



Illinois Department of Transportation

Office of Business & Workforce Diversity
2300 South Dirksen Parkway / Springfield, Illinois 62764

September 13, 2022

CERTIFIED-RETURN RECEIPT REQUESTED

Mr. Richard Garza
Garza Roofing Equipment and Supply, LLC
901 Elizabeth St.
Elgin, IL 60120

Dear Mr. Garza:

The Illinois Department of Transportation (IDOT) has approved the *No Change Affidavit* for Garza Roofing Equipment and Supply, LLC and determined that the firm continues to meet DBE eligibility standards to perform work towards DBE goals.

To remain certified and in good standing, you must annually submit a *No Change Affidavit*. Your firm's next affidavit is due on **October 1, 2023**. IDOT will send an affidavit form 60 days prior to that date.

Should the submitted information change, you are required to notify IDOT's Bureau of Small Business Enterprises within 30 days of the change.

Note: Pursuant to 49 CFR Part 26.83(i), whenever there is a change in circumstances affecting your firm's eligibility status, your firm must provide written notification to IDOT within 30 days of the occurrence of the change. If you fail to make timely notification, it may result in the loss of your firm's certification.

If you have any questions, please contact the Bureau of Small Business Enterprises at (217) 782-5490.

Sincerely,

A handwritten signature in black ink that reads "Tony L. Day" with a small circular mark at the end.

Tony L. Day
DBE Certification Section Manager
Bureau of Small Business Enterprises