

April 24, 2026

**Contra Costa County
Purchasing Services**

Anne Ortiz
40 Muir Road, 2nd Floor
Martinez, CA 94553

Dear Anne,

Commerce Printing Services has been in business for 37 years, providing customer service-driven print production solutions throughout California. The company was recognized by *The Business Journal* in 1994 and 1995 as one of the fastest growing companies in the greater Sacramento area, and in 2000 was ranked #414 nationally in *Hispanic Business Magazine's* Top 500 Directory.

Commerce Printing is pleased to submit our proposal for the Outsourced Printing Services for the Public Works – Print and Mail Services. With extensive experience supporting government agencies, public institutions, and nonprofits, we understand the importance of accurate, timely, and effective public communication.

Since 1988, we have provided full-service printing from our Sacramento facility. We are a Certified Small and Minority Owned Business, FSC® Chain of Custody Certified, a Certified Green Business, an in-house provider of graphic design and licensed mailing services, and a union print shop committed to fair labor practices. Maya Gravel, with over 25 years of industry experience, will serve as your dedicated representative.

We appreciate your consideration and look forward to the opportunity to support Contra Costa County's Public Works Print and Mail Services Division.

Sincerely,



Maya Gravel
Print Specialist
Office: 916-442-8100; Cell: 510-316-5658
Maya@commerceprinting.com



EXECUTIVE SUMMARY

Commerce Printing Services is pleased to submit this proposal for Outsourced Printing Services to Contra Costa County Public Works – Print and Mail Division.

Founded in 1988, Commerce Printing is a California-based commercial printing company providing graphic design, web, offset, digital, large-format, letterpress, finishing, and mailing services from a fully integrated 61,000-square-foot production facility in Sacramento.

We understand the County requires a qualified vendor to supplement internal Print and Mail operations for work that exceeds in-house equipment limitations, peak capacity demands, or requires specialized production capabilities. Our role is to function as a seamless extension of the County’s existing operation.

Our facility supports simultaneous offset, heat-set web, digital, wide-format, finishing, and mailing workflows, allowing us to manage diverse and high-volume production requirements within a single controlled environment.

Key differentiator: Our 61,000-square-foot facility enables us to absorb overflow production without subcontracting, ensuring consistent quality control and reliable turnaround times during peak demand periods.

We provide support across all required service areas, including large-format printing, rigid and roll media, UV coating, die cutting, scoring, folding, binding, and full-service mailing and distribution.

Maya Gravel will serve as the dedicated project manager, ensuring clear communication, production coordination, and accountability throughout each project.

Commerce Printing offers Contra Costa County a stable and scalable production partner focused on consistent execution, operational reliability, and long-term service support.



Scope of Services

Commerce Printing will provide outsourced printing services including, but not limited to:

Large Format & Oversized Printing

- Production beyond 14" x 20" in-house limitations
- Tabloid newsletters, oversized booklets, and publication covers
- Rigid media exceeding 50" x 55"
- Roll media printing exceeding 54" width

Specialty Finishing Services

- UV/AQ coating and protective finishes
- Die cutting, scoring, perforating, and folding
- Pocket folder converting and letterpress applications

General Commercial Print Production

- Brochures, newsletters, forms, envelopes, and letterhead
- Variable data and short-run digital printing
- High-volume offset printing for public distribution materials

Mailing Services

- Presort optimization and CASS-certified addressing
- Inserting, sealing, tabbing, and postal preparation
- Mail documentation and delivery coordination

Commerce Printing will function as an extension of County operations, ensuring seamless coordination with internal workflows and maintaining consistent production standards. Graphic Design Services are also available should the County need it.

Methodology

Commerce Printing utilizes a structured, fully integrated production methodology designed to ensure accuracy, efficiency, and reliable on-time delivery.

Project Intake & Coordination

Each project is reviewed upon receipt to determine optimal production method, materials, finishing requirements, and schedule alignment. A dedicated project manager oversees all communication and workflow coordination.

