



AND

REQUEST FOR PROPOSALS

P059-23

The Brownsville Public Utilities Board (BPUB) is requesting Competitive Sealed Proposals (hereon styled “RFP”) for Printing and Mailing Services for Utility Bills and Reminder Notices. BPUB’s Purchasing Office located at 1155 FM 511, Olmito, Texas, will accept RFP’s from qualified firms **until 5:00 PM, August 16, 2023. RFP’s received after this time will not be considered.**

RFP’s will be publicly opened and read aloud on August 17, 2023 at 10:00 AM. Firms can call in at 10:00 AM, August 17, 2023 to (956) 214-6020 to listen to the proposal opening.

Detailed specifications may be obtained at Brownsville Public Utilities Board website at https://www.brownsville-pub.com/rfp_status/open/.

Please mark on the **outside of the envelope and on any carrier’s envelope**: “Sealed Proposal for Printing and Mailing Services for Utility Bills and Reminder Notices, P059-23, August 16, 2023, 5:00 PM”, c/o Diane Solitaire, Purchasing Department, 1155 FM 511, Olmito, Texas 78575.

The BPUB will not be responsible in the event that the U.S. Postal Service or any other courier system fails to deliver the sealed proposal package to the BPUB Purchasing Office by the given RFP deadline above. **Electronic transmission or facsimile of RFP will not be acceptable.**

BPUB reserves the right to reject any or all responses and to waive irregularities contained therein and to accept any response deemed most advantageous to the BPUB.

Diane Solitaire
Purchasing and Materials Manager
Brownsville Public Utilities Board
(956) 983-6366 - Phone

INSTRUCTIONS TO PROPOSERS
Please submit this page upon receipt.
ACKNOWLEDGEMENT FORM

P059-23 Printing and Mailing Services for Utility Bills and Reminder Notices

For any clarifications, please contact Diane Solitaire at the Brownsville Public Utilities Board, Purchasing Department at (956) 983-6366 or via e-mail at dsolitaire@brownsville-pub.com.

Please e-mail this page upon receipt of the legal notice. If you only received the legal notice and you want the proposal package mailed, please provide a method of shipment with account number in the space designated below.

Check one:

Yes, I will be able to send a RFP; obtained RFP package from website.

Yes, I will be able to send a RFP; please email the RFP package.

Email: _____

Yes, I will be able to send a RFP; please mail the RFP package using the carrier & account number listed below:

Carrier: _____

Account: _____

No, I will not be able to send a RFP for the following reason:

If you are unable to send your proposal, kindly indicate your reason for “No response” above and return this form **via email to dsolitaire@brownsville-pub.com**. This will ensure you remain active on our vendor list.

Date: _____

Company: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Fax: _____

Email: _____

REQUEST FOR PROPOSAL

Printing and Mailing Services for Utility Bills and Reminder Notices

GENERAL BACKGROUND

The Brownsville Public Utilities Board (BPUB) is a municipally owned utility, currently providing electric, water and water utility services to approximately 66,500 customers, generating an equal number of bills every month. The customers are offered the option of receiving their bill via email or thru regular mail. Every month approximately 54,000 bills are sent out by mail. Additionally, BPUB sends out, by mail, reminder notices to past due accounts, amounting to approximately 10,000 notices a month. On average BPUB mails 64,000 mail pieces per month.

There are 20 billing cycles in a month. Commonly, cycles are billed daily from Tuesday through Saturday, and are printed and sent out the following business day. Approximately 3,500 bills and reminder notices are printed every day. The bills past due date is set 20 days after the bill generated date. To comply with city ordinance the bills must be sent out to the customers (issued) no later than 5 days after billed (City of Brownsville, Texas - Code of Ordinances, Chapter 102 – Utilities, Article III. - Rates and Charges, Division 1. – Generally, Section 102-76. - Penalty for delinquent payment, “The net due date of the utility bill will be 15 calendar days after issuance”).

PURPOSE

It is the intention of the BPUB to contract with a qualified Firm to provide all labor, equipment, materials, configuration of bills and reminder notice reports, system interfacing, printing and mail services for utility bills and reminder notices for non email billed BPUB customers.

SCOPE OF SERVICES

1. Print and mail an estimate amount of 668,000 bills and 140,000 reminder notices in a 12 month period, following a billing schedule composed of 20 cycles per each month. The bills and reminder notices must be printed and sent out to the post office the following business day after the generation date.
 - a. BPUB handles approximately 67,400 mail pieces per month, distributed throughout the month, ranging in production from 500 to 7,000 mail pieces in one day.
 - b. Amount of daily mail pieces may be increased up to 10 times.
2. Approximately 90% of bills are 2 sheets/4 pages, 9% are 3 sheets/6 pages and 1% is more than 3 sheets or requires to be household merged/purged into the same envelope.
3. The printing and mailing of utility bills and reminder notices must include:
 - a. Print file manipulation
 - b. Equipment
 - c. Materials
 - d. Laser or Inkjet printing
 - e. Payment of all required postage
 - f. Return of final digital file for each bill.

