

September 30, 2007

OfficeWorks Services LLC
dba Office Works (formerly OfficeWorks, Inc.)
12000 Exit Five Parkway
Fishers, IN 46037
Attn: Thomas O'Neil, President

City of
Indianapolis
Bart Peterson, Mayor



Dear Mr. O'Neil:

The Division of Equal Opportunity has completed its review of your firm's application for re-certification as a **Minority Business Enterprise, MBE**, and has determined that your firm is hereby certified with the City of Indianapolis as a **MBE**, in the **Supplier/Distributor: Office Furnishings**. This certification is issued pursuant to the City Minority & Women Business Utilization Plan, part B.

This certification is valid from August 18, 2007 to August 31, 2010, inclusive, but is subject to revocation if changes in the ownership and/or managerial/operational control of the firm occur, or if just cause is determined through established investigative procedures. MBE firms must inform DEO, in the form of a sworn affidavit, of any changes affecting the ability of the firm or its owners to meet disadvantaged status, ownership, or control requirements of the City Minority & Women Business Utilization Plan, part B. That affidavit must be received within thirty (30) days of the change.

Additionally, MBE firms must provide DEO, every year on the anniversary date of their certification, a sworn affidavit from the firm's owner(s), to affirm that there have been no changes affecting the ability of the firm or its owners to meet disadvantaged status, ownership or control requirements of the City Minority & Women Business Utilization Plan, part B. Such an affidavit form will be mailed to your firm approximately sixty (60) days prior to its anniversary date.

This certification is not necessarily accepted by other States or Agencies and does not verify the ability of your firm to perform the types of work you may indicate.

Enclosed, you will find information and forms for being added to the City of Indianapolis/Marion County Vendor's Mailing List. For further information about this matter, contact the Central Purchasing Division, Room 1522, City-County Building, (317)327-4900.

Sincerely,

A handwritten signature in black ink that reads "Robert Ransom".

Robert Ransom
Administrator,

Division of Equal Opportunity

cc: file

Department of Administration
and Equal Opportunity
Human Resource Division

1541 City County Building
200 East Washington Street
Indianapolis, Indiana 46204

(317) 327-5200
(fax) 327-4435
indygov.org