Pre-Production & Proofing

- File review and technical preflight checks
- Color correction and layout validation
- Digital proofs submitted for County approval
- Press checks available upon request

Production Workflow

Commerce Printing operates a 61,000-square-foot facility equipped with web, offset, digital, wide-format, and letterpress and finishing production systems. Work is scheduled through coordinated production planning meetings (2x Daily) to ensure efficiency and deadline compliance.

Quality Control

All projects undergo multi-stage inspection including:

- Color and registration verification
- Finishing accuracy checks
- Final job validation prior to shipment

Delivery & Distribution

- Direct delivery to County facilities
- Mailing and postal submission services
- Multi-location distribution support as required

EXHIBIT A: STATEMENT OF EXPERIENCE

SECTION A

Business Name: Commerce Printing Services

Phone #: (916) 442-8100

Address: 322 N. 12th Street

City: Sacramento

State: California

ZIP: 95811

Federal Tax ID #: 68-0168958

Business License #: 67546

Business Status:

Non Profit Corporation

Corporation State of Incorporation: California

General Partnership

Limited Partnership

Sole Proprietorship

Other: Click or tap here to enter text.

Name and title of an Officer or owner authorized to sign this proposal and any contract with the County that may result.

Name: Maya Gravel

Title: Print Specialist

Outsourced Printing Services

Bid # RFP_F-Contr-0000000199

SECTION B

Number of years in business under present business name: 37 years

Other Business Name(s): N/A

Number of years under prior name if any: N/A

SECTION C

Number of years of experience in providing required, equivalent, or related projects: 37 years

SECTION D

Similar services/projects completed during the last five years?

Line #	Period	Services	Amount Paid (\$)	Location (City, State)	Agency Name
1	May 2025	11x8.5 Landscape Books	\$1,151	Berkeley, CA	Centerfor Ecoliteracy
2	August 2025	Invite Pkg: w/LP Score, Diecut, Glue w/ mailing	\$7,211	San Francisco, CA	GGNPC
3	May 2025	Benefit Folders – Diecut, Glue	\$4,065	SF, CA	UC Berkeley
4	November 2025	Magazine w/Soft-Touch Lamination	\$19,099	SF, CA	GGNPC
5	May 2025	Backdrop Banners 120"W x 96"H w/Stand + Case	\$1,008	Sacramento, CA	Kaiser

Outsourced Printing Services
Bid # RFP_F-Contr-000000199

SECTION E

Have you, or your agency failed or refused to complete a contract?

YES No

If yes, explain: Click or tap here to enter text.

SECTION F

Is your firm authorized to do business in the State of California? Yes No

SECTION G

Is your firm a State of California registered small business?

Small Business Enterprise as defined by the California Government Code, Section 14837, Chapter 3.5 means an independently owned and operated business that is not dominant in its field of operation, the principal office of which is located in California, the officers of which are domiciled in California, and which, together with affiliates, has 100 or fewer employees, and average annual gross receipts of ten million dollars (\$10,000,000) or less over the previous three years, or is a manufacturer, as defined in subdivision (c), with 100 or fewer employees. Commencing January 1, 2019, the average annual gross receipts threshold shall be fifteen million dollars (\$15,000,000).

Yes No

SECTION H

Is your firm local Business?

Principal place of business is located within the boundaries of Contra Costa County.

Yes No

SECTION I

Explain any litigation similar to the services requested by this proposal involving you, or your agency, or any principal officer(s) thereof:

N/A

SECTION J

Has your company filed any written declaration for bankruptcy protection, a potential merger or acquisition, office closure, pending lawsuits, financial loss that might affect your ability to perform under the contract? Yes No (if yes, please explain):

Click or tap here to enter text.

SECTION K

License Provisions

Has your company changed names or license numbers in the past 10 years? If so, please state reason for change. Yes No

Reason Click or tap here to enter text.

