

FILED

House of Automatic Transmission

Amendment 01

JAN 03 2007



By The  
Office of The City Clerk

# INVITATION FOR BID

[Formal - Nonprofessional Services]

## Automatic Transmission Repair Services City of Sacramento

Date and Time Bid Due

Bid No.

**B071187055**

**CITY OF SACRAMENTO**

**General Services  
Fleet Operations**

Department/Division Name

2:00 p.m., January 3, 2007

The return of a signed copy of this form shall constitute a promise to supply in accordance with all terms and conditions shown herein.

**RETURN BID TO:**

CITY OF SACRAMENTO  
Office of the City Clerk  
915 I St., 1st Floor Historic City Hall  
Sacramento, CA 95814

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House of Automatic Transmissions, Inc.  
8020 14th Avenue  
Sacramento, CA 95826

**Ship F.O.B., Freight Prepaid and Allowed, to:**

City of Sacramento  
Department of General Services  
Fleet Operations  
5730 24<sup>th</sup> Street, Building 1  
Sacramento, CA 95814

### BIDDER

By (Signature) Thomas Paget  
Print Name THOMAS PAGET  
Title owner/ President  
Contractor Phone No. 916 452 0288  
Contractor Fax No. 916 452 2119

Federal ID No. 03-0384116

Payment Terms Net 30 DAYS

E-Mail Address TRANSMISSIONNERD @ AOL.COM

For furnishing to the City of Sacramento, Finance Department:

<u>Item No.</u>	<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extension</u>
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Automatic Transmission Repair Services in accordance with the following pricing schedule, provisions, and specifications.

Contact for information:

Procurement Services: Rachel Rosas (916) 808-5918  
Date Sent: 21Dec06  
By: Rach

**Pricing Schedule**

**Adjustment, Repair, and Rebuilding of Automatic Transmissions  
For Passenger Cars and Light Trucks, City of Sacramento**

This specification describes furnishing the City of Sacramento with adjustments, repairs and rebuilding of automatic transmissions for passenger cars and light trucks, as required in accordance with the following provisions and specifications.

The bid items are for evaluation purposes only. The quantities and items specified are estimates only of the City's requirements. Vendor agrees to furnish more or less than the estimates at the unit prices quoted in accordance with availability of funds and actual needs as they occur throughout the contract period.

Bidders quote for installed, exchanged, or rebuilt automatic transmissions shall include all labor and material costs, delivery charge, hazardous waste disposal charges, and the applicable sales tax.

<u>Item No.</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extension</u>
1	2005 Ford Ranger 3.0 L V6	3	\$ 1521.57	\$ 4564.71
2	2003 Ford F-250 5.4 L	2	\$ 1797.53	\$ 3595.06
3	2005 Ford Crown Victoria 4.6 L V8	4	\$ 1550.57	\$ 6202.28
4	2004 Dodge Dakota 3.7 L V6	2	\$ 1355.22	\$ 2710.44
5	2004 Ford E-250 5.4 L V8	3	\$ 1797.53	\$ 5392.59
6	2005 Ford Taurus 3.0L V6	4	\$ 1926.98	\$ 7707.92
7	2001 Chevrolet Malibu V6 (4T6SE)	3	\$ 1857.14	\$ 5571.42
8	2003 Ford Excursion 5.4 L V8	3	\$ 1797.53	\$ 5392.59
9	2003 Ford Focus 2.3 L	2	\$ 2308.19	\$ 4616.38
10	2003 E-150 4.6L V8	2	\$ 1550.57	\$ 3101.14
11	2000 Ford F250 5.8L (4R100)	3	\$ 1797.53	\$ 5392.59

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Item No.	Description	Quantity	Unit Price	Extension
12	2002 Ford Explorer 4.0 L V6	2	\$ 1521.57	\$ 3043.14
13	2000 Ford Taurus 3.0L (AX4N)	2	\$ 1926.98	\$ 3853.96
14	2000 GMC Sonoma 4.3L (4L60E)	2	\$ 1332.32	\$ 2664.64
15	2000 GMC C3500 5.7L (4L80E)	2	\$ 1649.80	\$ 3299.60
16	2000 GMC C2500 5.0L (4L60E)	2	\$ 1332.32	\$ 2664.64
17	2000 Nissan Maxima V6 (RE4F04A)	2	\$ 1820.38	\$ 3640.76
18	2003 Ford Expedition 4.6L V8	2	\$ 1550.57	\$ 3101.14