4. Bills typically include an insert/flyer or additional information of up to 4 pages. Insert/flyer must be printed and placed in the bill.
5. The selected Firm must conform with automation criteria for postal discount rates, apply the minimum required postage for Bulk Rate Mail, or provide the most economical method for the utility bills and reminder notices, and shall inform BPUB of any changes in postal regulations and rates. Postage shall be billed at actual cost. To ensure the fastest delivery to the residents of Brownsville, the Firm is required to utilize the closest United States Postal Service (USPS) Distribution Center.
6. The BPUB may also require special off-cycle (outside of the routine utility billing cycle) mailings to customers which may amount to less than 500 bills for one day.
7. As a quality control measure, the BPUB will provide the totals and counts with each file sent for production. Selected Firm will implement a program to ensure output matches the totals and provide confirmation of the completion.
8. The BPUB does not guarantee to purchase any minimum or maximum quantity but does contemplate purchasing exclusively during the term of the contract from the successful Firm(s).

SPECIFICATIONS

The Firm must meet, or exceed, the following requirements:

1. The Firm's business shall be located in an established business location
2. All work shall be done at a location that provides security and supervision from start to finish, including a well-defined quality control assurance program
3. Ability to furnish all printing and mailing preparation services and deliver to United States Postal Service (USPS)

PRINTING & INSERTING

1. Must have multiple page and selective inserting capabilities
2. Ability to household merge/purge multiple statements into the same envelope
3. Imaging resolution used in printing must be 600 DPI or better
4. Ability to print in color
5. Ability to add a customizable message to utility billing statements

6. Ability to identify different format bills depending on customer class and selected language
7. Ability to pull out printed bills from the batch, if requested by BPUB, if the bill has not been sent to the Post Office

MAILING

1. Ability to produce multiple cycle runs of approximately 64,000 pieces per month
2. Turnaround-Billing delivered to USPS within 24 hours of receipt of data
3. Delivery to USPS mail processing center with maximum three business days delivery to Brownsville, Texas
4. Multiple statements to the same customer and mailing address must be matched and inserted in the appropriate size envelope, metered first-class separately, and delivered to the USPS at the same time all other bills are delivered
5. Ability to presort and mail pieces at bulk mailing rate whenever applicable

TECHNOLOGY/HARDWARE

1. Ability to recognize and produce bills and reminder notices in English and Spanish, depending on the BPUB customer language selection
2. Ability to provide consumption bar graph for previous 12 months on each billing statement
3. Ability to accept data transmission anytime during the 24 hours of the day
4. Provide the BPUB a secure means to transfer utility data
5. Ability to write, print, fold, insert, and deliver bills and reminder notices to USPS within 24 hours of receipt of data file, or by the next business day
6. Capability to perform custom programming as needed
7. Capability to manipulate the data, if requested by the Brownsville Public Utilities Board
8. Must have an emergency back-up plan to maintain the Turnaround-Billing time within 48 hours
9. Capability to confirm daily with BPUB the receipt of the file and verify proper file was received by matching the file to billing to calendar and expected document counts

10. Capability to distinguish unique types of bills and reminder notices, including but not limited to: language preference, service class, final and instant bills, and group billing
11. Ability to interface with BPUB billing system
12. Ability to archive data for use at a later time, if needed
13. Ability to provide the final bill output report per bill for BPUB's archive
14. Ability to identify unique customer coding, from the data transmission, of customers requiring envelopes and those on email bill service, and interface with Cayenta Utility Management System and Cognos Analytics to provide digital bill reports
15. Must have process compatibility with Cayenta Utility Management System and Cognos Analytics processes with minimal intervention from BPUB staff
16. Ability to correct and provide bad address reporting as well as National Change of Address (NCOA) move reports.

TECHNOLOGY/SECURITY

1. Must provide documentation for third party company that is maintaining the data in the cloud
2. Must provide audit certificate/report from company that conducts a vulnerability assessment or penetration test on your system
3. Must provide a Plan B (backup plan) in the event of a service interruption with the system being used
4. Must provide information on the process of retrieving backed up or historical data
5. Must provide three references from companies using the proposed hosted services; at least one (1) of these entities must have at least \$100,000,000 in gross revenues.

TECHNOLOGY/SECURITY QUESTIONS

6. How does your company ensure that the data that is collected is secure and kept confidential?
7. Is any data shared with any other company, if so, with which company?
8. How will BPUB users access the system?

MATERIALS REQUIREMENTS

1. Proposal shall include sample of all bills, envelopes, and billing inserts
2. Bill Statement size paper is 8.5” x 11” white stock perforated at 3.5” from top to bottom. Current bill average is 2 sheets (4 pages) with 4 images (5 logos, 1 graph)
3. Bill insert/flyer
4. Reminder Notices clearly marked or differentiated from regular bill
5. Mailing envelope: Standard #10 Window
6. Reply envelope: Business Reply #9, with or without window (postage not provided)

BILL REDESIGN SERVICES

1. It is the BPUB’s desire to keep the current statement and reminder notice design. See “Exhibit A” and “Exhibit B” for samples of our current utility bill and “Exhibit E” for reminder notice.
2. The Firm shall offer bill redesign services with the goals of improving the ability to find information, increase the ability to read and use the bill, and maximize communication between the BPUB and its customers.
3. It is possible that during the period of review a new bill print may be developed by BPUB.
4. The BPUB may not utilize the redesign service immediately. It should be a value added service, or an additional alternate to the proposal for purchase at a later date. Pricing should reflect the cost for the service as an alternative, or value added, immediately and be valid for 90 days from the closing date of the proposal. Firm should include pricing for the service at 6 months and at 12 months from the execution of the contract.

ARTWORK

1. Ability to receive files electronically from the City for the additional inserts.
2. Ability to print additional inserts or flyers.