SECTION L

List the names and titles of the key personnel who would be assigned to the Project.

Name	Classification
Maya Gravel	Print Specialist
Emily Swager	Customer Service Representative
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

SECTION M

List all required business and professional licenses that pertain to this Project:

License Number	Type	Expiration Date
67546	Business License	9/30/2026
SR KH 28892189	Seller’s Permit	None
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

SECTION N

Do you and your agency agree to provide additional information as required by the County to make an informed determination of qualifications?

Yes No

By signing this Statement of Experience, you are certifying that all information provided on this form and contained within your proposal are true, and you acknowledge that if the proposal contains any false statements, the County may declare any contract or agreement made as a result of the proposal to be void.

Signature: Maya Gravel

Date: 4/24/2020

Authorized Name: Maya Gravel

Title: Print Specialist

EXHIBIT B: PRICE PROPOSAL

Please note the following:

- The County does not guarantee a specific volume to be purchased throughout the term of the contract. No minimum compensation is guaranteed.
- Freight: FOB Destination
- Payment Terms: Net 30

Price Proposal can be provided on a company specific form as long as it adheres to the requirements of information regarding descriptions and pricing information.

Line #	Item Description	% Discount From original quote price	Remarks (optional)
1	% discount provided for orders	3-15%	Depending on the Job
2	Additional discount (optional – example: early pay, high volume, etc)	2%	Within 10Days - Payment

Commerce Printing offers a tiered discount structure to accommodate the wide range of products requested under this contract. Discounts are applied based on production type, volume, and complexity:

This approach ensures that Contra Costa County receives competitive and sustainable pricing across diverse project types while maintaining quality, accuracy, and delivery reliability. Final discounts will be confirmed at the time of quote based on specific job requirements.

Outsourced Printing Services
Bid # RFP_F-Contr-0000000199

I have read, understood, and agreed to the terms and conditions of all contents of this RFP.

The undersigned agrees to furnish the service stipulated in the RFP as stated.

SIGNATURE: *Maya Gravel*
NAME: *Maya Gravel*
COMPANY: *Commerce Printing Services*
ADDRESS: *322 N. 12th Street, Sacramento, CA 95811*
TELEPHONE: *916-442-8100*
DATE: *April 24, 2026*
EMAIL: *maya@commerceprinting.com*

EXHIBIT C: CUSTOMER REFERENCES

Company Name: CSU Sacramento	Contact Person: Laura Lockett
Address: 6000 J Street	Tel. Number: 916 278-6963
City, State, Zip: Sacramento, CA 95819	Email Address: lockett@csus.edu
Services Provided / Date(s) of Service: Printing & Mailing of catalogs, handbooks, postcards, brochures, calendars. April 1998 - Present	

Company Name: East Bay Regional Park District (EBRPD)	Contact Person: Jaski Singh
Address: 2950 Peralta Oaks Court	Tel. Number: (510) 544-2210
City, State, Zip: Oakland, CA 94605	Email Address: JSingh@ebparks.com
Services Provided / Date(s) of Service: Printing & Mailing of calendars, brochures, maps, guides and postcards. April 2019 - Present	

Company Name: City of West Sacramento	Contact Person: Meaghan Stiles
Address: 1110 West Capitol Avenue	Tel. Number: 916-617-4500
City, State, Zip: West Sacramento, CA 95691	Email Address: Meaghans@cityofwestsacramento.org
Services Provided / Date(s) of Service: Printing and mailing of magazines, flyers, brochures, postcards, posters, stickers for water bottles, stationeries and door hangers. December 2004 - Present	


EXHIBIT D: ANTI-COLLUSION STATEMENT

By signing this form, the Bidder agrees that this quote is made without any other understanding, agreement, or connection with any person, corporation, or firm submitting a quote for the same purpose and that the quote is in all respects fair and without collusion or fraud,

IT IS AGREED BY THE UNDERSIGNED BIDDER, THAT THE SIGNING AND DELIVERY OF THE QUOTE REPRESENTS THE BIDDER'S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE FORGOING SPECIFICATIONS AND PROVISIONS, AND IF AWARDED, THIS CONTRACT WILL REPRESENT THE AGREEMENT BETWEEN THE BIDDER AND THE COUNTY.

