ability to accomplish it.

Sincerely,

Larry D. Hartman

National Asbestos Program Manager

LDH/mr



#### MT. SAN ANTONIO COLLEGE



1100 North Grand Avenue • Walnut, CA 91789-1399

**ACCESS TO QUALITY** 

January 2, 2002

H2 Environmental Consulting Services, Inc. 3773 Walnut Avenue, Suite A Chino, CA 91710-3047

RE: Letter of Recommendation

To Whom It May concern:

Since the winter of 1995, H2 Environmental has provided a wide range of environmental services for our college campus. H2 Environmental provides testing services for maintenance and construction projects. Project Oversight and project management services are provided without fail or incident on nights, weekends and holiday breaks.

With H2 Environmental's very qualified staff on our campus each environmental project has occurred without incident or violation. The projects are easier to manage as well as completed within the schedule. I would highly recommend the services of H2 Environmental to anyone in need of consulting services.

Feel free to call with any questions regarding this letter at extension 5173.

Sincerely.

Mr. Roger Sneed

Facilities Project Manager

BOARD OF TRUSTEES: Dr. Manuel Baca, Rosanne M. Bader, Fred Chyr, Dr. David K. Hall, Gayle Pacheco Dr. Bill Feddersen, College President



January 13, 2000

To Whom It May Concern:

Since April 1998 H 2 Environmental has provided services to L.A. Arena Co. for the Staples Center Project.

These services included surveys of approximately 53 buildings to identify the extent of contamination by asbestos-bearing materials. These structures ranged in size from one story dwellings to multi story commercial buildings. H2 then performed air monitoring and overseeing of contractors' asbestos abatement operations in these buildings prior to demolition.

The services provided by H2 have been accurate and timely; their reports have been clear and useful. The firm has been especially cooperative in providing manpower promptly to meet the rapid schedule and last minute changes in this challenging project. The attitude displayed by their office and field staff has been consistently fair-minded and professional.

I would not hesitate to engage the services of H2 Environmental again.

Yours truly,

Donald M. Berges

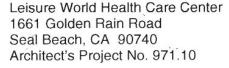
Project Manager, Infrastructure

Devold M. Berge

December 3, 1996

Mr. W. Thomas Haley H2 Environmental Consulting Services 12466 Oaks Avenue Chino, CA 91710-2640

Re:





I just wanted to take the time to thank you for your services in regards to our project at the Leisure World Health Care Center facility.

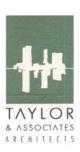
I appreciated your prompt response and professionalism, and look forward to a continuing relationship with your consulting firm.

Sincerely,

TAYLOR & ASSOCIATES ARCHITECTS

Louay Ayoub

LA/mm





#### KEY PERSONNEL



#### Amy De Santiago President, CEO / CFO

Ms. De Santiago has over eighteen years of experience in accounting and business management. For the past thirteen years Ms. De Santiago, has been the President, CEO and CFO of H2 Environmental Consulting Services, Inc., making this nationwide company a certified Minority / Woman Owned Business Enterprise (M/WBE).

Ms. De Santiago has over thirteen years experience in the environmental field, consisting of surveys, monitoring and periodic surveillance monitoring for asbestos, lead, mold and carbon monoxide in residential, commercial and industrial buildings. She specializes in bidding competitively on large scale projects and hiring the most educated and professional people to run and manage each and every project. She takes pride in her staff that successfully out does themselves year after year, making H2 Environmental, the strongest team in the industry.

Her personal experience and knowledge in diverse technical disciplines, including money management, training, accounting, insurance, customer service & the environmental field, makes her an asset to H2 Environmental, and means better service and a better end product for our clients.