BILL AND REMINDER NOTICE FORMAT

1. Bill examples provided as follow:
 - Exhibit A – Residential Bill 4 Pages

- Exhibit B – Commercial Bill 4 Pages
- Exhibit C – Commercial Bill 6 Pages
- Exhibit D – Commercial Bill 11 Pages

2. Reminder Notice example provided as Exhibit E

Note: Exhibits provided do not represent all the different billing statements and reminder notices used by BPUB.

PROPOSAL INFORMATION

All proposal envelopes shall contain a signed original and three (3) copies. The original proposals will be opened and only the Firm's name read aloud at the BPUB Purchasing Office located at 1155 FM 511, Olmito, TX. All proposals will be managed by BPUB in a manner that avoids disclosure of the contents to competing Firms and keeps the proposals confidential during any negotiations. All proposals will be open for public inspection as stated in the public information act, after the contract is awarded; however, trade secrets and confidential commercial or financial information in the proposals specifically identified by the Firms will not be open for public inspection. Accordingly, all pages in the proposal that the Firm considers to be proprietary and confidential should be appropriately marked.

Direct any questions to Diane Solitaire, Purchasing Department, by phone at (956) 983-6366 or by email at dsolitaire@brownsville-pub.com.

Candidates must guarantee their Original Proposal or subsequently clarified proposal for at least ninety (90) days from the Original Proposal opening date. To obtain the best and final offers, the BPUB may require written clarifications and explanations of Firm proposals after Original Proposal submissions when certain candidates have been selected for interviews. The BPUB will not be liable for any of the Firm's costs or expenses incurred in preparation or presentation of the Proposal(s). The BPUB also reserves the right to conduct a pre-award survey, or to require other evidence of technical, production, managerial, financial, or other abilities prior to the award of the contract.

The BPUB will follow Texas Local Government Code procurement procedures found at: Sections 252.021(b)(c); 252.041(b); 252.042; 252.043(h); 252.049(b).

To ensure that the award is made to the Firm whose proposal best meets the needs of the BPUB, discussion may be conducted with the top three (3) rated Firms at BPUB's discretion. After the meeting(s), five (5) working days will be allowed for the Firms to submit all requested additional information and explanations in writing, which shall be deemed a part of their final offer. The Firm shall submit with such clarifications and explanations any revised projected schedule. The Firms shall be treated fairly and equally with respect to any and all opportunities for discussion, clarification, and explanation of proposals.

INSTRUCTIONS TO RFP RESPONDENTS

Firms must submit a signed one (1) paper original and three (3) paper copies of the proposal in a sealed package. Proposals shall be submitted to the BPUB Purchasing Office, 1155 FM 511, Olmito, TX 78575, no later than **5:00 PM on August 16, 2023**.

Sealed envelope must be clearly labeled as follows:

**Brownsville Public Utilities Board
Attention: Diane Solitaire
1155 FM 511
Olmito, Texas 78575
“P059-23 Printing and Mailing Services for Utility Bills and Reminder Notices,
August 16, 2023, 5:00 PM”**

CONTRACT WITH FIRM/ENTITY INDEBTED TO BPUB

It is a policy of the BPUB to refuse to enter into a contract or other transaction with an individual, sole proprietorship, joint venture, Limited Liability Company or other entity indebted to BPUB.

FIRM REPRESENTATIVE

The successful Firm agrees to send a personal representative with binding authority for the company to the BPUB upon request to make adjustments and/or assist with coordination of all transactions as needed.

FIRM ACH (DIRECT DEPOSIT) SERVICES

The Brownsville PUB has implemented a payment service for Firms by depositing the payment directly to the Firm’s bank account. Successful Firm(s) will be required to receive payments directly through Automated Clearing House (ACH) in lieu of a paper check. **The awarded Firm must agree to receive payments via ACH (Direct Deposit).**

TAX IDENTIFICATION NUMBER (TIN)

In accordance with IRS Publication 1220, a W9 form, or a W8 form in cases of a foreign Firm, will be required of all Firms doing business with the Brownsville PUB. If a W9 or W8 form is not made available to Brownsville PUB, the first payment will be subject to income tax withholding at a rate of 28% or 30% depending on the U.S. status and the source of income as per IRS Publication 1220. **The W9 or W8 form must be included with proposal response.** Attached are sample forms.

TAXES

The BPUB is exempt from Federal Excise Tax, State Sales Tax and Local taxes. Do not include tax in the proposal. If it is determined that tax was included in the proposal, it will not be included in the tabulation or any awards. Tax exemption certificates will be furnished upon request.

SIGNING OF PROPOSAL

Failure to sign proposal will disqualify it. Person signing proposal should show title or authority to bind their Firm to a contract.

EEOC GUIDELINES

During the performance of this contract, the Firm agrees not to discriminate against any employee or applicant for employment because of race, national origin, age, religion, gender, marital or veteran status or physically challenging condition.

LIVING WAGE STATEMENT

On April 16, 2007, the BPUB Board of Directors approved a local “living wage” policy that requires all Contractors performing 100% Non-Federally funded Work for the BPUB to pay not less than a minimum wage rate of \$8.00/hour. The BPUB requires that all Contractors comply with this policy.

CONTRACT AND PURCHASE ORDER

The services may be performed remotely. A personal services contract for the services will be placed into effect after evaluation and final approval by BPUB Board of Directors. The initial term of this contract will be for 1 year from the date of award. Brownsville PUB may, unilaterally, extend the contract for two (2) additional one (1) year periods if price and services are satisfactory and agreed upon in writing by both parties.