NAME OF FIRM: Commerce Printing Services

[Sign in ink in the space provided below]

SIGNED BY: 

TITLE: Print Specialist

ADDRESS: 322 N. 12th St., Sacramento, CA 95811

CITY & STATE: Sacramento, CA

TELEPHONE: 916-442-8100

Key Personnel Resumes

Maya Gravel

Project Manager / Print Specialist

Maya Gravel brings over 25 years of experience in print production, project management, and client services. She will serve as the dedicated point of contact for CCC, overseeing scheduling, production coordination, and delivery to ensure accuracy and on-time completion.

Prior to joining Commerce Printing, Maya spent over 23 years with Dakota Press, including serving as a Vice President of Operations. She has extensive experience managing public agency contracts and maintaining long-term client relationships, including work with Central Contra Costa Water District, Santa Clara Valley Transportation Authority, East Bay Regional Park District, and East Bay Municipal Utility District.

Education: Bachelor's Degree in Business Administration with a Minor in Marketing, California State University, Hayward

Emily Swager

Customer Service Representative

Emily Swager has over 3 years of experience in the commercial printing industry, supporting customer service, administrative coordination, and production workflow management. She works closely with sales representatives, production teams, and clients to ensure accurate job intake, clear communication, and timely execution of print projects.

At Commerce Printing, she manages order processing, data entry, and production coordination support across multiple departments. She also assists with basic prepress file review and has exposure to digital and specialty production equipment, including Xerox iGen4 and Mimaki flatbed and kiss-cut systems. Emily has supported projects involving clients such as Sony PlayStation, Google, and various state and municipal agencies in a production support capacity focused on accuracy and workflow coordination.

Education: Associates Degree in Business Administration with a minor in Accounting.

Staffing Plan

Commerce Printing assigns a dedicated team to ensure consistent execution and communication for all Contra Costa County projects. With a staff of over 70 employees and extended multi-shift production hours, we maintain the capacity and flexibility to meet demanding schedules and support time-sensitive project requirements.

Key Account Management

Maya Gravel – Project Manager / Client Lead

Primary contact responsible for scheduling, production oversight, and client communication.

25+ years of print production and public agency experience.

Emily Swager – Customer Service Representative

Emily Swager is the dedicated Customer Service Representative supporting Contra Costa County, with 3+ years of print experience in job coordination, scheduling, and client support.

Executive Oversight

Gilberto Caravantes – Owner & President

Responsible for operational leadership, quality assurance, and long-term client relationship stability. 38 years of industry experience.

Production Team

Christy Klotz, Production Manager, brings over 25 years of experience in print production and serves as the central coordination point across all departments from prepress through delivery. She conducts twice-daily production meetings to ensure all in-house projects remain on schedule and aligned with client deadlines.

Production & Support Staff

- Cross-trained press operators and bindery technicians
- Dedicated customer service support per job queue
- Pressroom operating up to 16 hours daily with weekend capacity



Contra Costa County Business Opportunities

REGISTRATION AND CERTIFICATION FORM

If you are interested in receiving information regarding upcoming business opportunities with Contra Costa County, please fill out the form below. Your information will be included in the County's SBE and Outreach Databases and used by County departments to: 1) notify you regarding upcoming contracting and bidding opportunities and/or 2) certify your firm as a Small Business Enterprise (if applicable).