**Total Bid Price**     \$ 76,515.00

Complete the information below or the above prices will be fixed for the term of the contract (potentially 5-years). For each year that the contract is extended, the total charge per item listed above may be increased in an amount not to exceed the following:

1<sup>st</sup> Option Year     2     % increase above the base period  
 2<sup>nd</sup> Option Year     2     % increase above the 1<sup>st</sup> Option Year pricing  
 3<sup>rd</sup> Option Year     2     % increase above the 2<sup>nd</sup> Option Year pricing  
 4<sup>th</sup> Option Year     2     % increase above the 3<sup>rd</sup> Option Year pricing

**NOTE: All discounts allowed on bid items shall be applied to all purchases of like or similar items.**

**Percentage of Discount**

Percentage of Discount     27% Labor 27% Parts

**Labor Rate**

The following labor rate shall be the total hourly charge for any work required by the City. Such rate will include as a minimum, all wages, payroll taxes, fringe benefits, insurance, tools, transportation, overhead, professional and general administrative expenses.

Hourly rate \$ 76.65 per hour

**Warranty Offered**

The Rebuilt transmissions shall be warranted for 1095 day's  
and 36,000 miles from date of installation.

**Pricing Schedule Notes**

1. It is understood that this Bid Proposal is based upon completion of the Work within a period of **365 calendar days**, commencing on the date set forth in the agreement issued by the City to the Contractor.
2. In determining the amount bid by each bidder, the City shall disregard mathematical errors in addition, subtraction, multiplication, and division that appear obvious on the face of the Proposal. When such a mathematical error appears on the face of the Proposal, the City shall have the right to correct such error and to compute the total amount bid by said bidder on the basis of the corrected figure or figures.
3. When an item price is required to be set forth in the Proposal, and the total for the item set forth separately does not agree with a figure which is derived by multiplying the item price times the Project Manager's estimate of the quantity of work to be performed for said item, the item price shall prevail over the sum set forth as the total for the item unless, in the sole discretion of the City, such a procedure would be inconsistent with the policy of the bidding procedure. The total paid for each such item of work shall be based upon the item price and not the total price. Should the Proposal contain only total price for the item and the item price is omitted, the City shall determine the item price by dividing the total price for the item by the Project Manager's estimate of the estimated quantities of work to be performed as items of work.
4. If the Proposal contains neither the item price nor the total price for the item, then it shall be deemed incomplete and the Proposal shall be disregarded.
5. The undersigned has examined the location of the proposed Work, the local conditions at the place where the Work is to be done, is familiar with the Contract Documents and is familiar and expressly agrees to the liquidated damages provision of the Contract Documents.
6. The undersigned has checked carefully all of the foregoing figures and understands that the City of Sacramento will not be responsible for any errors or omissions on the part of the undersigned in making up this Bid Proposal.
7. The undersigned agrees that all addenda received and acknowledged herein shall become a part of and be included in this Bid Proposal. This Bid Proposal includes the following addenda:

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Add. #	<u>01</u>	Date	<u>12-21-2006</u>
Add. #	_____	Date	_____
Add. #	_____	Date	_____

8. The items shown above are samples of the automatic transmissions currently required by the City. Since various types of equipment are either leased, owned or will subsequently be purchased by the City, other transmissions may be required. Bidders must therefore attach the most current price sheet listing all of the transmissions available and the allowed discounts from that list for any transmission not indicated above.

9. Items and quantities listed on the bid sheet are based on past usage and have constituted some of the items required. Other items will be required. Quantities are subject to increase or decrease. Bid items are listed for evaluation purposes only.

10. Indicate whether your concern is a corporation, a co-partnership, private individual, or individuals doing business under a firm name.

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Corporation | <input type="checkbox"/> Partnership                               |
| <input type="checkbox"/> Private Individual     | <input type="checkbox"/> Individual doing business under firm name |

- a. If the Bidder is a corporation, the Bid Proposal must be executed in the name of the corporation and must be signed by a duly authorized officer of the corporation.
- b. If the Bidder is a partnership, the Bid Proposal must be executed in the name of the partnership and one of the partners must subscribe their signature thereto as the authorized representative of the partnership.

