



# City of Austin

*Small & Minority Business Resources Department, 811 Barton Springs Rd, Suite 805, Austin, TX 78704  
Mailing Address: PO Box 1088, Austin, Texas 78767, Certification Division Telephone (512) 974-7645*

October 4, 2022

OMR Logistics LLC

Michelle Seaman  
209 Greenlawn Cove  
Austin, TX 78737

RE: NEW MBE AND/OR WBE CERTIFICATION

Dear Ms. Michelle Seaman:

Congratulations!

We are pleased to inform you that City of Austin's Small & Minority Business Resources Department (SMBR) has certified your business as a Women Business Enterprise (WBE).

**The status of your MBE/WBE certification shall be reviewed by SMBR.** Prior to reaching your next certification anniversary you will be asked to complete the "MBE/WBE Continued Eligibility Affidavit" and supporting documentation. The review is completed through examination of the sworn affidavit and supporting documentation to determine your continued eligibility as outlined in the City Ordinance Code: § 2-9B-15. Additionally, a MBE/WBE on-site review may be conducted by SMBR as needed. **It is important that you report any change(s) in circumstances that affect your firm's size, social/economic disadvantage status, management, ownership or control to SMBR within thirty (30) calendar days. Failure to report such change(s) may result in the denial of continued certification or recertification.**

This firm's Recertification documents are due prior to October 31, 2026.

You may submit your documentation to the following link: <https://austintexas.mwdbe.com/>.

MBEs and WBEs are required to seek recertification upon the fourth anniversary of their initial certification and upon the fourth anniversary of all subsequent certifications.

As a City of Austin registered vendor, you are responsible for maintaining accurate information on your vendor profile. You are asked to update **any changes** related to your business in the City's Vendor Connection system at [https://www.austintexas.gov/financeonline/account\\_services/search/vendors/certvendor.cfm](https://www.austintexas.gov/financeonline/account_services/search/vendors/certvendor.cfm) You can perform these changes daily from 7:00AM to 7:00PM. If you need assistance making changes, please contact Vendor Registration at (512) 974-2018 or by email at [VendorReg@austintexas.gov](mailto:VendorReg@austintexas.gov).

If you have any questions regarding your certification, you may contact the City of Austin's Certification Division at 512-974-7645 or email [SMBRCertification@austintexas.gov](mailto:SMBRCertification@austintexas.gov).

Sincerely,

Tamela Saldana, Ph.D.  
Assistant Director  
City of Austin, SMBR