



Public Housing and Community Development

701 NW 1st Court, 16th Floor
Miami, FL 33136-3914
T 786-469-4100 • F 786-469-4199
miamidade.gov

April 15, 2016

Mr. Leyvis Quintana
Azulejo, Inc.
307 NW 10th Terrace
Hallandale Beach, FL 33009

RE: PHCD Section 3 Business Certification

Dear Mr. Quintana:

Public Housing and Community Development (PHCD) has reviewed your application for certification as a Section 3 Business (S-3 Business) and determined that Azulejo, Inc., currently meets the requirements for approval as a PHCD Section 3 Certified Business under **Category 2** of HUD Regulation, 24 CFR 135.36. This designation, for priority in contracting opportunities with Miami-Dade County, is subject to periodic review for recertification.

Your firm is required to notify PHCD within 30 days of any changes in employee composition, such as new hires, terminations, and changes in any employee's full-time or part-time status. If any new hire activity has occurred and S-3 employees are hired the firm **must** provide PHCD with copies of the new hire's **Section 3 Resident Preference Claim – Form 401**, and the corresponding verification documents for **proof of status**, or the **Section 3 Resident Household Income Verification – Form 402**.

Bidding Requirements

- To claim Section 3 preference, a firm **must** be certified for **two (2) weeks prior to the bid opening date**.
- To be eligible to claim a **Category 3**, General (Prime) Contracting Preference, your firm **must** attach the **Section 3 Letter of Intent Form** as evidence of your contracting commitment to the subcontracting firm(s) indicated within your firm's bid proposal, or bid.
- Your firm is responsible for retaining your recruitment and selection records in relation to new hire activity for a period of **three (3) years**.
- To claim the Section 3 Certified Business Preference for any PHCD bid, your firm is **required** to submit all **S-3 preference claim documents** (i.e. 401, proof of status, 402) **with your bid** during the bidding process.

As a PHCD Section 3 Certified Business, you have made a commitment to follow PHCD's recruitment and selection guidelines. Your firm has also made the commitment to provide an opportunity for skill building and training, for those Miami-Dade County residents with low-or very-low income, residing in Public Housing, Section 8, or other federally-assisted housing, who choose to seek employment with you.

Congratulations on your new PHCD Section 3 Business Certification! We look forward to doing business with your firm and the community.

Sincerely,

A handwritten signature in black ink that reads "Jorge I. Rendon". The signature is written in a cursive style and is positioned above the typed name.

Jorge I. Rendon,
PHCD Section 3 Coordination