11. Specification Variances. If any of the items bid, varies from the specifications, such variation(s) must be listed in writing and attached as part of the proposal. The City of Sacramento reserves the right to waive minor variations(s) if in the opinion of the Procurement Services Manager; the items offered meet the general intent of these specifications.

12. Consideration will be given in comparing proposals and in awarding a contract, not only to the amount of the proposal, but also the kind and quality of the items offered, its suitability for use in the service intended, as well as the lowest ultimate cost to the City. Timely delivery is important and may influence the award.

CONTRACTOR:

By Thomas Paget  
(Signature from Individual with Authority to Legally Bind Company)

THOMAS PAGET owner/President  
(Print or Type Signature & Title)

Address 8020 14<sup>th</sup> AVE SACRAMENTO CA 95826

Telephone No. 916 4520288 Facsimile No. 916 4522119

State Tax ID # 38294344 Federal Tax ID # 03-0384116

City of Sacramento Business Operation Tax Certificate # 81910





**DECLARATION OF COMPLIANCE  
Equal Benefits Ordinance**

Name of Consultant: HOUSE OF AUTOMATIC TRANSMISSIONS, INC.

Address: 8020 14<sup>th</sup> AVE SACRAMENTO CA 95826

The above named Consultant ("Contractor") hereby declares and agrees as follows:

1. I have read and understand the Requirements of the Non-Discrimination In Employee Benefits Code (the "Requirements") provided to me by the City of Sacramento ("City") in connection with my City contract or agreement ("Contract").
2. As a condition of receiving the City Contract, I agree to fully comply with the Requirements, as well as any additional requirements that may be specified in the City's Non-Discrimination In Employee Benefits Code codified at Chapter 3.54 of the Sacramento City Code (the "Ordinance").
3. I understand, to the extent that such benefits are not preempted or prohibited by federal or state law, employee benefits covered by the Ordinance, are any of the following:
  - a. Bereavement Leave
  - b. Disability, life, and other types of insurance
  - c. Family medical leave
  - d. Health benefits
  - e. Membership or membership discounts
  - f. Moving expenses
  - g. Pension and retirement benefits
  - h. Vacation
  - i. Travel benefits
  - j. Any other benefit offered to employees

I agree that should I offer any of the above listed employee benefits, that I will offer those benefits, without discrimination between employees with spouses and employees with domestic partners, and without discrimination between the spouses and domestic partners of such employees.

4. I understand that I will not be considered to be discriminating in the provision or application of employee benefits under the following conditions or circumstances:
  - a. In the event that the actual cost of providing a benefit to a domestic partner or spouse, exceeds the cost of providing the same benefit to a spouse or domestic partner of an employee, I will not be required to provide the benefit, nor shall it be deemed discriminatory, if I require the employee to pay the monetary difference in order to provide the benefit to the domestic partner or to the spouse.
  - b. In the event I am unable to provide a certain benefit, despite taking reasonable measures to do so, if I provide the employee with a cash equivalent, I will not be deemed to be discriminating in the application of that benefit.
  - c. If I provide employee benefits neither to employee's spouses nor to employee's domestic partners.
  - d. If I provide employee benefits to employees on a basis unrelated to marital or domestic partner status.

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Automatic Transmission Repair Services

when emergency conditions with public health and safety implications exist; or when the contract is for specialized legal services if in the best interest of the City.

9. In consideration of the foregoing, I shall defend, indemnify and hold harmless, the City, its officers and employees, against any claims, actions, damages, costs (including reasonable attorney fees), or other liabilities of any kind arising from any violation of the Requirements or of the Ordinance by me.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind the Contractor to the provisions of this Declaration.

Thomas Paget  
Signature of Authorized Representative

12-21-06  
Date

THOMAS PAGET  
Print Name

PRESIDENT  
Title

DATE BID OPENED	<u>1-3-07</u>
EMPLOYEE INITIALS	<u>V.M.</u>
MARK ONE BOX FOR EACH ITEM ONLY	
BID SECURITY	
<input checked="" type="checkbox"/>	NONE REQUIRED
<input type="checkbox"/>	PROPERLY SIGNED
BID DEPOSIT TYPE	
<input type="checkbox"/>	BID BOND
<input type="checkbox"/>	CALIF. BANK CASHIER'S CHECK
<input type="checkbox"/>	CERTIFIED CHECK
<input type="checkbox"/>	CASH
<input type="checkbox"/>	CALIF. BANK MONEY ORDER
AFTER AWARD OF BID	
<input type="checkbox"/>	SECURITY RETURNED
<input type="checkbox"/>	SECURITY ACCEPTED
EMPLOYEE INITIALS	_____
DATE	_____

**DECLARATION OF COMPLIANCE  
Living Wage Ordinance**

Name of Contractor: HOUSE OF AUTOMATIC TRANSMISSIONS, INC.

