



**ALAMEDA COUNTY**  
**AUDITOR-CONTROLLER AGENCY**  
**MELISSA WILK**  
AUDITOR-CONTROLLER/CLERK-RECORDER

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December 28, 2021

Certification No. 15-00101

eRecordsUSA  
46520 Fremont Blvd., Suite 602  
Fremont, CA 94538

Attention: Pankaj Sharma

Congratulations on the successful completion of your recertification application for Alameda County's Small, Local, Emerging Business (SLEB) Program!

You have been recertified as a SMALL business for the period of December 01, 2021 through November 30, 2022 for the following NAICS code(s): 518210, 519120, 541513 and 561439.

When permitted by law, the County's procurement policy is to solicit bids and proposals from certified SLEBs, and if none are available, then from local Alameda County firms. Other benefits of being a certified SLEB include:

1. eRecordsUSA will be added as a certified supplier to Alameda County's Local Vendor Database.
2. SLEBs competing for County contracts over \$25,000 may be eligible to receive a 5% SLEB bid preference on qualified goods and services contracts and an additional 5% local preference (for a total 10% bid preference) when submitting sealed bids.
3. Non-SLEB certified firms are required to partner a minimum 20% with certified SLEBs for most goods and services contracts with the County.
4. As a certified SLEB, you may elect to receive e-mail information from the County about contracting opportunities and outreach/training events. You can register and select the type of messages you receive by visiting the County's main website at [www.acgov.org](http://www.acgov.org) and scroll down to the envelope icon at the bottom of the page for eSubscribe.

Alameda County reserves the right to reevaluate your company at any time during the certification period to determine if your firm continues to meet the County of Alameda and U.S. Small Business Administration size standards and definitions.

**You are required to report any changes in your business.** If you are named as a SLEB prime or sub-contractor in an Alameda County contract, you must maintain your SLEB certification status as active during the term of the contract. Please be advised that becoming decertified may impact any current contracts that you are participating in and future contracts that you may want to bid on. County contract terms may also require that you utilize the County's online web-based contract compliance application, Elation Systems at [www.elationsys.com](http://www.elationsys.com). Failure to comply with the requirements stated in this letter could jeopardize your SLEB certification status and impact County contracting opportunities.

eRecordsUSA will be notified 90, 60 and 30 days prior to the expiration of this certification. Please contact us to update any changes in your email address.

If you have any questions, please contact the SLEB Certification office at (510) 891-5500 or by e-mail at [ACSLEBcertification@acgov.org](mailto:ACSLEBcertification@acgov.org). Please refer to your certification number as it appears on this letter.

Thank you for your interest in the SLEB program and doing business with Alameda County!

Sincerely,

*Josephine Quach*

Josephine Quach  
Office of Auditor-Controller, Principal Auditor

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