



Carlos A. Gimenez, Mayor

Department of Regulatory and Economic Resources
Small Business Development

111 NW 1 Street, 19th Floor
Miami, Florida 33128
T 305-375-3111 F 305-375-3160

August 17, 2012

Mr. David Stoutamire
ADVANCED FILING SYSTEMS INC
1919 NW 19th St, #322
Ft. Lauderdale, FL 33311-0000

CERT. NO: 15052
Approval Date: 08/17/2012 - MICRO/SBE
Expiration Date: 08/31/2015

ANNUAL ANNIVERSARY: 08/17/2013

Dear Mr. Stoutamire:

Small Business Development (SBD), a division of Regulatory and Economic Resources Department (RER) has completed the review of your application and attachments submitted for certification. Your firm is officially certified as a Micro/Small Business Enterprise (MICRO/SBE) in accordance with section 2-8.1.1.1.1 of the Code of Miami Dade County.

This certification is valid for three years provided there are no changes rendering your firm ineligible for certification. You are required to submit a "Continuing Eligibility Affidavit" annually with specific supporting documents on or before your Anniversary Date as listed above. You will be notified in advance of your firm's Anniversary Date. Failure to comply with the said responsibilities may result in immediate action to decertify your firm. Every three years you will receive a full recertification review that may include an onsite investigation; SBD will also notify you accordingly.

If at any time during the certification period, there is a material change in your firm, including, but not limited to ownership, officers, Director, scope of work being performed, daily operations, affiliations with other business (es) or physical location of the firm, you must notify this office in writing within (30) days. Notification should include supporting documentation. You will receive timely instructions from this office as to how you should proceed, if necessary.

Your company is certified in the following categories as listed below, affording you the opportunity to bid and participate on contracts with small business measures. Please note that the categories listed are very general and are used only to assist our customers in searching the directory for certified firms to meet contract needs. The directory for all certified firms can be accessed on the Miami-Dade County RER website http://www.miamidade.gov/business/business-certification-programs.asp.

Thank you for doing business with Miami Dade County.

Sincerely,

Shen McGriff, Director
Business Opportunity Support Services
Small Business Development Division
Regulatory and Economic Resources Department (RER)

CATEGORIES: (Your firm may bid or participate on contracts only under these categories)

- FILE FOLDERS: EXPANDING ENVELOPES, WALLETS, ETC. (MICRO/SBE)
FILE FOLDERS, HANGING TYPE, AND ACCESSORIES (MICRO/SBE)
FILE FOLDERS, REGULAR, LEGAL AND LETTER SIZES (MICRO/SBE)
FILE GUIDES (MICRO/SBE)
HOLDERS, FORM AND MEMO (INCLUDING SPINDLES) (MICRO/SBE)
INDEX TABS: CELLULOID, CLOTH, ETC. (MICRO/SBE)
LABELS, REINFORCEMENTS, SEALS, ETC. (NOT PRINTED) AND SEALING WAX (MICRO/SBE)
LETTER TRAYS, ALL TYPES (MICRO/SBE)
VISIBLE RECORD SUPPLIES: CARDS, FLAGS, FOLDERS, HINGES, SIGNAL STRIPS, TABS, ETC. (MICRO/SBE)

Delivering Excellence Every Day

Mr. Stoutamire  
ADVANCED FILING SYSTEMS INC  
August 17, 2012  
Cert No: 15052

CATEGORIES: (Your firm may bid or participate on contracts only under these categories)

OFFICE SUPPLIES, GENERAL (MICRO/SBE)  
FILE CASES: JACKETS, BINDER, STORAGE, TRANSFER, ETC. (MICRO/SBE)  
FILE DIVIDERS, LABELS, TABS, ETC. (MICRO/SBE)  
STANDS, OFFICE EQUIPMENT AND MACHINES (MICRO/SBE)  
STORAGE CABINETS, METAL (MICRO/SBE)  
VISUAL FILING SYSTEMS (MICRO/SBE)  
FILING CABINETS, METAL: CARD, JUMBO, LATERAL, LEGAL, AND LETTER (MICRO/SBE)  
FILING CABINETS, WOOD: CARD, LATERAL, LEGAL, AND LETTER (MICRO/SBE)  
FILING SYSTEMS, MOBILE, HIGH DENSITY (ELECTRICAL AND MECHANICAL) (MICRO/SBE)  
FIRE FILES (MICRO/SBE)  
FLOORS, RAISED ACCESS TYPE (FOR DATA PROCESSING EQUIPMENT) (MICRO/SBE)  
KEY STORAGE CABINETS AND FILES (MICRO/SBE)  
LOCKERS, STORAGE (FOR COATS, HATS AND BAGGAGE) (MICRO/SBE)  
MODULAR PANEL SYSTEMS, (WITH METAL CONNECTING MECHANISM) (MICRO/SBE)  
RACKS, METAL, STATIONARY AND MOBILE (MICRO/SBE)  
ROTARY FILING SYSTEMS (MICRO/SBE)  
SHELVING, METAL (NOT LIBRARY OR SHOP) (MICRO/SBE)  
SHELVING, MOBILE, TRACK TYPE (MICRO/SBE)

c: Coralee Walkine-Taylor, Certification Specialist  
Veronica Clark, RER, SBD