SECTION 1 – CONTACT INFORMATION		
Name of Firm (Print)	Commerce Printing Services	
Street Address (City, State)	322 N. 12th St., Sacramento, CA	95811 (Zip Code)
Mailing Address (City, State)	Same as above (Zip Code)	
Contact Numbers (Check preferred)		
<input type="checkbox"/> Business Phone Number	<input checked="" type="checkbox"/> Cell Phone Number	Fax Number
(916) 442 -- 8100	(510) 316 -- 5658	(916) 448 -- 2727
E-mail	Employer Identification # (if applicable)	
mayae@commerceprinting.com		

SECTION 2 – WORK CONDUCTED BY FIRM (Generally describe what your firm does)	
Vendor/Supplier	Commercial Printing
Consultant/Service Provider	Graphic Design for Print / Mailing Service
Construction	
Other (If none of the above categories apply)	

SECTION 3 – DESCRIPTION OF BUSINESS	
Description of Business Type (Check all that apply):	
<input checked="" type="checkbox"/>	Small Business Enterprise (SBE) – independently owned and operated; cannot be dominant in its field of operation; must have its principal office located in California; must have its owners (or officers in the case of a corporation) domiciled in California; AND together with affiliates, be either: a business with 100 or fewer employees, an average annual gross receipts of \$14 million or less over the previous three tax years, or a manufacturer with 100 or fewer employees.
<input checked="" type="checkbox"/>	Minority Business Enterprise (MBE) - at least 51% owned and managed on a daily basis by one or more minorities who are citizens or lawful permanent residents of the United States and member(s) of a recognized ethnic or racial group AND its home office is located in the United States.
<input type="checkbox"/>	Women Business Enterprise (WBE) - at least 51% owned and managed on a daily basis by one or more women who are citizens or lawful permanent residents of the United States AND its home office is located in the United States.
<input type="checkbox"/>	Disadvantaged Business Enterprise (DBE) - at least 51% owned and managed on a daily basis by socially- and economically-disadvantaged individuals (pursuant to Section 3 of the Small Business Act). DBE certifications are used only for state- or federally-funded projects that have DBE goals or requirements.
<input type="checkbox"/>	Disabled Veteran Business Enterprise (DVBE) - at least 51% owned and managed on a daily basis by one or more disabled veterans of the military, naval, or air service of the United States with a service-connected disability of at least 10 percent, and who is also a resident of California; AND a sole proprietorship corporation or partnership with its home office located in the United States that is not a subsidiary of a foreign firm.
<input type="checkbox"/>	Local Business Enterprise (LBE) - principal place of business is located within the boundaries of Contra Costa County.
<input type="checkbox"/>	None of the above

Contra Costa County Business Opportunities
REGISTRATION AND CERTIFICATION FORM

SECTION 4 – CERTIFICATION BY OTHER AGENCIES

State-Certified SBE: Yes No State Certification #: 3258

If "Yes," please attach documentation.

Are you certified with any other agencies as a: Minority Business Enterprise (MBE), Woman Business Enterprise (WBE), Disabled Veteran Business Enterprise (DVBE), or Disadvantaged Business Enterprise (DBE): Yes No

If "Yes," please list agency AND attach documentation: MBE

SECTION 5 – ACKNOWLEDGEMENT OF COUNTY'S USE OF BUSINESS INFORMATION

The undersigned acknowledges and agrees that the information provided in this form may be included in the SBE and Outreach databases maintained by or for the County, including the e-Outreach system described below.

SECTION 6 – UPDATING CONTACT INFORMATION AND BUSINESS STATUS

Firms interested in business opportunities with Contra Costa County are strongly encouraged to register on the e-Outreach system maintained for the County at: <https://www.bidnetdirect.com>. Although the information contained in this form will be added to that system, firms are encouraged to register and update their information on the above website to 1) provide more detailed information regarding their area of work, and 2) ensure that they continually receive notices about business opportunities with Contra Costa County.

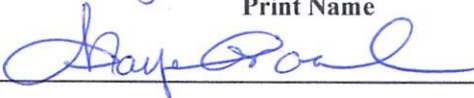
Your firm's registration with Contra Costa County will be valid for three years from the date this form is entered into the County's database. After that three-year period, your firm will be required to either confirm or update the information contained herein.