#### **Professional Accreditations**

Mt. San Antonio College, Walnut, CA

University of California, Fullerton, CA

California Certified Site Surveillance Technician (No. 96-1994)

California Certifies DHS Lead Project Monitor (No. 13060)

Certified Indoor Environmentalist

EPA AHERA Accredited Project Designer

EPA AHERA Accredited Building Inspector

EPA AHERA Accredited Management Planner

EPA AHERA Accredited Contractor/Supervisor

EPA AHERA Accredited Competent Person

EPA Accredited Lead Related Construction Supervisor / Project Monitor

SCAQMD Rule 1403 Asbestos Demolition & Renovation Compliance

**CES-Certified Environmental Specialist** 

**CEI-Certified Environmental Inspector** 

40 Hour HAZZWOPPER Certification

Hazardous Materials DOT Awareness Course

#### **Professional Affiliations**

Member - Environmental Information Association

Member - Environmental Assessment Association

Member - National Environmental Health Association

Member - Federation of Independent Business

Member - Chino / Chino Hills Chamber of Commerce



#### W. Thomas Haley, REA, CAC Vice-President, Operations / Bus. Development

Mr. Haley has over fifteen years experience in the environmental field, including Asbestos, Lead, Mold, Soils and other hazardous materials. Responsibilities include the project management, engineering & design, survey inspection assessment, and air monitoring of residential, multifamily, commercial, industrial, institutional and medical facilities. His extensive knowledge of hazardous materials management is complemented by his experience in the construction industry having previously owned and operated his own construction company.

The combination of nearly two decades of experience and skills possessed by Mr. Haley has enabled him to successfully complete numerous environmental projects for clients including, Washington Mutual, The Staples Center, The LA Forum, The Home Depot Center, The 1984 Olympic Stadium, Knott's Berry Farm, Movie Studios, Off location movie sets, The Metro Rail, The Northridge Mall, CSU Long Beach, USC, UC Irvine, CSPU Pomona, Mt. SAC, Azusa Pacific University, Ontario Airport, Burbank Airport, LAX. Cal Trans and others.

Mr. Haley's personal project experience includes inspection, engineering, and oversight of the removal and replacement of asbestos containing building materials, coordination of comprehensive environmental inspections and assessments for lead-based paint, polychlorinated biphenyls, and asbestos materials. Mr. Haley's proficiency in environmental management combined with his strong communication skills, complemented by his extensive knowledge of federal, state, and local regulations makes him a suitable manager for any project setting.

#### **Professional Accreditations**

CA / EPA - Registered Environmental Assessor I (No. 07870)

California Certified Asbestos Consultant (No. 95-1702)

California Certified DHS Lead Project Monitor (No. 13061)

California Certified DHS Lead Inspector / Risk Assessor (No. 13061)

Certified Indoor Environmental Consultant (No. 0703144)

EPA AHERA Accredited Project Designer

EPA AHERA Accredited Building Inspector

**EPA AHERA Accredited Management Planner** 

EPA AHERA Accredited Contractor/Supervisor

EPA AHERA Accredited Competent Person

NIOSH 582 Certified PCM Microscope Analyst (7400 Method)

EPA Accredited Lead Related Construction Worker

EPA Accredited Lead Related Construction Supervisor / Project Monitor

EPA Accredited Lead Related Construction Inspector / Risk Assessor

**CES - Certified Environmental Specialist** 

CEI - Certified Environmental Inspector

SCAQMD - Rule 1403 Asbestos Demolition & Renovation Compliance

#### **Professional Affiliations**

Member – Indoor Air Quality Association

Member - Chino Chamber of Commerce

Member - Environmental Information Association

Active Member - National Environmental Health Association



#### MBE/WBE 8(a) CERTIFICATIONS



#### U.S. SMALL BUSINESS ADMINISTRATION

WASHINGTON, D.C. 20416

November 22, 2006

Amy DeSantiago, President H2 Environmental Consulting Services, Inc. 13122 6th Street Chino, CA 91710

Dear Ms. DeSantiago:

Congratulations! Your firm has been certified as a Participant in the U.S. Small Business Administration's (SBA) 8(a) Business Development Program. Your nine (9) year program term begins on the date of this letter.

Additionally, your firm has been certified as a Small Disadvantaged Business (SDB) in the Federal Government s SDB program. Your term of participation in the SDB program is concurrent with your 8(a) Business Development certification.

During participation in the 8(a) Business Development Program, you will receive business development assistance from an assigned Business Development Specialist in the Santa Ana District Office located at 200 West Santa Ana Boulevard, Suite 700, Santa Ana, California 92701. The phone number is 714/550-7420. The District office will also be able to provide you with information on the SDB program and its benefits.

