



## **BROWNSVILLE PUBLIC UTILITIES BOARD**

### **Request for Competitive Sealed Proposals (RFP)**

#### **For Fleet Light Duty Auto Parts**

**P035-25**

**Proposal Due: March 26, 2025 at 5:00 PM**

**Proposal Acknowledgement: March 27, 2025 at 11:30 AM**



AND

**INVITATION FOR COMPETITIVE SEALED PROPOSALS**  
**Proposal #035-25**

The Brownsville Public Utilities Board (BPUB) will accept competitive sealed proposals for Fleet Light Duty Auto Parts, **until 5:00 PM, March 26, 2025** in the Brownsville PUB Purchasing Office, 1155 FM 511, Olmito, Texas. **Proposals received after this time will not be considered.**

Proposals will be acknowledged to identify the firms on March 27, 2025 at 11:30 AM. Firms are invited to call (956) 214-6020 to listen to the proposal acknowledgement.

Detailed specifications may be obtained at Brownsville Public Utilities Board at the following website <http://www.brownsville-pub.com/rfp status/open/>

Please mark on the **outside of the envelope and on any carrier's envelope**: "SEALED PROPOSAL FOR FLEET LIGHT DUTY AUTO PARTS, March 26, 2025, 5:00 PM, P035-25, and send to the attention of Diane Solitaire, Purchasing Department, 1155 FM 511, Olmito, Texas 78575.

The Brownsville Public Utilities Board will not be responsible in the event that the U.S. Postal Service or any other courier system fails to deliver the sealed proposals to the Brownsville PUB, Purchasing Office by the given deadline above. **Proposals will not be accepted via electronic transmission or facsimile.**

The Brownsville PUB reserves the right to reject any or all proposals and to waive irregularities contained therein and to accept any proposals deemed most advantageous to the Brownsville PUB.

BY: ***Diane Solitaire***  
Purchasing  
Brownsville Public Utilities Board  
(956) 983-6366 – Phone

**Please submit this page upon receipt**

**ACKNOWLEDGEMENT FORM  
P035-25 Fleet Light Duty Auto Parts**

For any clarifications, please contact Rick Flores at Brownsville PUB Purchasing Department at (956) 983-6368 or e-mail: [riflores@brownsville-pub.com](mailto:riflores@brownsville-pub.com)

Please email this page upon receipt of the RFP package or legal notice. If you only received the legal notice and you want the RFP 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 above and return this form **via email to: [riflores@brownsville-pub.com](mailto:riflores@brownsville-pub.com)**. This will ensure you remain active on our Firm list.

Date \_\_\_\_\_

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

# REQUEST FOR PROPOSAL

## For Fleet Light Duty Auto Parts

### **PURPOSE**

This RFP is intended to achieve the following Objectives:

- Improve Vehicle and Equipment Fleet Availability
- Reduce Vehicle and Equipment Maintenance Costs
- Identify and Document Performance Standards, as well as, reporting on the general business practices based on measurable criteria set forth by the BPUB for all levels of services and procedures within the Scope of Work established in this RFP.

### **PROPOSAL INFORMATION**

All proposal envelopes shall contain a signed original and one (1) copy. 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 Texas 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.

Detailed specifications may be obtained at the following website: [https://www.brownsville-pub.com/rfp\\_status/open/](https://www.brownsville-pub.com/rfp_status/open/)

Direct any questions to Rick Flores, Purchasing; email: [riflores@brownsville-pub.com](mailto:riflores@brownsville-pub.com) or phone: (956) 983-6368.

Firms 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. The

BPUB may require more than one meeting be held with the top three (3) rated Firms. 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.

Any Firm may be required, at the option of the BPUB, to demonstrate successful performance of similar services. The services to be demonstrated shall have similar functional and performance characteristics as those required in these specifications. The potential demonstration(s) shall occur at a mutually agreed upon time and location.

#### **UNAUTHORIZED COMMUNICATIONS**

After release of this solicitation, Firm'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 Firm 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 Firm violates the foregoing prohibition by contacting any of the above listed parties with whom contact is not authorized, such contact may result in the Firm being disqualified from the procurement process. Any oral communications are considered unofficial and non-binding with regard to this RFP.

#### **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, aW9 form, or a W8 form in cases of a foreign vendor, will be required of all vendors 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.

### **CONTRACT AND PURCHASE ORDER**

The services shall be performed in Brownsville, Texas. A contract for the services will be executed after evaluation and final approval by the BPUB Board of Directors.

