



METZGER BUILDING MATERIALS

Jane Metzger

768 Bradley Street

St. Paul, MN 55130

2/24/2016

Dear Jane:

The Minnesota Unified Certification Program (MnUCP), in compliance with 49 Code of Federal Regulations Part 26, is pleased to inform you that your company is approved as a certified Disadvantaged Business Enterprise (DBE) in the following NAICS Codes:

- **444190 = Other Building Materials Dealers**
Business Description: Firm involved in the sale and delivery of all building materials; drywall and all other related building materials.

In order to remain certified under 49 CFR Part 26, you must contact our office if any significant changes occur in your firm prior to the expiration of your current certification period. This includes changes in any of the following:

- Address
- Phone number
- Email
- Work areas the firm performs
- Locations that the work is conducted
- Ownership of the firm

While your certification will remain valid, federal regulations require that in order to remain qualified under the DBE program, the DBE owners must continue to demonstrate majority ownership, control the firm's day-to-day operations, and direct ongoing involvement in the firm's management. You must also continue to demonstrate direct involvement in contracts/projects awarded by MnUCP Member Agency, and which are subject to the MnUCP DBE Program.

Additionally, you will be required to file an "Affidavit of DBE Eligibility", with supporting documentation. The "Affidavit of DBE Eligibility" indicates whether there are changes regarding the firm's size, gross receipts, ownership, work areas, and that your firm continues to meet the requirements of 49 CFR Part 26 to participate as a member of the DBE Program. It is deemed a failure to cooperate pursuant to 49 C.F.R. Part 26.109(c) if this Affidavit is not submitted in a timely manner or inaccurate information is provided.

Your firm will be listed in the DBE directory in the work area(s) in which you have been certified <http://mnucp.metc.state.mn.us/Default.aspx>.

Minnesota Department of Transportation
Office of Civil Rights
395 John Ireland Blvd Mail Stop 170
St. Paul MN 55155-1899
Phone: 651-366-3329

Metropolitan Airports Commission
Office of Diversity
6040 28th Avenue South
Minneapolis, MN 55450
Phone: 612-726-8193

Metropolitan Council
Office of Diversity
560 6th Avenue North
Minneapolis, MN 55411
Phone: 612-349-7463

City of Minneapolis
Department of Civil Rights
350 S 5th Street #239
Minneapolis, MN 55415
Phone: 612-673-3076

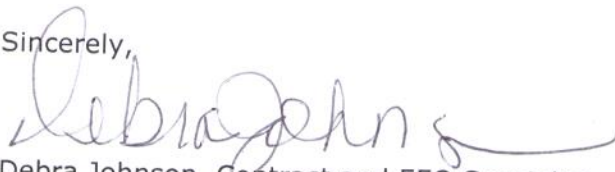
The DBE directory has been designed as a searchable engine to assist contractors looking for subcontractors to work on various projects. The MnUCP recommends that, as a regular business practice you contact directly the plan holders of the specific projects you are interested in working on, communicate your interest and include the submission of a bid. A list of plan holders and detailed information concerning projects in the State of Minnesota can be obtained by contacting the specific participating MnUCP Member Agency on whose projects you are interested in bidding or by visiting their website.

As a certified DBE, you have the following responsibilities:

- Comply with all aspects of 49 CFR Part 26.
- Maintain an accurate mailing and email address with MnUCP.
- Maintain a working telephone number.
- Promptly return all solicitation calls or inquiries.
- You may also be invited to attend construction-related or business-related workshops, conferences, and seminars that may be organized by MnUCP.

If you have any questions, concerns or would like more information, you may contact Debra Johnson at 612-726-8193 or email debra.johnson@mspmacc.org.

Sincerely,



Debra Johnson, Contract and EEO Specialist
Metropolitan Airports Commission

cc: File

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