Your firm will become eligible to receive 8(a) Business Development contracts after you submit a business plan using SBA Form 1010C and receive SBA's approval of the plan. We are sending a copy of this certification letter to the SBA Santa Ana District Office. That office will send you the business plan form.

SBA requires that the 8(a) participant is President or Chief Executive Officer sign a Participation Agreement to show that he or she understands the conditions of 8(a) program participation. Please read the Agreement carefully, sign and date one copy and return it to the SBA Santa Ana District Office at the address shown in the third paragraph above. The second copy is for your records.

Even though your firm s approved North American Industry Classification System (NAICS) Code is 541620, your firm may be awarded contracts under other NAICS Codes, as long as the firm is qualified to perform the required service or task. In this regard, please note that contracts awarded under 8(a) Business Development Program authority generally result from

the self-marketing efforts of participating firms. While your firm s acceptance into the 8(a) Business Development Program is not a guarantee of contract support, SBA will make every effort to assist you in your marketing efforts.

During your participation in the 8(a) Business Development Program, I encourage you to take advantage of the Mentor-Protégé Program, the Federal Surplus Property Program and the extensive management and technical training available to you. Your local SBA District Office can provide additional information on these programs.

If you have not already done so, we strongly suggest that you acquire access to e-mail to enhance your communication abilities with public and private sector buyers. Also, you should consider setting up a merchant account with a credit card company, which will give you the ability to accept credit card orders for your goods and services from over 1,000 Federal buying offices. Finally, registration in the Department of Defense s Central Contractor Registration (CCR) database is a requirement to receive federal contracts. Therefore, if you have not already done so, you must register your firm, including completion of the SBA supplemental pages, in the CCR registry found online at http://www.ccr.gov/.

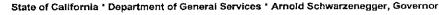
I welcome you as an 8(a) Business Development Program participant and wish you every possible success.

Sincerely,

Luz A. Hopewell

Associate Administrator

Office of Business Development





#### PROCUREMENT DIVISION

#### Office of Small Business and DVBE Services

707 Third Street, 1st Floor, Room 400 \* PO Box 989052
West Sacramento, California 95798-9052 \* (800) 559-5529

SB SAPP 20060818

August 18, 2006

Supersedes APPROVAL Letter Dated 08/04/2006

REF# 0014317 H2 ENVIRONMENTAL CONSULTING SERVICES INC 13122 6TH ST CHINO CA 91710

#### Dear Business Person:

Congratulations on your certified small business status with the State of California. Your certification entitles you to benefits under the state's Small Business Participation Program within state contracting, including a five percent bidding preference and special provisions under the Prompt Payment Act.

Your certification period Frank/business puress

Industry

SERVICE

Annual Submission Requirement

SERVICE

SERVICE

Annual Submission Requirement

SERVICE

To maintain your certified status, you must annually submit to the Office of Small Business and DVBE Services (OSDS), proof of annual receipts and proof of employees for your firm and each of your affiliates (if any).

#### Proof of Annual Receipts

Submit to OSDS, a copy of your firm's and any affiliate firm's ENTIRE federal tax return each year following your certification. Include ALL accompanying schedules, forms, statements, and any other support documents filed with that specific tax return.

If you request a tax filing extension with the Internal Revenue Service, submit to our office a copy of the extension form. When your tax returns are filed, submit a copy of the entire federal tax return to our office.

#### Proof of Employees

If you have employees whose taxable wages are reported to the California Employment Development Department (EDD) on a quarterly basis, you must annually submit to our office along with your proof of annual receipts, proof of employees for your firm and any affiliates.

We will accept a copy of the EDD's "Quarterly Wage and Withholding Report" (Form DE6) or other format accepted by the EDD. Your employee documents must cover the same four quarters as the tax return you submit for your proof of annual receipts.

If you have out-of-state employees, submit the employee documentation comparable to EDD's "Quarterly Wage and Withholding Report" for the same four-quarter period.