BROWNSVILLE PUB RIGHTS

1. If only one or no proposal is received by “submission date”, the BPUB has the right to reject, re-advertise, accept and/or extend the proposal by up to an additional two (2) weeks from original submission date.
2. The right to reject any/or all proposals and to make award as they may appear to be advantageous to the Brownsville Public Utilities Board.
3. The right to hold proposal for up to 90 days from submission date without action, and to waive all formalities in proposal.
4. The right to extend the total proposal beyond the original 90-day period prior to an award, if agreed upon in writing by all parties (BPUB and Firm/contractor) and if Respondent/Firm holds original proposal prices firm.
5. The right to terminate for cause or convenience all or any part of the unfinished portion of the Project resulting from this solicitation within thirty (30) calendar days written notice; for cause: upon default by the Firm/contractor, for delay or non-performance by the Firm/contractor; or if it is deemed in the best interest of the BPUB for BPUB’s convenience.
6. The right to increase or decrease services. In proposal, stipulate whether an increase or decrease in services will affect proposal price.

CORRECTIONS

Any interpretation, correction, or change to the RFP will be made by ADDENDUM. Changes or corrections will be issued by the BPUB Purchasing Department. **Addenda will be emailed to all who have returned the Proposal Acknowledgement form.** Addenda will be issued as expeditiously as possible. It is the responsibility of the Firms to determine whether all addenda have been received. It will be the responsibility of all respondents to contact the BPUB prior to submitting a response to the RFP to ascertain if any addenda have been issued, and to obtain any all addenda, execute them, and return addenda with the response to the RFP. Addenda may also be posted on the BPUB website.

PROJECTED PROJECT TIMELINE

The BPUB has established the following timeline relating to the selection process. Dates are estimates only and are subject to change.

RFP Issued:	July 31, 2023
Last day to submit questions:	August 8, 2023 by 5:00 PM
Proposals due:	August 16, 2023 by 5:00 PM
Proposals Acknowledgment:	August 17, 2023 at 10:00 AM
Proposals evaluated:	August 18-August 25, 2023
Provide Final Recommendations	August 28, 2023
Board approval of contract award:	September 11, 2023
Project Start Date:	TBD

MINIMUM QUALIFICATIONS

Proposals shall be accepted only from Firms who meet the following minimum requirements:

- 1) Be independent and non-product affiliated. This does not prohibit the Firm from recommending a product or products.
- 2) Provide evidence of at least ten (10) years of experience in printing and mailing of bills or work similar to services requested in this RFP.
- 3) Have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the BPUB/City.
- 4) Provide a listing of at least three (3) references with two (2) current clients and one (1) past client, preferably large public entities, with at least one (1) of those entities having at least \$100,000,000 in gross revenues, specifying the scope and dates of services, and contact information, including names, addresses, email address and telephone numbers.
- 5) Certified statement that the agency is not debarred, suspended or otherwise prohibited from professional practice by any federal, state or local agency. This form must be submitted with the RFP to be considered (page 20).

REFERENCE CHECKS

The BPUB will contact prospective Firm's references by email or telephone. Complete the attached form for each reference provided.

RFP IS NOT A BASIS FOR OBLIGATIONS

This request for competitive sealed proposals does not constitute an offer to contract and does not commit the BPUB to the award of a contract to anyone or to pay any costs incurred in the

preparation and submission of proposals. The BPUB reserves the right to reject any or all proposals that do not conform to the requirements stated in this document. The BPUB also reserves the right to cancel all or part of this request for proposals for any reason determined by the BPUB to be in the best interest of the rate payers.

RIGHTS TO SUBMITTED MATERIALS

All proposals and material submitted to the BPUB by a Firm, in response to this RFP, shall become the property of the BPUB after the proposal submission deadline. The BPUB's return of the proposals/material will be subject to the requirements of the laws of the State of Texas.

BUSINESS REQUIREMENTS

Firms shall respond to each of the items listed below. Respondents are encouraged to recommend as part of their proposal, additional options, features or measures to help the BPUB meet its objectives in the spaces provided below or on a separate sheet of paper.

UNAUTHORIZED COMMUNICATIONS

After release of this solicitation, Proposer's contact regarding this RFP with members of the RFP evaluation, interview or selection panels, and employees of the BPUB or officials of the BPUB other than the Purchasing Manager or Purchasing Staff is prohibited and may result in disqualification from this procurement process. No officer, employee, agent or representative of the Proposer shall have any contact or discussion, verbal or written, with any members of the BPUB Board of Directors, members of the RFP evaluation, interview, or selection panels, BPUB staff, or directly or indirectly through others, seek to influence any BPUB Board member, BPUB staff regarding any matters pertaining to this solicitation, except as herein provided. If a representative of any Proposer violates the foregoing prohibition by contacting any of the above listed parties with whom contact is not authorized, such contact may result in the Proposer being disqualified from the procurement process.

PROPOSAL SUBMISSION REQUIREMENTS

(1) Proposal Format

(a) The proposals must be structured, presented, and labeled in the following manner:

- Tab 1 — Table of Contents
- Tab 2 — Project Work Plan
- Tab 3 — Qualifications
- Tab 4 — Key Personnel
- Tab 5 — Background and Experience
- Tab 6 — Price
- Tab 7 — Certifications and Other Required Forms

Failure to follow the specified format, label the responses correctly, or address all of the subsections may, at the BPUB's sole discretion, result in the rejection of the Proposal. Proposals should not contain extraneous information. All information presented in a Proposal must be relevant in response to a requirement of this RFP, must be clearly labeled,

and, if not incorporated into the body of the Proposal itself, must be referenced to the appropriate place within the body of the Proposal. The Proposal pages shall be numbered, and each section (tab) labeled.

