



May 14, 2015



Mr. Fabrico Morales  
F.M. Office Express, Inc.  
42-10 215 Street, Suite 1  
Bayside, NY 11361

**Re: Minority Business Enterprise Certification**  
**Federal Tax ID # 16-1478699**

Ruby Saake  
Certification Analyst

rsaake@nycsca.org

**Dear Mr. Morales:**

You are hereby officially notified that **F.M. Office Express, Inc.**, has been certified as a **Minority Business Enterprise (MBE)** by the New York City School Construction Authority (SCA). Your certification will remain in effect until **May 11, 2018**, providing there are no changes in ownership or control of your organization. Accordingly, any changes that affect ownership, managerial and/or operational control must be reported to SCA's Business Development Division within thirty (30) days of any such change. Any change in address should be reported immediately. Moreover, you must apply for recertification at least sixty (60) days prior to the above expiration date.

From time to time, SCA may examine facts concerning your continuing eligibility. In that regard, as a condition of your certification, you have consented to examination of your books and records and interviews with your principals and employees for the purpose of such examination and to the revocation of your certification if such examination or interviews are denied.

Please note all firms must be prequalified prior to doing business with the SCA. If you have any questions regarding your certification as a MINORITY BUSINESS ENTERPRISE, please contact the Business Development Division at (718) 752.5047. We will be happy to assist you in any way possible.

We encourage your participation and look forward to doing business with you.

Sincerely,

A handwritten signature in black ink that reads 'Suzanne S. Veira'.

Suzanne S. Veira  
Senior Director  
Business Development