#### Maintaining Your Online Certified Firm Profile



#### Metro

#### CALIFORNIA UNIFIED CERTIFICATION PROGRAM



May 8, 2006

Metro File #4260

Amy de Santiago **H2 Environmental Consulting Services, Inc.**5370 Schaefer Avenue, Suite J
Chino, CA 91710

RE: Disadvantaged Business Enterprise Certification

Dear Ms. De Santiago:

We are pleased to advise you that after careful review of your application and supporting documentation, the Los Angeles County Metropolitan Transportation Authority (Metro) has determined that your firm meets the eligibility standards to be certified as a Disadvantaged Business Enterprise (DBE) as required under the U.S. Department of Transportation (U.S. DOT) Regulation 49 CFR Part 26, as amended. Your DBE certification status will be honored by all of the U.S. DOT recipients in California. Your firm will be listed in the California Unified Certification Program (CUCP) database of certified DBEs under the following specific areas of expertise:

NAICS (2002)	<u>Description</u>	Size Standard
541380	Testing Laboratories	\$6.0 million
541620	Environmental Consulting Services	\$6.0 million

Your DBE certification is good for three years from the date of this letter and applies only for the above NAICS 2002 codes. Requests for additional or revised NAICS 2002 codes must be made in writing to Metro. After the three-year certification period, your entire file will be reviewed in order to ascertain continued DBE certification status. Prior to your firm's DBE certification expiration date, Metro will send a letter to you requesting information necessary to complete this review.

The Regulations also require annual updates during this three-year period. In order to assure continuing DBE status, you must submit annually a DBE Declaration with supporting documentation, in the format that will be sent to you. Based on your annual submission that no change in ownership and control has occurred, or if changes have occurred, they do not affect your firm's DBE standing, the DBE certification of your firm will continue until the three-year certification has expired.

Also, should any changes occur that could affect your certification status prior to receipt of the DBE Declaration, such as changes in your firm's name, business/mailing address, ownership, management or control, or failure to meet the applicable business size standards or personal net worth standard, please notify Metro immediately. DBE certification is subject to review at any time. Failure to submit forms and/or change of information will be deemed as failure to cooperate under §26.109 of the Regulations.

Congratulations, and thank you for your interest in the CUCP.

Sincérely

Joe R. Hernandez

Manager

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#### Metropolitan Transportation Authority

One Gateway Plaza Los Angeles, CA 90012-2952 213.922.2000 Tel metro.net



May 8, 2006

Metro File #4260

Amy De Santiago

H2 Environmental Consulting Services, Inc.
5370 Schaefer Avenue, Suite J
Chino, CA 91710

RE: Small Business Enterprise Certification

Dear Ms. De Santiago:

We are pleased to advise you that after careful review of your application and supporting documentation, the Los Angeles County Metropolitan Transportation Authority (Metro) has determined that your firm meets the eligibility standards to be certified as a Small Business Enterprise (SBE) as established under the Metro SBE Program. Your firm will be listed in the Metro SBE database of certified SBEs under the following specific areas of expertise:

NAICS (2002)	<u>Description</u>	Size Standard	
541380	Testing Laboratories	\$6.0 million	
541620	Environmental Consulting Services	\$6.0 million	

Your SBE certification is good for two years from the date of this letter and applies only for the above NAICS 2002 codes. Requests for additional or revised NAICS 2002 codes must be made in writing to Metro. After the two-year certification period, your entire file will be reviewed in order to ascertain continued SBE certification status. You will be notified of the pending SBE status review and any documentation updates necessary prior to the expiration date.

Should any changes occur that could affect your certification status, such as changes in your firm's name, business/mailing address, ownership, management or control, or failure to meet the applicable business size standards or personal net worth standard, please notify Metro immediately. SBE certification is subject to review at any time.

Metro reserves the right to withdraw this certification if at any time it is determined that certification was knowingly obtained by false, misleading, or incorrect information. Metro also reserves the right to request additional information and/or conduct on-site visits at any time during the certification period. The firm thereby consents to the examination of its books, records, and documents by Metro.

Congratulations, and thank you for your interest in Metro's SBE Program.