TAB 1: TABLE OF CONTENTS – Identify each major section (tab), all pages are to be numbered.

TAB 2: PROJECT WORK PLAN –

- (a) Provide the legal entity name for the Firm. Provide the proposal contact name, phone number, email address and physical address(s) from which proposing Firm operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address.
- (b) Describe the Firm’s proposed objectives, processes and methodologies for providing all components included but not limited to the scope of services.
- (c) Provide a plan of implementation for the work to be performed.

TAB 3: QUALIFICATIONS –

- (a) Describe the Firm’s qualifications and experience in providing past and present services (brief company history).
- (b) Complete a detailed description of the proposing Firm’s qualifications with particular emphasis on experience relative to the services described herein.

TAB 4: KEY PERSONNEL –

- (a) Provide a project staff chart clearly identifying the project manager and key personnel associated with conducting the required Scope of Services.
- (b) Key Personnel- Provide resumes of the project manager and key personnel associated with conducting the required Scope of Services. Firm must ensure that staff has all required licenses, certifications, and training appropriate for such persons’ role and function within the Firm. Include information for the individual responsible for overall management and performance under the contract, the individual primarily responsible for the order fulfillment function of the scope of work, and the individual primarily responsible for the direct support function of the proposing Firm.

TAB 5: BACKGROUND AND EXPERIENCE -

- (a) Provide at least three (3) references with two (2) current clients and one (1) past clients of completed projects which best illustrate the experience of the Firm.
- (b) The following information must be included for each reference: entity name, client contact information (name, title, phone and email), scope of work performed, and identified. BPUB reserves the right to contact references, current or former clients to validate background and experience.

TAB 6: PRICE -

- (a) Complete the BPUB Pricing Proposal Form by providing your best proposed prices provided and placed on the form behind this tab. The Pricing Proposal Form is

found on the following pages of the RFP. Pricing shall be inclusive of all materials, travel and expenses required to complete the scope of work described here in.

TAB 7: CERTIFICATIONS AND OTHER REQUIRED FORMS - Complete, sign, and submit all certifications and other required forms as listed below and place behind this TAB:

- (a) Proposal Acknowledgement Form (submit this page upon receipt, can include copy in the Proposal). Any modifications or alterations to this form shall not be accepted.
- (b) Ethics Statement
- (c) Conflict of Interest Questionnaire
- (d) W9 or W8-BEN
- (e) Insurance Requirements - Evidence of policy or ability to obtain a professional liability (E&O) policy must be submitted in order to be considered. The Firm will be required to have a professional liability policy with a minimum limit of \$1,000,000.
- (f) Certified Statement - Certified statement that the Firm is not debarred, suspended, or otherwise prohibited from professional practice by any Federal, State, or Local agency. This form must be submitted in order to be considered. (Page 20)

INSURANCE REQUIREMENTS

Brownsville PUB, in its sole discretion, may require at Firm's expense certain insurance guaranteeing performance and payment of the services to be provided hereunder and may require at Firm's expense to maintain in force certain types of insurance during the time services are being performed. Insurance must be underwritten by companies acceptable to Brownsville PUB and authorized to do business in the State of Texas. True and correct copies must be filed with Brownsville PUB prior to the commencement of performing service hereunder.

Respondent shall carry insurance in the following amounts:

- 1. Comprehensive General Liability
 - a. Bodily Injury \$1,000,000 each occurrence
 - b. Property Damage \$1,000,000 each occurrence
- 2. Personal Injury Coverage \$1,000,000
- 3. Worker's Compensation As required by Law
- 4. Comprehensive Automobile Liability Insurance (applicable to owned, non-owned and hired vehicles)
 - a. Bodily Injury \$50,000 each person, \$500,000 combined single limit each occurrence
 - b. Property Damage \$1,000,000 each occurrence

All insurance in the above amounts shall name both Firm and Brownsville PUB as insured.

Certificates showing that Firm has and continues to protect itself and Brownsville PUB by means of such insurance shall be provided to the Brownsville PUB upon request at any time during contract period.

EVALUATION PROCEDURE AND CRITERIA

All proposals must be completed and convey all of the information requested in order to be considered responsive. If the proposal fails to conform to the essential requirements of the RFP, the Brownsville PUB alone will determine whether the variance is significant enough to consider the proposal susceptible to being made acceptable and therefore a candidate for further consideration, or not susceptible to being made acceptable and therefore not considered for award. Only the information provided with the proposal, subsequent discussions and clarifications provided in writing, and the proposer's written Best and Final Offer, is used in the evaluation process and award determination. Only these criteria will be considered on the award determination.

A BPUB committee will review the proposals submitted in response to this request and will make recommendations. The BPUB committee will review all proposals in light of the following major evaluation criteria with corresponding weights:

1. Evidence of level of understanding of the scope of work and methodology to carry out project successfully. Weight: 10
2. Firm must have at least 10 years' experience in the related industry. Weight: 5
3. Evidence as to whether the Firm has a good understanding of BPUB's type of organization, its special needs, its facilities, regulations, and other aspects (to include knowledge of municipality rules and regulations). Weight: 10
4. Evidence of capability to provide services on a timely basis (based on references). Finalist will provide BPUB with a timeline of the proposed services with an expected implementation date of September 1, 2020. Weight:10
5. Evidence of the Firm's ability to perform the work, technical competence, and experience. Weight: 10
6. Evidence of past performance, in terms of cost control and quality of work (based on references, examples of similar projects, and other pertinent information). Weight: 10

Please be advised that cost will not be the sole determining factor in the BPUB's selection of a Firm to provide the services specified in the scope of services in this RFP. The decision to conduct interviews or check references of individual Firms, all Firms, or no Firms is at the sole discretion of the BPUB.

