



**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 20071217112828

December 17, 2007

REF# 0016445  
MCMURRAY-STERN INC  
15511 CARMENITA RD  
SANTA FE SPRINGS CA 90670- 5609

Dear Business Person:

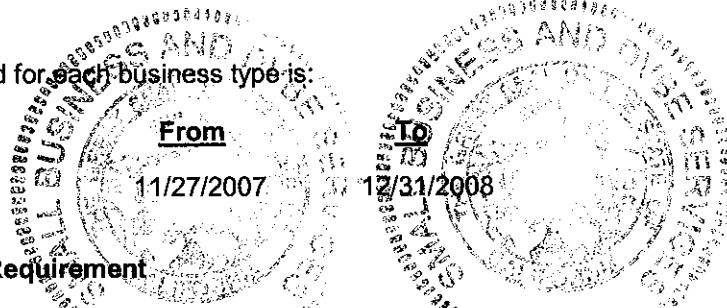
Congratulations on your certified small business status with the State of California. Your certification entitles you to benefits under the state's Small Business Participation Program within state contracting, including a five percent bidding preference and special provisions under the Prompt Payment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

**Certification period**

Your certification period for each business type is:

Industry

CONSTRUCTION



**Annual Submission Requirement**

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**

If you have any questions, please contact me at 800.559.5529 (Procurement Division receptionist) or 916.375.4940 (OSDS receptionist), by e-mail [Phyllis.Powers@dgs.ca.gov](mailto:Phyllis.Powers@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](http://www.pd.dgs.ca.gov/smbus), or visit the Procurement Division's website at [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd).

Sincerely,

A handwritten signature in cursive script that reads "Phyllis Powers".

Phyllis Powers  
Certification Officer  
Office of Small Business and DVBE Services

**Keep this page in secure place. DO NOT share this page or information with anyone or include it with any of your bid documents or submittals.**

### **Certified Firm Profile**

The Online Certified Firm Profile feature enables California-certified small businesses and DVBEs with a convenient way to maintain certain company profile information, including customizable keywords to best describe business specialties with. The keywords help many state, local government and other agency buyers and potential business partners find you or a pool of businesses like yours when they use our online Certified Firm search tool. Don't let a business opportunity pass you by. Keep your contact information current and your keywords fine-tuned.

To access your online profile, go to [www.pd.dgs.ca.gov/smbus](http://www.pd.dgs.ca.gov/smbus) and click on the "Certified Firm Profile Login" link in the far right column of the webpage. Use the User ID and password below for your initial login session. You may change your password at any time after the initial login. Your password should consist of at least six (6) and no more than 20 alphanumeric, case-sensitive characters (Example: AbC123&#/). Once you are accepted into the system, you can update your online profile and keywords anytime, 24 hours a day! If you don't have Internet access, please use the enclosed "Certification Information Change" form to update your profile and keywords.

**User ID:** 16445

**Temporary Password:** SAduXj2

If you have any questions, please contact the Office of Small Business and DVBE Services (OSDS) at [osdshelp@dgs.ca.gov](mailto:osdshelp@dgs.ca.gov) or (916) 375-4940.

**SUMMARY**

**CALIFORNIA PROMPT PAYMENT ACT  
GOVERNMENT CODE, SECTION 927, STATUTES OF 1999**

Frequently Asked Questions	Small Business (Incl. Non-Profits) with Contracts <\$500k and Gross Receipts <\$5m	All Other Businesses
When is payment due? <ul style="list-style-type: none"> <li>Specified contract term</li> <li>No date set forth in contract</li> </ul>	Date set forth in contract (GC 927.1a) and within 45 calendar days (GC 927b)	Date set forth in contract (GC 927.1) and within 45 calendar days (GC 927b)
When does payment clock start?	The date of receipt of an undisputed invoice by department personnel is equal to Day Zero (GC 927 & 927.4).	The date of receipt of an undisputed invoice by department personnel is equal to Day Zero (GC 927 & 927.4).
What if invoice is disputed (for good cause) within 15 working days?	Stops penalty clock until dispute resolved (GC 927.3)	Stops penalty clock until dispute resolved (GC 927.3)
When do penalties begin accruing? <ul style="list-style-type: none"> <li>State agency</li> <li>State Controller</li> </ul>	The day after payment due date per contract; if no payment date in contract, on the 31 <sup>st</sup> day after receipt of invoice (i.e., the day after the "required payment approval date") (GC 927.4). <i>Example: An invoice received on March 1<sup>st</sup> would begin accruing interest on April 1<sup>st</sup> if not submitted to the State Controller on or before March 31<sup>st</sup> (Day Zero = 3/1 plus 30 days = 3/31).</i>  On the 16 <sup>th</sup> day after receipt of the state agency claim (GC 927.4)	The day after payment due date per contract; if no payment date in contract, on the 31 <sup>st</sup> day after receipt of invoice (i.e., the day after the "required payment approval date") (GC 927.4). <i>Example: An invoice received on March 1<sup>st</sup> would begin accruing interest on April 1<sup>st</sup> if not submitted to the State Controller on or before March 31<sup>st</sup> (Day Zero = 3/1 plus 30 days = 3/31).</i>  On the 16 <sup>th</sup> day after receipt of the state agency claim (GC 927.4)
When do penalties stop accruing? <ul style="list-style-type: none"> <li>State agency</li> <li>State Controller</li> </ul>	The day claim schedule is submitted to Controller (GC 927.6a) or check is issued from Revolving Fund.  The date warrant is issued (GC 927.7)	The day claim schedule is submitted to Controller (GC 927.6a) or check is issued from Revolving Fund.  The date warrant is issued (GC 927.7)
What is the penalty rate?	0.25% per calendar day (GC 927.6a) (Factor per day = 0.0025)	PMIA plus 1% (not to exceed 15%) (GC 927.6b); the 2005-2006 rate is 3.256% (Factor per day = 0.0000892)
Is a separate penalty invoice required?	No; departments must automatically calculate and pay penalties as incurred (GC 927b & 927.6a)	No; departments must automatically calculate and pay penalties as incurred (GC 927b & 927.6a)
Is there a minimum payment?	No minimum (GC 927.6a)	No payment under \$75.00 (GC 927.6b)
Can penalties be waived?	Penalties may not be waived, altered, or limited by the state agency or the contractor (GC 927.1b) except for non-profits when there is no budget (GC 927.11b), and declaration of major disaster (GC 927.11c)	Penalties may not be waived, altered, or limited by the state agency or the contractor (GC 927.1b) except for fire season emergency (GC 927.11a), and declaration of major disaster (GC 927.11c)
What if there is no Budget Act?	Penalties shall accrue to small businesses until invoice is paid (GC 927.11d); non-profits will not be paid penalties (GC 927.11b)	Penalties shall accrue until the invoice is paid (GC 927.11d)

