



# City of Austin

Small & Minority Business Resources Department, 4201 Ed Bluestein Boulevard, Austin, TX 78721  
Mailing Address: PO Box 1088, Austin, Texas 78767, Telephone (512) 974-7645

May 17, 2019

Schuler Contracting, LLC  
**Attn: Michelle Schuler**  
1405 E. Riverside Dr.  
Austin, TX 78741

## RE: WBE CERTIFICATION

Dear Ms. Schuler,

### Congratulations!

**Schuler Contracting, LLC** has been certified as a **Women-Owned Business Enterprise (WBE)** by the City of Austin's Small and Minority Business Resources Department (SMBR) to participate in the City of Austin Minority and Women-Owned Business Enterprise (MBE/WBE) Procurement Program.

**The status of your WBE certification shall be reviewed at recertification by SMBR.** MBEs and WBEs are required to seek recertification upon the fourth year anniversary of their initial certification and upon the fourth anniversary of all subsequent certifications. Failure of the Firm to seek recertification by filing the necessary documentation with SMBR within 60 calendar days from the date of receipt of written notification from SMBR may result in decertification of the firm. The recertification review is completed thorough examination of the sworn affidavit and supporting documentation to determine your continued eligibility as outlined in the City Ordinance Code: § 2-9A-D-15.

You must report any change(s) in circumstances that affect your firm's size, social/economic disadvantage status, management, ownership or control to SMBR within thirty (30) calendar days. Failure to report such change(s) may result in the denial of continued certification, recertification or decertification. Additionally, a MBE/WBE on-site review may be conducted by SMBR as needed.

**This firm's next certification review documentation is due prior to 05/31/2023.**

To confirm the current status of all certified firms, prime contractors, vendors and interested parties are to visit the City of Austin's Certified Vendor Directory at:

[https://www.austintexas.gov/financeonline/account\\_services/search/vendors/certvendor.cfm](https://www.austintexas.gov/financeonline/account_services/search/vendors/certvendor.cfm)

All statuses will be confirmed through the Certified Vendor Directory as noted above and the Certified Vendor Availability List provided by SMBR.

As a City of Austin registered vendor, you are responsible for maintaining accurate information on your vendor profile.

You are asked to update **any changes** related to your business in the City's Vendor Connection system at

[https://www.austintexas.gov/financeonline/vendor\\_connection/index.cfm](https://www.austintexas.gov/financeonline/vendor_connection/index.cfm). You can perform these changes daily from 7:00AM to 7:00PM. If you need assistance making changes, please contact Vendor Registration at (512) 974-2018 or by email at [vendorreg@austintexas.gov](mailto:vendorreg@austintexas.gov).

Thank you for your interest in the program and we wish you continued success. If you have any questions, please feel free to call the Certification Office at (512) 974-7645.