

December 4, 2020

Christy Crook
Phoenix Masonry, Inc.
16200 Washington St.
Thornton, CO 80023

SUBJECT: Small Business Enterprise (SBE) Certification Approval

Dear Christy Crook,

Congratulations, the City and County of Denver's Division of Small Business Opportunity (DSBO) is pleased to inform you that Phoenix Masonry, Inc. is certified as a **Small Business Enterprise (SBE)**. This notification is pursuant to Division 1 and 3, Article III, V, VII of Chapter 28, the Denver Revised Municipal Code (D.R.M.C. or the Code). Phoenix Masonry, Inc. will be listed in the City and County of Denver's Certification Directory.

Your firm is certified with the following certification dates:

December 4, 2020 to December 31, 2023

Your firm's certification renewal date is:

December 31, 2021

Listed below is each NAICS code for which Phoenix Masonry, Inc. is certified:

NAICS CODES:

NAICS 238140: MASONRY CONTRACTORS

Important Information: Keep Your Certification In Good Standing

During the certification period, if any changes occur in the firm's legal structure, ownership, management, control, or work performed, you must notify the division immediately. Additionally, your business enterprise is required to maintain an accurate mailing address, email address and telephone number information with DSBO. **Failure to report any of these changes may result in removal of your business enterprise from the Certification Directory, and possible revocation of certification of your business enterprise.**

Please be aware that your firm's **Small Business Enterprise (SBE)** certification is **valid for three (3) years**, but you are required to submit a no change affidavit and business taxes **annually** to verify eligibility. Every three (3) years you will need to submit a recertification application and have another on-site review. Please mark your calendar and begin the renewal process no less than ninety (90) days prior to your renewal date. Your application and all accompanying documents should be uploaded to the Small Business Certification and Contract Management System (<https://denver.mwdbe.com/>). The process may take up to 90 days. You will be notified prior to the expiration date that eligibility must be re-evaluated. However, if you do not receive notification from this office, it is your responsibility to keep your certification current. **Failure to submit required documentation annually and triennially, your certification will be marked expired, removed as an active certification, and possible revocation of certification.**