Sincerely

Joe R. Hernandez Manager

#### Metropolitan Transportation Authority

One Gateway Plaza Los Angeles, CA 90012-2952

213.922.2000 Tel metro.net



May 8, 2006

Metro File # 4260

Amy De Santiago *H2 Environmental Consulting Services, Inc.*5370 Schaefer Avenue, Suite J
Chino, CA 91710

RE: Minority/Women-Owned Business Enterprise Certification

Dear Ms. De Santiago:

We are pleased to advise you that after careful review of your application and supporting documentation, the Los Angeles County Metropolitan Transportation Authority (Metro) has determined that your firm meets the eligibility standards to be certified as a Minority/Women-Owned Business Enterprise (M/WBE) as required under the Metro M/WBE Program. Your firm will be listed in the Metro M/WBE database of certified M/WBEs under the following specific areas of expertise:

NAICS (2002)	Description
541380	Testing Laboratories
541620	Environmental Consulting Services

Your M/WBE certification is good for two years from the date of this letter and applies only for the above NAICS 2002 codes. Requests for additional or revised NAICS 2002 codes must be made in writing to Metro. After the two-year certification period, your entire file will be reviewed in order to ascertain continued M/WBE certification status. You will be notified of the pending M/WBE status review and any documentation updates necessary prior to the expiration date.

Should any changes occur that could affect your certification status, such as changes in your firm's name, business/mailing address, ownership, management or control, please notify Metro immediately. M/WBE certification is subject to review at any time.

Metro reserves the right to withdraw this certification if at any time it is determined that certification was knowingly obtained by false, misleading, or incorrect information. Metro also reserves the right to request additional information and/or conduct on-site visits at any time during the certification period. The firm thereby consents to the examination of its books, records, and documents by the Metro.

Congratulations, and thank you for your interest in Metro's M/WBE Program.

Sincerely,

Joe R/Hernandez Manager

# DISADVANTAGED BUSINESS ENTERPRISE CERTIFICATE CALIFORNIA UNIFIED CERTIFICATION PROGRAM

H 2 ENVIRONMENTAL 5370 SCHAEFER AVENUE, STE J. CHINO, CA 91710

Owner: AMY DE SANTIAGO

Business Structure: CORPORATION

This certificate acknowledges that said firm is approved by the California Unified Certification Program (CUCP) as a Disadvantaged Business Enterprise (DBE) as defined by the U.S. Department of Transportation (DOT) CFR 49 Part 26, as may be amended, for the following NAICS codes:

NAICS Code(s) \* Indicates primary NAICS code

\* 541380 Testing Laboratories

541620 Environmental Consulting Services

Work Category Code(s)

C8721 RIGHT OF WAY ENGINEER
18734 LABORATORY TESTING AND ANALYSIS

18073 DRUG TESTING

Licenses

CERTIFYING AGENCY:

LOS ANGELES COUNTY METRO TRANSPORTATION AUTHORITY (MTA)

ONE GATEWAY PLAZA

LOS ANGELES, CA 90012 0000

(213) 922-2600

I

UCP Eirm Number

**EUCF OFFICER** 

May 10, 2006



State of California \* Department of General Services \* Arnold Schwarzenegger, Governor

#### PROCUREMENT DIVISION

#### Office of Small Business and DVBE Services

707 Third Street, 1st Floor, Room 400 PO Box 989052
West Sacramento, California 95798-9052 (800) 559-5529

SB APP 20060804

August 4, 2006

REF# 0014317 H2 ENVIRONMENTAL CONSULTING SERVICES INC 5370 SCHAEFER AVE STE J CHINO CA 91710

#### Dear Business Person:

Congratulations on your certified small business status with the State of California. Your certification entitles you to benefits under the state's Small Business Participation Program within state contracting, including a five percent bidding preference and special provisions under the Prompt Payment Act.

Your certification period for each pushing type for SAND

Industry

SERVICE

Annual Submission Requirement FORM

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To maintain your certified status, you must annually submit to the Office of Small Business and DVBE Services (OSDS), proof of annual receipts and proof of employees for your affiliates (if any).

#### Proof of Annual Receipts

Submit to OSDS, a copy of your firm's and any affiliate firm's ENTIRE federal tax return each year following your certification. Include ALL accompanying schedules, forms, statements, and any other support documents filed with that specific tax return.