Address: 8020 14<sup>th</sup> AVE. SACRAMENTO CA 95826

Contracting Department: \_\_\_\_\_

The above-named contractor ("Contractor") hereby declares and agrees as follows:

1. I have read and understand the Living Wage Requirements provided to me by the City of Sacramento ("City") in connection with the City's request for proposals or other solicitation for the performance of services under a City contract.
2. As a condition of receiving the City contract, I agree to fully comply with the Living Wage Requirements, as well as any additional requirements that may be specified in the City's Living Wage Ordinance codified at Chapter 3.58 of the Sacramento City Code (the "Ordinance"). If required by the Ordinance, I will pay not less than the minimum compensation specified in the Ordinance to my employees, for all time spent performing any work under my City contract.
3. If the amount of my City contract is less than \$100,000, as a condition of receiving this contract I will notify the City in writing if the aggregate value of my City contract and of any other Nonprofessional Services contract(s) covered by the Ordinance that the City has awarded to me within the previous 12 months, is \$100,000 or more.
4. I acknowledge and agree that the Living Wage Requirements, the Ordinance and this Declaration shall constitute part of my City contract, and that these provisions shall govern in the event of any conflict with any other provisions of the contract.
5. I further acknowledge and agree that any violation of the Living Wage Requirements or the Ordinance constitutes a material breach of my City contract, and that, if such a breach occurs, the City will be authorized to terminate the contact, and pursue all available legal and equitable remedies.
6. If requested by the City, I will promptly submit certified payroll records to the City, for myself and/or for my subcontractor(s), as requested by the City, and I will take any other steps as may be required by the City to determine whether my subcontractor(s) or I have complied with the Living Wage Requirements and the Ordinance.
7. I will require all of my subcontractors who are covered by these requirements to comply with the Living Wage Requirements and any additional requirements that may be specified in the Ordinance, and I will include these requirements in all subcontracts covered by the Ordinance.
8. I will defend, indemnify and hold harmless the City, its officers and employees against any claims, actions, damages, costs (including reasonable attorney fees) or other liabilities of any kind arising from any violation of the City's Living Wage Requirements or the Ordinance by me or by any subcontractor retained to perform work or provide services under my City contract.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind the Contractor to the provisions of this Declaration.

Thomas Paget  
Signature of Authorized Representative

Date: 12-21-06

Print Name & Title: THOMAS PAGET PRESIDENT

Invitation for Bid Number B071187055  
Automatic Transmission Repair Services

**BID**

**BID NO.** B071187055

**FOR SERVICES/SUPPLIES:** Automatic Transmission Repair Services

**To the City of Sacramento:**

The undersigned bidder (hereafter referred to as the "bidder" or the "Contractor") submits the attached bid, and certifies as follows: that the only persons or parties interested in this bid as principals are those named herein as bidder; that this bid is made without collusion with any other person, firm, or corporation; that in submitting this bid the bidder has examined all of the Contract Documents identified below; that the bidder proposes and agrees that if this bid is accepted, the bidder will execute and fully perform the contract for which bids are called; that the bidder shall perform all the work and/or furnish all the materials specified in the Contract Documents, in the manner and time therein prescribed, and according to the requirements as therein set forth; and that the bidder shall take in full payment therefore, the prices set forth in the attached Pricing Schedule.

**CONTRACT DOCUMENTS**

Performance of and payment for the contract for which bids are called shall be subject to all terms and conditions of the Invitation for Bids, the Bid Instructions and Requirements, the Bid, the Pricing Schedule(s), the Items Requiring Bidder Response, the Required Submittals, the General Conditions, and any Addenda, Amendments, Special Provisions, Specifications, Plans or other requirements applicable to performance of the work and/or furnishing the materials specified herein. Such documents, referred to herein as the 'Contract Documents', are fully incorporated herein by this reference and are collectively referred to as the 'Contract'. By submitting this Bid, the Contractor agrees to fully perform each and every provision of the Contract, provided that City awards the Contract to the Contractor, and provided further that City shall have no obligation hereunder unless and until such award is made. Contractor shall not make any changes to this form without City's written approval, and any changes made without such approval shall be void.

