



City of Austin

Founded by Congress, Republic of Texas, 1839
Municipal Building, Eighth at Colorado, P.O. Box 1088, Austin, Texas 78767 Telephone 512/499-2000

Department of Small and Minority Business Resources

April 22, 2002

VICTORIA CARTER
USTX CONTRACT SVCS INC
Vendor# UST8304666
14141 W HWY 290 STE 100
AUSTIN, TX 78737-9345

Dear Madam:

Congratulations! Your company has been certified to participate in the City of Austin's Minority and Women-Owned Business Enterprise (M/WBE) Procurement Program until April 10, 2005.

As a certified M/WBE participant, your company has been placed on the City of Austin's Vendor List. The Master Vendor List is used by all City departments, Prime contractors, Subcontractors, and Vendors for procurement purposes. In addition, the Master Vendor List is available to the private sector who uses it for fulfilling their M/WBE procurement goals.

It is important that you report to our office any change(s) in your company's status within ten(10) business days. Failure to communicate any change(s) shall constitute grounds for decertification with our program. During the course of your three year certification period, you will be responsible for maintaining an accurate mailing address, a working telephone number, and a person or device for taking messages. Two months prior to the annual review date, we will notify you of the need to submit an Annual Update Application.

We would like to emphasize that it is essential for you to respond to all requests for solicitations and inquiries as soon as possible. Failure to respond to relevant requests for quotations or to honor a quotation in bad faith may impact the eligibility of your firm to participate in the M/WBE program. If your firm is unable to bid on any project, be sure to submit a "No Bid" for that project.

Sincerely,

Jan Lawson
Deputy Director

CC: File



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April 10, 2002

Ms. Victoria Carter
USTx Contract Services, Inc.
14141 Highway 290 West, Building 100
Austin, TX 78737

Re: DBE Certification

Dear Ms. Carter:

Congratulations! Your firm has been certified by the City of Austin's Department of Small and Minority Business Resources as a:

Disadvantaged Business Enterprise-DBE

The City of Austin adheres to the Department of Transportation standards set forth in 49 C.F.R. Part 26 and/or standards established for United States Small Business Administration 8(a) certification.

Your DBE Certification should be used on bids, requests for proposals and other correspondence regarding City of Austin/DBE projects as evidence of your DBE certification status.

Changes such as expansion of business services, change in ownership, phone number, etc. should be communicated immediately to our office. **Your Certification is valid for three years.** To remain certified, DBEs are required to update all pertinent information prior to the expiration of their certification.

Thank you for your participation in the City of Austin's Small and Minority Business Procurement Program. If you have any questions or if we can be of assistance to you please contact the Department of Small and Minority Business Resources at (512) 974-7600.

Sincerely,

Jan Lawson
Deputy Director
Department of Small and Minority Business Resources

JL:scn

file

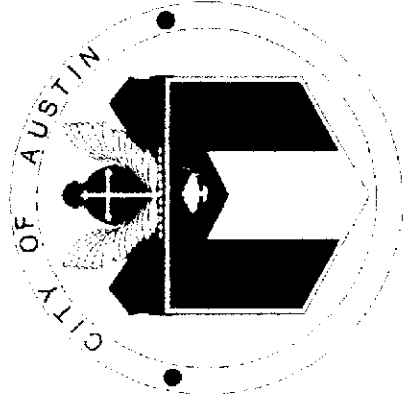
City of Austin
Department of Small and Minority Business Resources
certifies that

USTX CONTRACT SVCS INC

meets all the criteria established by City Ordinance #950713-D as amended, and so is duly registered as a

Woman-Owned Business Enterprise,
to do business with the City of Austin and its agents as such.

This Certification is valid for three years.



Jan Lawson

Jan Lawson, Deputy Director
Department of Small and Minority Business Resources

April 10, 2005

Expiration Date