If you request a tax filing extension with the Internal Revenue Service, submit to our office a copy of the extension form. When your tax returns are filed, submit a copy of the entire federal tax return to our office.

#### Proof of Employees

If you have employees whose taxable wages are reported to the California Employment Development Department (EDD) on a quarterly basis, you must annually submit to our office along with your proof of annual receipts, proof of employees for your firm and any affiliates.

We will accept a copy of the EDD's "Quarterly Wage and Withholding Report" (Form DE6) or other format accepted by the EDD. Your employee documents must cover the same four quarters as the tax return you submit for your proof of annual receipts.

If you have out-of-state employees, submit the employee documentation comparable to EDD's "Quarterly Wage and Withholding Report" for the same four-quarter period.

#### Maintaining Your Online Certified Firm Profile

#### Office of Small Business and DVBE Certification

#### REF# 0014317 H2 ENVIRONMENTAL CONSULTING SERVICES INC

August 4, 2006 SB APP 20060804

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A secure access feature on our website enables you to maintain certain company profile information, including customizable keywords to best describe your business specialties with. Details about the Certified Firm Profile and your secure logon information are available on the final page of this letter. Please keep your logon information page in a secure place and DO NOT share it with anyone or include it with any of your bid documents or submittals.

#### Reporting Business Changes

You must notify OSDS of all business changes or your certification status will be subject to revocation. The enclosed "Certification Information Change" form identifies specific items that may be reported using the change form and it identifies other changes that require a new certification application submittal.

#### **Prompt Payment Rubber Stamp**

The Prompt Payment Act requires state agencies to pay the undisputed invoices of certified small businesses and registered nonprofit organizations on a timely basis. Prompt payment is reinforced by adding interest penalties for late payment. Covered under the Act are certified small businesses that are either a service, manufacturer, or non-manufacturer firm, and nonprofit organizations registered with OSDS.

Compensation on late or unpaid progress payments for certified construction firms is addressed in Public Contract Code, Section §10261.5.

Use of the prompt payment rubber stamp alerts state agencies of a firm's certified small business or registered nonprofit status.

#### Ordering a rubber stamp

To purchase a prompt payment rubber stamp, complete and submit the enclosed Prompt Payment Rubber Stamp Order Form.

#### **Proof of Eligibility**

Maintain this original certification letter for future business needs. To demonstrate your firm's small business eligibility, include a copy of this letter in your state contract bid submittals.

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 officers, state employees or former state employees.

#### Certification Renewal

A renewal application will be mailed to you prior to the expiration of your small business certification. If you do not receive an application, please call us so that you may timely renew your certification.

#### Office of Small Business and DVBE Certification

#### REF# 0014317 H2 ENVIRONMENTAL CONSULTING SERVICES INC

August 4, 2006 SB APP 20060804

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If you have any questions, please contact me at 800.559.5529 (Procurement Division receptionist) or 916.375.4940 (OSDS receptionist), by e-mail cleta.gidcumb@dgs.ca.gov, or by fax 916.375.4950. The Procurement Division oversees many programs to further state contracting participation. For more information regarding these programs, visit our website at www.pd.dgs.ca.gov/smbus, or visit the Procurement Division's website at www.dgs.ca.gov/pd.

Sincerely,

Cleta Gidcumb / '
Certification Officer

Office of Small Business and DVBE Services

APPLTR Rev. 06/28/2004

REF# 0014317 H2 ENVIRONMENTAL CONSULTING SERVICES INC.

August 4, 2006 SB APP 20060804

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#### Standard Industrial Classification (SIC) Code(s) Certification Approval Attachment

You selected the following Standard Industrial Classification (SIC) codes and/or contractor's license classifications to describe your firm's business:

\*Construction firms are classified by their California contractor's license classification(s).

Industry	4-Digit SIC <u>Code*</u>	SIC Code Description
SERVICE	8713	Surveying services
	8742	Management consulting services
	8748	Business consulting services, n.e.c.
	8999	Services, n.e.c.



2008 Business of The Year