PROPOSAL COST SHEET
P059-23

The undersigned Firm, having read and examined the requirements and specifications for the above, proposes to perform the services set forth in the Original Proposal. The undersigned Firm hereby proposes to furnish the following product, as described herein, for the rate of:

Description	Annual Estimate	Rate	Total
Utility Service Billing (2 Sheets - 4 pages)	585,000		
Utility Service Billing (3 Sheets - 6 pages)	58,500		
Utility Service Billing (Avg. 10 pages)	6,500		
1 Sheet 2 Pages Insert	542,000		
2 Sheet 4 Pages Insert	108,000		
Envelopes #9 for Bills	650,000		
Envelopes #10 for Bills	650,000		
Postage Estimate	650,000		
Reminder Notices (1 Sheet - 1 Page)	130,000		
Envelopes #10 Reminder Notices	130,000		
Postage Estimate	130,000		
Option - Bill Redesign Services	N/A		

Price per item to include all labor, equipment, materials, composition of bills and reminder notice reports, data interfacing, printing, handling and mail services.

Note: BPUB reserves the right to award services to one or various Firms based on price and/or references and as deemed most advantageous to BPUB.

Company Name: _____

Authorized Company Representative: _____

Authorized Company Representative: _____

Signature **(Failure to sign proposal will disqualify it)**

Company Address: _____

Telephone #: _____

Fax #: _____

Email: _____

**REQUIRED FORMS
CHECKLIST**

The following documents are to be submitted as a part of the BID/RFP/RFQ document

NAME	FORM DESCRIPTION	SUBMITTED WITH RFP	
		YES	NO
Legal Notice	Acknowledgement Form	<input type="checkbox"/>	<input type="checkbox"/>
	Debarment Certificate	<input type="checkbox"/>	<input type="checkbox"/>
	Ethic Statement	<input type="checkbox"/>	<input type="checkbox"/>
	Conflict of Interest Questionnaire	<input type="checkbox"/>	<input type="checkbox"/>
	W9 or W8 Form	<input type="checkbox"/>	<input type="checkbox"/>
	Direct Deposit Form (will be provided to the awarded Firm)	<input type="checkbox"/>	<input type="checkbox"/>
	Residence Certification Form	<input type="checkbox"/>	<input type="checkbox"/>
Special Instructions (if applicable)	RFP Schedule/Cost sheet completed and signed	<input type="checkbox"/>	<input type="checkbox"/>
	Cashier Check or Bid Bond of 5% of Total Amount of bid	<input type="checkbox"/>	<input type="checkbox"/>
	OSHA 300 Log	<input type="checkbox"/>	<input type="checkbox"/>
	Contractor Pre-Bid Disclosure completed, signed and notarized	<input type="checkbox"/>	<input type="checkbox"/>
	Sub-Contractor Pre-Bid Disclosure completed, signed, and notarized	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
References	Complete the Previous Customer Reference Worksheet for each reference provided	<input type="checkbox"/>	<input type="checkbox"/>
Addenda			

**ETHICS STATEMENT (THIS FORM MUST BE COMPLETED IN ITS ENTIRETY
AND SUBMITTED WITH RFP RESPONSE)**

The undersigned respondent, by signing and executing this RFP, certifies and represents to the Brownsville Public Utilities Board that respondent has not offered, conferred or agreed to confer any pecuniary benefit, as defined by (1.07 (a) (6) of the Texas Penal Code, or any other thing of value as consideration for the receipt of information or any special treatment of advantage relating to this RFP; the respondent also certifies and represents that the respondent has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this RFP, the respondent certifies and represents that respondent has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the City of Brownsville and/or the Brownsville Public Utilities Board concerning this RFP on the basis of any consideration not authorized by law; the respondent also certifies and represents that respondent has not received any information not available to other respondents so as to give the undersigned a preferential advantage with respect to this RFP; the respondent further certifies and represents that respondent has not violated any state, federal, or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that respondent will not in the future offer, confer, or agree to confer any pecuniary benefit or other thing of value of any officer, trustee, agent or employee of the City of Brownsville and/or Brownsville Public Utilities Board in return for the person having exercised their person's official discretion, power or duty with respect to this RFP; the respondent certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent, or employee of the City of Brownsville and/or Brownsville Public Utilities Board in connection with information regarding this RFP, the submission of this RFP, the award of this RFP or the performance, delivery or sale pursuant to this RFP.

THE FIRM SHALL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE CITY OF BROWNSVILLE AND THE BROWNSVILLE PUBLIC UTILITIES BOARD, ALL OF THEIR PUBLIC OFFICIALS, OFFICERS AND EMPLOYEES FROM AND AGAINST ALL CLAIMS, ACTIONS, SUITS, DEMANDS, PROCEEDINGS, COSTS, DAMAGES, AND LIABILITIES, ARISING OUT OF, CONNECTED WITH, OR RESULTING FROM ANY NEGLIGENT ACTS OR OMISSIONS OF CONTRACTOR OR ANY AGENT, EMPLOYEE, SUBCONTRACTOR, OR SUPPLIER OF CONTRACTOR IN THE EXECUTION OR PERFORMANCE OF ANY RESULTING CONTRACT FROM SUBMITTAL OF THIS RFP.