SECTION 7 – CERTIFICATION OF BUSINESS INFORMATION

The undersigned certifies and swears under penalty of perjury that all information contained in this form is true and correct. Any material misrepresentation will be grounds for terminating any purchase orders or contracts which may be or have been awarded as well as deleting the business from the online SBE and Outreach databases maintained by the County and the County's database contractor.

By Maya Gravel
Print Name

Print Specialist
Title


Signature

April 24, 2026
Date

Return this Self-Certification Form to:

Contra Costa County
Public Works, Purchasing Division
40 Muir Road, 2nd Floor
Martinez, CA 94553
Fax: 925-372-3643

For clarification or assistance with this form, please contact:

Contra Costa County
Purchasing Division
Phone: 925-655-3100

Printed on: 11/11/2025 1:53:36 PM

To verify most current certification status go to: <https://www.caleprocure.ca.gov>



Office of Small Business & DVBE Services

Certification ID: 3258

Legal Business Name:

COMMERCE PRINTING SERVICES

Doing Business As (DBA) Name 1:

COMMERCE PRINTING SERVICES

Doing Business As (DBA) Name 2:

Address:

322 NORTH 12TH ST
SACRAMENTO
CA 95811

Email Address:

gil@commerceprinting.com

Business Web Page:

<http://www.commerceprinting.com>

Business Phone Number:

916/442-8100

Business Fax Number:

916/448-2727

Business Types:

Service

Certification Type	Status	From	To
SB	Approved	11/11/2025	11/30/2027

Stay informed! KEEP YOUR CERTIFICATION PROFILE UPDATED!

-LOG IN at [CaleProcure.CA.GOV](https://www.caleprocure.ca.gov)

Questions?

Email: Certification@dgs.ca.gov

Call OSDS Main Number: 916-375-4940

707 3rd Street, 1-400, West Sacramento, CA 95605

THIS CERTIFIES THAT

Commerce Printing Services
dba Commerce Printing Services



* Nationally certified by the: **WESTERN REGIONAL MINORITY SUPPLIER DEVELOPMENT COUNCIL**

*NAICS Code(s): 323111; 323117

* Description of their product/services as defined by the North American Industry Classification System (NAICS)

02/28/2025

Issued Date

WR01971

Certificate Number

02/28/2026

Expiration Date

A handwritten signature in black ink, appearing to read "Ying McGuire", is positioned above the printed name.

Ying McGuire
NMSDC CEO and President

A handwritten signature in black ink, appearing to read "Donna Ruff", is positioned above the printed name.

Donna Ruff, President

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: <http://nmsdc.org>

Certify, Develop, Connect, Advocate.

* MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®

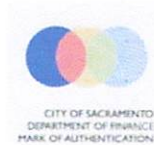
322 N. 12th Street
Sacramento, CA 95811
Tel: 916-442-8100
Fax: 916-448-2727
www.commerceprinting.com

City of
SACRAMENTO
Finance Department

BUSINESS OPERATIONS TAX CERTIFICATE

Business Name COMMERCE PRINTING SERVICES
Business Address 322 N 12TH ST
Owner GIL CARAVANTES
Type of Business Printers
Tax Classification Gross Receipts
Expires 09/30/2026
Mailing Address GIL CARAVANTES
COMMERCE PRINTING SERVICES
322 N 12TH ST
SACRAMENTO, CA 95811-0528

67546



MUST BE POSTED IN CONSPICUOUS PLACE

This certificate is not to be construed as a business license or imply that the City of Sacramento has investigated, or approves or recommends, the holder of this certificate. Any representation to the contrary is fraudulent. This certificate must be renewed within 30 days of expiration. Starting January 1, 2021, Assembly Bill 1607 requires the prevention of gender-based discrimination of business establishments. A full notice is available in English or other languages by going to: <https://www.dca.ca.gov/publications/>