### **TERM OF AGREEMENT**

The term of the agreement the BPUB intends to award shall be for a period of three (3) years, with years two and three subject to administration and Board approval. Proposals may be submitted by Firm(s), and thus, awarded by the BPUB, in part or in its entirety. The BPUB reserves the right to contract with multiple Firms concurrently. For purposes of this RFP, it is assumed and expected by the BPUB that if multiple Firms are awarded agreements, each will perform its own contracted and/or agreed upon duties/functions in a cooperative and straightforward manner. No malicious or negligent activities will be tolerated by the BPUB and shall be grounds for termination of any contract/agreement the BPUB enters into.

### **BPUB 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 BPUB.
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 Firm/contractor 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/quantities requested. In proposal, stipulate whether an increase or decrease in services/quantities 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 Firms 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 BPUB's webpage.

### **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:	March 10, 2025
Last Day to Submit Questions:	March 17, 2025 by 5:00 PM
Proposals due:	March 26, 2025 no later than 5:00 PM
Proposals Acknowledgment:	March 27, 2025 at 11:30 AM
Proposals evaluated:	March 27 thru April 11, 2025
Board approval of contract award:	May 12, 2025

### **PROPOSAL SUBMISSION REQUIREMENTS**

It is the proposing Firm's responsibility to provide all required information, including required attachments.

No information beyond that specifically requested is required and proposing Firms are requested to keep their submissions to the shortest length consistent with making a complete presentation of qualifications. **Unless otherwise indicated, a proposal that does not provide all of the information requested below may be rejected.**

To this end, the proposing Firm shall complete and/or submit the following documents as part of the sealed proposal package presented in the following format and order.

The proposals must follow all formats, and address all portions of the RFP set forth herein providing all information requested.

Firms must submit a signed original and one (1) copy of the proposal in a sealed package. Proposals shall be submitted to the BPUB Purchasing Office, 1155 FM 511, Olmito, TX, no later than 5:00 PM on March 26, 2025.

Sealed envelope must be clearly labeled as follows:

**Brownsville Public Utilities Board  
Attention: Diane Solitaire  
1155 FM 511  
Olmito, TX 78575  
“P035-25 Sealed Proposal for Fleet Light Duty Auto Parts, March 26, 2025, 5:00 PM”**

### **MINIMUM QUALIFICATIONS**

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

1. Have been in business for a minimum of five (5) years providing the scope of services consistent with those sought in this RFP.
2. Have experience providing similar services to at least three (3) other entities; with at least \$1 million in gross revenues.
3. Not be in bankruptcy, conservatorship, receivership, or in the possession of a regulatory agency.
4. Disclose any legal and/or regulatory inquiries and/or sanctions against the Firm, or any individuals employed by the Firm.
5. The ability to provide at least 4 references, preferably from other utilities providing similar services contained in this RFP.
6. The ability to provide Point of Sale (POS) software. Systems can be web-based, as long as BPUB receives invoices electronically with the information requested.
7. Provide electronic format (i.e., excel, XML, CSV) of purchases. Example format is on line item 13, page 13-14. **BPUB will not accept scanned documents of purchases.**

### **REFERENCE CHECKS**

The BPUB will contact prospective Firm's references by email.

### **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. Proposal shall include a detailed description of how the RFP requirements will be met, including what would be required from the BPUB. Firms must provide a response to each item requested. Firms are encouraged to recommend as part of their proposal additional options, features or measures to help the BPUB meet its objectives on a separate sheet of paper.

### **WITHDRAWAL OF PROPOSALS**

A representative of the company may withdraw a Proposal(s) at any time prior to the RFP submission deadline, upon presentation of acceptable identification as a representative of such company.

### **SCOPE OF SERVICES**

The scope of services for the purchase of auto parts as described in this RFP includes, but is not limited to, the following services listed below. In order to achieve a uniform review process and to obtain the maximum degree of comparability, Firms responding to this RFP shall address the following items in detail.

1. All parts are to be new and unused unless rebuilt parts are specifically identified. Pricing must include all product, freight, labor, delivery, and all other costs associated with providing the parts. Additional information to be provided shall include company's process for providing parts ordered, prompt delivery of parts, maintaining Firm's inventory, and billing for parts sold through the program. Furthermore, information should include procedures for return of incorrect items, defective items, etc. The Firm must provide an invoice/statement at the beginning of the month for all parts purchased during the month proceeding the month ended. Payment will be made within NET 30 days.

Firm shall include projected annual percentage increases in list price and projected percentage changes in discounts over the term of this proposal.