I have read all of the specifications and general RFP requirements and do hereby certify that all items submitted meet specifications.

COMPANY: _____

AGENT NAME: _____

AGENT SIGNATURE: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP CODE: _____

TELEPHONE: _____ TELEFAX: _____

FEDERAL ID#: _____ AND/OR SOCIAL SECURITY#: _____

DEVIATIONS FROM SPECIFICATIONS IF ANY:

NOTE: QUESTIONS AND CONCERNS FROM PROSPECTIVE CONTRACTORS SHOULD BE RAISED WITH OWNER AND ITS CONSULTANT (IF APPLICABLE) AND RESOLVED IF POSSIBLE, PRIOR TO THE RFP SUBMITTAL DATE. ANY LISTED DEVIATIONS IN A FINALLY SUBMITTED RFP MAY ALLOW THE OWNER TO REJECT A RFP AS NON-RESPONSIVE.

CERTIFICATION REGARDING

DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND SUBMITTED WITH RFP RESPONSE)

Name of Entity: _____

The prospective participant certifies to the best of their knowledge and belief that they and their principals:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b) Have not within a three year period preceding this RFP been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- d) Have not within a three year period preceding this RFP had one or more public transactions (Federal, State, Local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this RFP or termination of the award. In addition, under 18 USC Section 1001, a false statement may result in a fine up to a \$10,000.00 or imprisonment for up to five (5) years, or both.

Name and Title of Authorized Representative (Typed)

Signature of Authorized Representative

Date

I am unable to certify to the above statements. My explanation is attached.

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

BROWNSVILLE PUBLIC UTILITIES BOARD
RESIDENCE CERTIFICATION

In accordance with Art. 601g, as passed by the 1985 Texas Legislature, the following will apply. The pertinent portion of the Act has been extracted and is as follows:

Section 1. (a)

(1) "Nonresident bidder" means a bidder whose principal place of business is not in this state, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

(2) "Texas resident bidder " means a bidder whose principal place of business is in this state, and includes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

Section 1. (b)

The state or governmental agency of the state may not award a contract for general construction, improvements, services, or public works projects or purchases of supplies, materials or equipment to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to under bid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located.

I certify that
(Company Name) is a **resident Texas bidder** as defined in Art. 601g.

Signature: _____

Print Name: _____

I certify that
(Company Name) is a **nonresident bidder** as defined in Art. 601g. and our principal place of business is: _____

(City and State)

Signature: _____

Print Name: _____

**Certificate of Status of Beneficial Owner for
 United States Tax Withholding and Reporting (Entities)**

▶ For use by entities. Individuals must use Form W-8BEN. ▶ Section references are to the Internal Revenue Code.
 ▶ Go to www.irs.gov/FormW8BENE for instructions and the latest information.
 ▶ Give this form to the withholding agent or payer. Do not send to the IRS.

OMB No. 1545-1621

Do NOT use this form for:

Instead use Form:

- U.S. entity or U.S. citizen or resident W-9
- A foreign individual W-8BEN (Individual) or Form 8233
- A foreign individual or entity claiming that income is effectively connected with the conduct of trade or business within the United States (unless claiming treaty benefits) W-8ECI
- A foreign partnership, a foreign simple trust, or a foreign grantor trust (unless claiming treaty benefits) (see instructions for exceptions) W-8IMY
- A foreign government, international organization, foreign central bank of issue, foreign tax-exempt organization, foreign private foundation, or government of a U.S. possession claiming that income is effectively connected U.S. income or that is claiming the applicability of section(s) 115(2), 501(c), 892, 895, or 1443(b) (unless claiming treaty benefits) (see instructions for other exceptions) W-8ECI or W-8EXP
- Any person acting as an intermediary (including a qualified intermediary acting as a qualified derivatives dealer) W-8IMY