322 N. 12th Street
Sacramento, CA 95811
Tel: 916-442-8100
Fax: 916-448-2727
www.commerceprinting.com

DISPLAY CONSPICUOUSLY AT PLACE OF BUSINESS FOR WHICH ISSUED

CALIFORNIA STATE BOARD OF EQUALIZATION

SELLER'S PERMIT

ACCOUNT NUMBER

1/1/1991 SR KH 28892189

COMMERCE PRINTING SERVICES
COMMERCE PRINTING SERVICES
322 N.12TH STREET
SACRAMENTO, CA 95814



THIS PERMIT DOES NOT
AUTHORIZE THE HOLDER
TO ENGAGE IN ANY
BUSINESS CONTRARY TO
LAWS REGULATING THAT
BUSINESS OR TO
POSSESS OR OPERATE
ANY ILLEGAL DEVICE.

IS HEREBY AUTHORIZED PURSUANT TO SALES AND USE TAX LAW
TO ENGAGE IN THE BUSINESS OF SELLING TANGIBLE PERSONAL
PROPERTY AT THE ABOVE LOCATION

Not valid at any other address

THIS PERMIT IS VALID UNTIL REVOKED OR CANCELED BUT IS NOT TRANSFERABLE. IF YOU SELL YOUR BUSINESS,
OR DROP OUT OF A PARTNERSHIP, NOTIFY US OR YOU COULD BE RESPONSIBLE FOR SALES AND USE TAXES
DUE BY THE NEW OPERATOR OF THE BUSINESS.

BOE-442-R-LZ REV. 12 (6-95)



Secretary of State Certificate of Status

I, SHIRLEY N. WEBER, PH.D., California Secretary of State, hereby certify:

Entity Name: COMMERCE PRINTING SERVICES
Entity No.: 1622662
Registration Date: 08/30/1988
Entity Type: Stock Corporation - CA - General
Formed In: CALIFORNIA
Status: Active

The above referenced entity is active on the Secretary of State's records and is authorized to exercise all its powers, rights and privileges in California.

This certificate relates to the status of the entity on the Secretary of State's records as of the date of this certificate and does not reflect documents that are pending review or other events that may impact status.

No information is available from this office regarding the financial condition, status of licenses, if any, business activities or practices of the entity.



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of April 14, 2025.

SHIRLEY N. WEBER, PH.D.
Secretary of State

Certificate No.: 317192835

To verify the issuance of this Certificate, use the Certificate No. above with the Secretary of State Certification Verification Search available at bizfileOnline.sos.ca.gov.

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<p>1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)</p> <p style="text-align: center;">Commerce Printing Services</p>		
	<p>2 Business name/disregarded entity name, if different from above.</p>		
	<p>3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)</p> <p>Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) _____</p>		<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p style="text-align: right;"><i>(Applies to accounts maintained outside the United States.)</i></p>
	<p>3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/></p>		
	<p>5 Address (number, street, and apt. or suite no.). See instructions.</p> <p style="text-align: center;">322 N. 12th Street</p>	<p>Requester's name and address (optional)</p>	
	<p>6 City, state, and ZIP code</p> <p style="text-align: center;">Sacramento, CA 95811</p>		
	<p>7 List account number(s) here (optional)</p>		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-			-				
or											
Employer identification number											
6	8										
				-			-				
6 8 - 0 1 6 8 9 5 8											

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	<p>Signature of U.S. person </p>	<p>Date April 24, 2026</p>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

Purpose of Form

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Insurance Requirements

Upon award of contract, Commerce Printing Services will provide a Certificate of Liability Insurance (COI) and Additional Insured Endorsement Letter, if applicable, in accordance with County requirements. We will also provide proof of Auto Insurance and the corresponding Auto Insurance Declaration. In the event that organizational vehicles are not utilized for contract performance, the required auto insurance documentation will be supplemented with the appropriate individual operator's auto insurance information as needed.