**To Be Filled Out By Bidder**

NAME OF CONTRACTOR: HOUSE OF AUTOMATIC TRANSMISSION  
ADDRESS: 8020 14TH AVE SACRAMENTO 95826  
PHONE #: 916 452 0288 FAX #: 916 452 2119  
STATE TAX I.D. #: 382 9434 4 FED. TAX I.D. #: 03-0384110

City of Sacramento Business Operation Tax Certificate #: 81910

TYPE OF BUSINESS ENTITY (check one):

Individual/Sole Proprietor     Partnership     Corporation  
 Limited Liability Company     Other (please specify: \_\_\_\_\_)

BY: (signature of authorized person) Thomas Paget  
PRINT NAME: THOMAS PAGET  
TITLE: OWNER / PRESIDENT

**Note:** All information submitted in or in connection with a bid is submitted under penalty of perjury. The City shall have the right to terminate at any time any contract awarded pursuant to a bid that contains false information.

**FOR CITY USE ONLY**

The Bid was opened on \_\_\_\_\_.

Bid Bond Required:  No;  Yes - Amount: \$ \_\_\_\_\_

Received:  Cashiers or Certified Check drawn on a California bank;  Surety Bond

\_\_\_\_\_  
City Clerk/Procurement Services Manager

**CONTRACT AWARD**

Bid Items Included in the Contract: All Items, unless otherwise specified below

Specify: \_\_\_\_\_

Contract Not-to-Exceed Amount: \$ \_\_\_\_\_

Award Date: \_\_\_\_\_

**CONTRACT APPROVAL**

Approved as to Form:

Approved:

Attest:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
City Manager  
(Or Authorized Designee)

\_\_\_\_\_  
City Clerk

**DECLARATION OF COMPLIANCE  
Living Wage Ordinance  
HOUSE OF AUTOMATIC TRANSMISSIONS, INC.**

Name of Contractor: \_\_\_\_\_  
Address: 8020 14th AVE SACRAMENTO CA 95826  
Name of City Contract Subject to the Living Wage Ordinance: AUTOMATIC TRANSMISSION COMPANY  
Contracting Department: FLEET OPERATIONS

The above-named contractor ("Contractor") hereby declares and agrees as follows:

1. I have read and understand the Living Wage Requirements provided to me by the City of Sacramento ("City") in connection with the City's request for proposals or other solicitation for the performance of services under a City contract.
2. As a condition of receiving the City contract, I agree to fully comply with the Living Wage Requirements, as well as any additional requirements that may be specified in the City's Living Wage Ordinance codified at Chapter 3.58 of the Sacramento City Code (the "Ordinance"). If required by the Ordinance, I will pay not less than the minimum compensation specified in the Ordinance to my employees, for all time spent performing any work under my City contract.
3. If the amount of my City contract is less than \$100,000, as a condition of receiving this contract I will notify the City in writing if the aggregate value of my City contract and of any other Nonprofessional Services contract(s) covered by the Ordinance that the City has awarded to me within the previous 12 months, is \$100,000 or more.
4. I acknowledge and agree that the Living Wage Requirements, the Ordinance and this Declaration shall constitute part of my City contract, and that these provisions shall govern in the event of any conflict with any other provisions of the contract.
5. I further acknowledge and agree that any violation of the Living Wage Requirements or the Ordinance constitutes a material breach of my City contract, and that, if such a breach occurs, the City will be authorized to terminate the contact, and pursue all available legal and equitable remedies.
6. If requested by the City, I will promptly submit certified payroll records to the City, for myself and/or for my subcontractor(s), as requested by the City, and I will take any other steps as may be required by the City to determine whether my subcontractor(s) or I have complied with the Living Wage Requirements and the Ordinance.
7. I will require all of my subcontractors who are covered by these requirements to comply with the Living Wage Requirements and any additional requirements that may be specified in the Ordinance, and I will include these requirements in all subcontracts covered by the Ordinance.
8. I will defend, indemnify and hold harmless the City, its officers and employees against any claims, actions, damages, costs (including reasonable attorney fees) or other liabilities of any kind arising from any violation of the City's Living Wage Requirements or the Ordinance by me or by any subcontractor retained to perform work or provide services under my City contract.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind the Contractor to the provisions of this Declaration.