Part I Identification of Beneficial Owner

<p>1 Name of organization that is the beneficial owner</p>	<p>2 Country of incorporation or organization</p>																
<p>3 Name of disregarded entity receiving the payment (if applicable, see instructions)</p>																	
<p>4 Chapter 3 Status (entity type) (Must check one box only):</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Simple trust</td> <td><input type="checkbox"/> Tax-exempt organization</td> <td><input type="checkbox"/> Corporation</td> <td><input type="checkbox"/> Partnership</td> </tr> <tr> <td><input type="checkbox"/> Central Bank of Issue</td> <td><input type="checkbox"/> Private foundation</td> <td><input type="checkbox"/> Complex trust</td> <td><input type="checkbox"/> Foreign Government - Controlled Entity</td> </tr> <tr> <td><input type="checkbox"/> Grantor trust</td> <td><input type="checkbox"/> Disregarded entity</td> <td><input type="checkbox"/> Estate</td> <td><input type="checkbox"/> Foreign Government - Integral Part</td> </tr> <tr> <td></td> <td><input type="checkbox"/> International organization</td> <td></td> <td></td> </tr> </table> <p>If you entered disregarded entity, partnership, simple trust, or grantor trust above, is the entity a hybrid making a treaty claim? If "Yes," complete Part III. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<input type="checkbox"/> Simple trust	<input type="checkbox"/> Tax-exempt organization	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Central Bank of Issue	<input type="checkbox"/> Private foundation	<input type="checkbox"/> Complex trust	<input type="checkbox"/> Foreign Government - Controlled Entity	<input type="checkbox"/> Grantor trust	<input type="checkbox"/> Disregarded entity	<input type="checkbox"/> Estate	<input type="checkbox"/> Foreign Government - Integral Part		<input type="checkbox"/> International organization		
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<p>5 Chapter 4 Status (FATCA status) (See instructions for details and complete the certification below for the entity's applicable status.)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Nonparticipating FFI (including an FFI related to a Reporting IGA FFI other than a deemed-compliant FFI, participating FFI, or exempt beneficial owner). <input type="checkbox"/> Participating FFI. <input type="checkbox"/> Reporting Model 1 FFI. <input type="checkbox"/> Reporting Model 2 FFI. <input type="checkbox"/> Registered deemed-compliant FFI (other than a reporting Model 1 FFI, sponsored FFI, or nonreporting IGA FFI covered in Part XII). See instructions. <input type="checkbox"/> Sponsored FFI. Complete Part IV. <input type="checkbox"/> Certified deemed-compliant nonregistering local bank. Complete Part V. <input type="checkbox"/> Certified deemed-compliant FFI with only low-value accounts. Complete Part VI. <input type="checkbox"/> Certified deemed-compliant sponsored, closely held investment vehicle. Complete Part VII. <input type="checkbox"/> Certified deemed-compliant limited life debt investment entity. Complete Part VIII. <input type="checkbox"/> Certain investment entities that do not maintain financial accounts. Complete Part IX. <input type="checkbox"/> Owner-documented FFI. Complete Part X. <input type="checkbox"/> Restricted distributor. Complete Part XI. </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Nonreporting IGA FFI. Complete Part XII. <input type="checkbox"/> Foreign government, government of a U.S. possession, or foreign central bank of issue. Complete Part XIII. <input type="checkbox"/> International organization. Complete Part XIV. <input type="checkbox"/> Exempt retirement plans. Complete Part XV. <input type="checkbox"/> Entity wholly owned by exempt beneficial owners. Complete Part XVI. <input type="checkbox"/> Territory financial institution. Complete Part XVII. <input type="checkbox"/> Excepted nonfinancial group entity. Complete Part XVIII. <input type="checkbox"/> Excepted nonfinancial start-up company. Complete Part XIX. <input type="checkbox"/> Excepted nonfinancial entity in liquidation or bankruptcy. Complete Part XX. <input type="checkbox"/> 501(c) organization. Complete Part XXI. <input type="checkbox"/> Nonprofit organization. Complete Part XXII. <input type="checkbox"/> Publicly traded NFFE or NFFE affiliate of a publicly traded corporation. Complete Part XXIII. <input type="checkbox"/> Excepted territory NFFE. Complete Part XXIV. <input type="checkbox"/> Active NFFE. Complete Part XXV. <input type="checkbox"/> Passive NFFE. Complete Part XXVI. <input type="checkbox"/> Excepted inter-affiliate FFI. Complete Part XXVII. <input type="checkbox"/> Direct reporting NFFE. <input type="checkbox"/> Sponsored direct reporting NFFE. 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<p>6 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address (other than a registered address).</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 65%; border-bottom: 1px solid black;">City or town, state or province. Include postal code where appropriate.</td> <td style="width: 35%; border-bottom: 1px solid black;">Country</td> </tr> </table>		City or town, state or province. Include postal code where appropriate.	Country														
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<p>7 Mailing address (if different from above)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 65%; border-bottom: 1px solid black;">City or town, state or province. Include postal code where appropriate.</td> <td style="width: 35%; border-bottom: 1px solid black;">Country</td> </tr> </table>		City or town, state or province. Include postal code where appropriate.	Country														
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- **Certificate of Interested Parties-Form 1295**

Special message: Please read the Special Notification regarding HB 1295 effective January 1, 2016, implemented by the Texas Ethics Commission, which requires business entities to provide a completed Form 1295 to Brownsville PUB with signed contracts in order to execute them.

In 2015, the Texas Legislature adopted House Bill 1295. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. **The law applies to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million.** The disclosure requirement applies to a contract entered into on or after January 1, 2016.

To implement the law, the Texas Ethics Commission (TEC) adopted new rules necessary to prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form, Form 1295, on October 5, 2015. The commission also adopted new rules as part of Chapter 46 of the Texas Administrative Code on November 30, 2015.

On January 1, 2016, TEC made a new filing application available on their website for business entities to use to both create and file Form 1295. Business entities will enter the required information on Form 1295 within the application and print a copy of the completed form, which will include a certification of filing with a unique certification number. An authorized agent of the business entity will need to sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be included with the signed contract to the governmental body or state agency in order for the governmental body to execute the contract.

Brownsville PUB will then notify the commission, using TEC's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract.

TEC will then post the business entity's completed Form 1295 to its website within seven (7) business days after receiving notice from Brownsville PUB acknowledging that it was received.

To obtain additional information on HB 1295, to learn more about TEC's process to create a new account or to complete an electronic version of Form 1295 for submission with a signed contract, please go to the following link: https://ethics.state.tx.us/whatsnew/elf_info_form1295.htm

NOTE: IF AWARDED THIS CONTRACT, FORM 1295 WILL BE SUBMITTED AT THE TIME THE SIGNED CONTRACT IS SUBMITTED TO BPUB. ___ YES ___ NO

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.

Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
 (street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
 (month) (year)

 Signature of authorized agent of contracting business entity
 (Declarant)

ADD ADDITIONAL PAGES AS NECESSARY