



Central Certification CERT Program

March 24, 2004

Ms. Sharon Avent
The Smead Manufacturing Company
600 Smead Blvd
Hastings, MN 55033

Dear Ms. Avent:

Thank you for submitting an application to become certified in the Central Certification Program (CERT) sponsored by the City of Minneapolis, Hennepin County, Ramsey County, and the City of Saint Paul. This is to notify you that the review is now complete and the results are as follows:

Your company meets the requirements for:

- Small Business Enterprise (SBE)
- Woman-Owned Business Enterprise (WBE)**
- Minority-Owned Business Enterprise (MBE)

Your company will be coded in our database accordingly with the following Standard Industrial Classification (SIC) Codes:

- 2675 Die-Cut Paper and Paperboard and Cardboard**
- 2678 Stationery, Tablets, and Related Products**

Your company's annual gross revenues exceed the small business size limit, \$4.2 million, for your industry. Therefore, your certification is valid *exclusively* with the City of Saint Paul. Your certification with the City of Saint Paul will remain in effect until further notice. You will be asked to update key company information periodically, but at least once every two years. **Meanwhile, it is your responsibility to notify Contract & Analysis Services in writing of any changes to directory information such as your company's address, telephone number, or products/services. In addition, you are required to notify Contract & Analysis Services in writing of any and all changes which could affect your company's eligibility to participate in the CERT Program within 30 days of such change.**

Please visit our website at www.govcontracts.org for links to contracting opportunities and other CERT Program information. Questions regarding your certification may be directed to the CERT Program Coordinator at 651-266-8900.

Sincerely,

Stephanie L. Selb, CERT Program Coordinator

c/o Contract and Analysis Services
Room 280 City Hall/Court House
15 West Kellogg Boulevard
Saint Paul, Minnesota 55102-1674

Telephone: 651-266-8900
Fax: 651-266-8919
Web: <http://sprcecontracts.ci.stpaul.mn.us>