FOR STATE USE ONLY	
APP RECD DATE	
PROCESSED BY	DATE

**INSTRUCTIONS:** TYPE or PRINT CLEARLY in ink. Complete the "Current Certification Information" section below and only the sections(s) that have changed. Please use additional paper to document your changes if the allotted space is not sufficient. The form must be signed by an authorized owner or officer. You may fax this completed form to (916) 375-4950 or mail it to the address above.

**USE YOUR ONLINE CERTIFIED FIRM PROFILE (CFP) TO SELF-UPDATE THE FOLLOWING:**

- Mailing and Principal office address
- Contact information
- Standard Industrial Classification (SIC) codes
- Keywords
- Service areas

Your CFP logon information and instructions are included with your original certification approval letter. You do not have to submit this form to our office if you update your CFP. Please contact our office if you need assistance.

**USE THIS FORM TO HAVE THE OSDC MANUALLY UPDATE THE FOLLOWING CHANGES:**

- Business name
- Mailing address
- Principal office address
- Contact information
- Owner's/Officer's home address
- Standard Industrial Classification (SIC) codes
- Keywords
- Service areas (Where your firm is able to do business)
- Add Construction business type and update contractors license classification codes
- Add or delete business affiliates without a change in ownership (Applies to certified small businesses only)
- Request to terminate your certification

**To add Service, Non-manufacturer or Manufacturer business type(s) to your certification profile, please contact our office.**

**A NEW APPLICATION IS REQUIRED WHEN THE FOLLOWING CHANGES OCCUR:**

- Previous certification expired or was revoked
- A change in ownership
- A business structure change to a sole proprietorship, partnership, corporation, limited liability company, limited liability Partnership, or joint venture
- Request to add small business or DVBE certification to your existing certification status
- Add new business affiliate(s) along with a change in ownership (Applies to certified small businesses only)

**CURRENT CERTIFICATION INFORMATION (REQUIRED)**

BUSINESS NAME CURRENTLY CERTIFIED UNDER	REF # (FROM YOUR CERTIFICATION LETTER)		
OLD MAILING ADDRESS (STREET ADDRESS OR P.O. BOX)	CITY	STATE	ZIP CODE

MY FIRM IS CURRENTLY CERTIFIED AS A: (Check one or both)

- SMALL BUSINESS     DISABLED VETERAN BUSINESS ENTERPRISE (DVBE)

**1. NEW BUSINESS INFORMATION**

"DOING BUSINESS NAME AS" (DBA) NAME		"ALSO KNOWN AS" (AKA) NAME	
MAILING ADDRESS (STREET ADDRESS OR P.O. BOX)	CITY	STATE	ZIP CODE
PRINCIPAL OFFICE PHYSICAL LOCATION (STREET ADDRESS ONLY--NO P.O. BOX)	CITY	STATE	ZIP CODE
PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS	INTERNET HOMEPAGE ADDRESS

**2. ADD "CONSTRUCTION" BUSINESS TYPE AND/OR UPDATE CONTRACTOR'S LICENSE CLASSIFICATION CODES**  
 (For Construction firms only. You must have a valid California State License Board contractor's license)

CONTRACTOR'S LICENSE NUMBER	ADD CLASSIFICATION CODE(S)	DELETE CLASSIFICATION CODE(S)
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**3. SIC CODE(S) UPDATE** (For Service, Non-manufacturer and Manufacturers only. Construction firms must use Section 2 above.)

Enter the 4-digit Standard Industrial Classification (SIC) code(s) you wish to add or delete from your certification profile. Your added SIC code(s) must fall within the service, non-manufacturer and/or manufacturer business type(s) that was determined at the time of certification. For a complete list of SIC codes, visit our website at [www.pd.dgs.ca.gov/smbus](http://www.pd.dgs.ca.gov/smbus) or call (916) 375-4940.

ADD	DELETE
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