Thomas Paget

Signature of Authorized Representative

Date: 12-20-2006

Print name: THOMAS PAGET

Title: Owner / President

**\*\*ITEMS REQUIRING BIDDER RESPONSE\*\***

NOTE: *Bidders must provide responses to the following items. Failure to provide a response to each of the items in this section may be grounds for rejection of bid.*

**1. SMALL BUSINESS ENTERPRISE (SBE) CERTIFICATION**

Is the firm submitting the bid certified by the State of California and/or the City of Sacramento as a Small Business Enterprise? Check the appropriate block below:

**YES** - the firm submitting the bid is certified by the City of Sacramento as a Small Business Enterprise.

**NO** - the firm submitting the bid is not certified by the City of Sacramento as a Small Business Enterprise.

If the response to the above is YES, provide the State of California and/or City of Sacramento Certification Number 14005050000A.

**2. EMERGING BUSINESS ENTERPRISE (EBE) CERTIFICATION**

Is the firm submitting the bid certified by the City of Sacramento as an *Emerging* Business Enterprise? Check the appropriate block below:

**YES** - the firm submitting the bid is certified by the City of Sacramento as an Emerging Business Enterprise.

**NO** - the firm submitting the bid is not certified by the City of Sacramento as an Emerging Business Enterprise.

If the response to the above is YES, provide the City of Sacramento Certification Number: 14005050000A.

**NOTE: SBE/EBE FIVE PERCENT (5%) BID EVALUATION PREFERENCE**

On February 9, 1999, the Sacramento City Council adopted an Emerging and Small Business Development program to provide enhanced opportunities for the participation of small business enterprises (SBEs) and emerging business enterprises (EBEs) in the City's contracting and procurement activities. Any bid or quotation submitted by a firm that is certified as a SBE by the City of Sacramento, or that is certified as an EBE by the City of Sacramento, will receive a five percent (5%) bid evaluation preference for the purpose of determining the lowest responsible bidder. If, after applying the 5% bid evaluation preference, the bid of an SBE/EBE firm receiving such preference is determined to be the lowest responsible bid, the award will be made for the actual amount bid. To receive this bid evaluation preference, a firm must be certified as a SBE or EBE at the time of bid opening. Questions regarding eligibility for SBE/EBE certification should be addressed to the City of Sacramento Office of Small Business Development at (916) 808-6747.



DEPARTMENT OF FINANCE  
PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO  
CALIFORNIA

915 - I STREET  
2nd FLOOR  
SACRAMENTO, CA 95814

CENTRAL SERVICES  
CONTRACT SERVICES  
OFFICE OF SMALL BUSINESS DEVELOPMENT  
PURCHASING

PHONE: 916-808-6240  
FAX: 916-808-5747

November 4, 2005

HOUSE OF AUTOMATIC TRANSMISSION  
8020 14<sup>TH</sup> AVENUE  
SACRAMENTO CA 95826

**Subject: Emerging and Small Business Enterprise Certification**

**Congratulations!** The City of Sacramento Office of Small Business Development (OSBD) has determined that your firm meets the criteria for certification under the **Emerging and Small Business Development Program (ESBD)**.

Effective this day, your firm has been certified as a **Small Business Enterprise**. This certificate will expire **August 31, 2007**. It is your responsibility to notify this office, within thirty (30) days, of any change in certification status of your firm. Failure to do so will result in revocation of this certification issued by this office. The City's Office of Small Business Development reserves the right to review the certification at any time for purposes of certification compliance.

Your vendor code number is **HOO5050000A**. It may be used when working with any City of Sacramento procurement or contracting project. You must notify this office within (30) days if there is a change of ownership, business name, or address. It will also be your responsibility to contact our office prior to your expiration date for a recertification application.

**Keep this letter as proof of ESBD certification.** Thank you for joining the City of Sacramento ESBD Program family. If you have any questions about your certification, please call our new number **(916) 808-6747**.

Sincerely,

Trevor Walton  
Program Specialist