2. Please detail any prior or current arrangements of this type your company has with other entities. Information shall include, but not be limited to, a list of entities, entity's representative, and the individual's email address and phone number.
3. At a minimum, the Firm must provide the following components for the purchase of automotive parts:
  - a. Software – Point-of-sale (POS) software that will track orders, electronically generate sales receipts, maintain charge accounts, electronic re-ordering of parts, preparation of monthly billing statements and other end-of-month reports.
  - b. If necessary, Firm shall provide installation and setup of POS system software to include comprehensive training to I.T. Department and basic training for Fleet personnel during the initial installation of the system.
  - c. Firm shall include information regarding available software technical support and maintenance.
  - d. Firm shall provide electronic format (i.e., excel, XML, CSV) of transactions that have been conducted, in the appropriate format. Example of the electronic file is on line item 13, page 13-14.
    - a. In addition to the monthly statement, Firm shall provide a daily transaction summary for orders placed.
4. Firm shall provide company information to include, but not limited to the following:
  - a. A brief history and description of company
  - b. Total number and location of parts sales associates employed by the Firm
  - c. Number and location of distribution centers (if applicable)
  - d. Number and location of support centers (if applicable)
  - e. Location and contact information of the Firm's representative who will be coordinating with the BPUB.
5. Vehicle and Equipment Parts and/or Supplies Definitions
  - a. Aftermarket Parts and/or Supplies: The offered part(s) shall be of similar kind and quality not made by the original manufacturer.
  - b. Original Equipment Manufacturer (OEM) Parts and/or Supplies: The offered part(s) shall be made by the manufacturer of the original part.

- c. Warranty/Recall: All aftermarket and OEM parts and/or supplies provided by the vendor shall be warranted against defects in material and/or workmanship. The warranty and/or recall will provide the full cost of the part(s) required to replace the defective part(s) and any packing, shipping, etc. required to replace the defective part.

**NOTE:** Provide warranty information on electronic statement/invoice and warranty must be honored by vendor providing the parts.

## 6. Parts and Supplies

The Firm shall provide automotive and equipment parts and supplies required to service and repair the BPUB's diverse fleet of vehicles and equipment. The Firm shall only charge the BPUB for parts actually requested by authorized BPUB Fleet personnel and installed or used on BPUB equipment. The BPUB further requires that in every application, where reasonable and acceptable, the Firm shall provide rebuilt, refurbished, recycled or refined products that meet or exceed OEM, Society of Automotive Engineers (SAE), Underwriters Laboratories (UL), Military Standard Specification (Mil-spec), American National Standards Institute (ANSI) or other industry quality standards. All hydraulic equipment, components and parts must meet Joint Industry Council (JIC) and SAE specifications.

Firm shall provide brand parts which meet or exceed OEM, SAE, UL, Mil-spec, ANSI or other industry quality standards whenever possible or requested. The BPUB strongly encourages the usage of lower cost non-OEM brand parts whenever possible.

## 7. Quality of Parts

Parts supplied by the Firm shall meet or exceed the quality of the parts furnished originally for the equipment (OEM or equivalent). If the original manufacturer updates the quality of the parts for current production, parts purchased after that change shall meet or exceed the updated quality specification. The BPUB shall specifically approve new product lines or changes to existing product lines before they are introduced for use. If more than one (1) grade of product is available that meets the requirements of this section, the BPUB may designate which grade shall be made available for use. The BPUB will accept only quality "first" lines from nationally recognized vendors and not "second" lines of substandard quality. The BPUB may at any time refuse any particular product, and require a specific substitute to be used. Rebuilt or remanufactured parts must conform to the manufacturer's recommended reconditioning tolerances.

## 8. Electronic Parts Catalog

The Firm shall utilize an automated ordering system with an electronic parts catalog.

9. During the Term of this Contract, any Parts or Items bought, that result in an incorrect Part/Item or an unacceptable substitute Part/Item, will be the financial responsibility of the Firm unless BPUB personnel specifically requested that exact Part Number. Also, BPUB shall not be responsible for restocking fees associated with said incorrect Parts/Items, unless specifically

requested by exact Part Number. The burden of proof is the sole responsibility of the Firm to prove the incorrect part was ordered by BPUB.

#### 10. Performance Requirements

Performance requirements cited below for each category are the BPUB's expectations to be met or exceeded by Firm for all parts ordered. It is the BPUB's desire that these guidelines be strongly adhered to in order for the BPUB to meet its objectives stated in the Request for Proposal(s).

##### a. Light Vehicle / Automotive Needs

###### LIGHT DUTY PARTS

On Demand Parts Orders 90 %

Within 2 days 95 %

Within 3 days or less 98 %

#### 11. Price Proposal Requirements

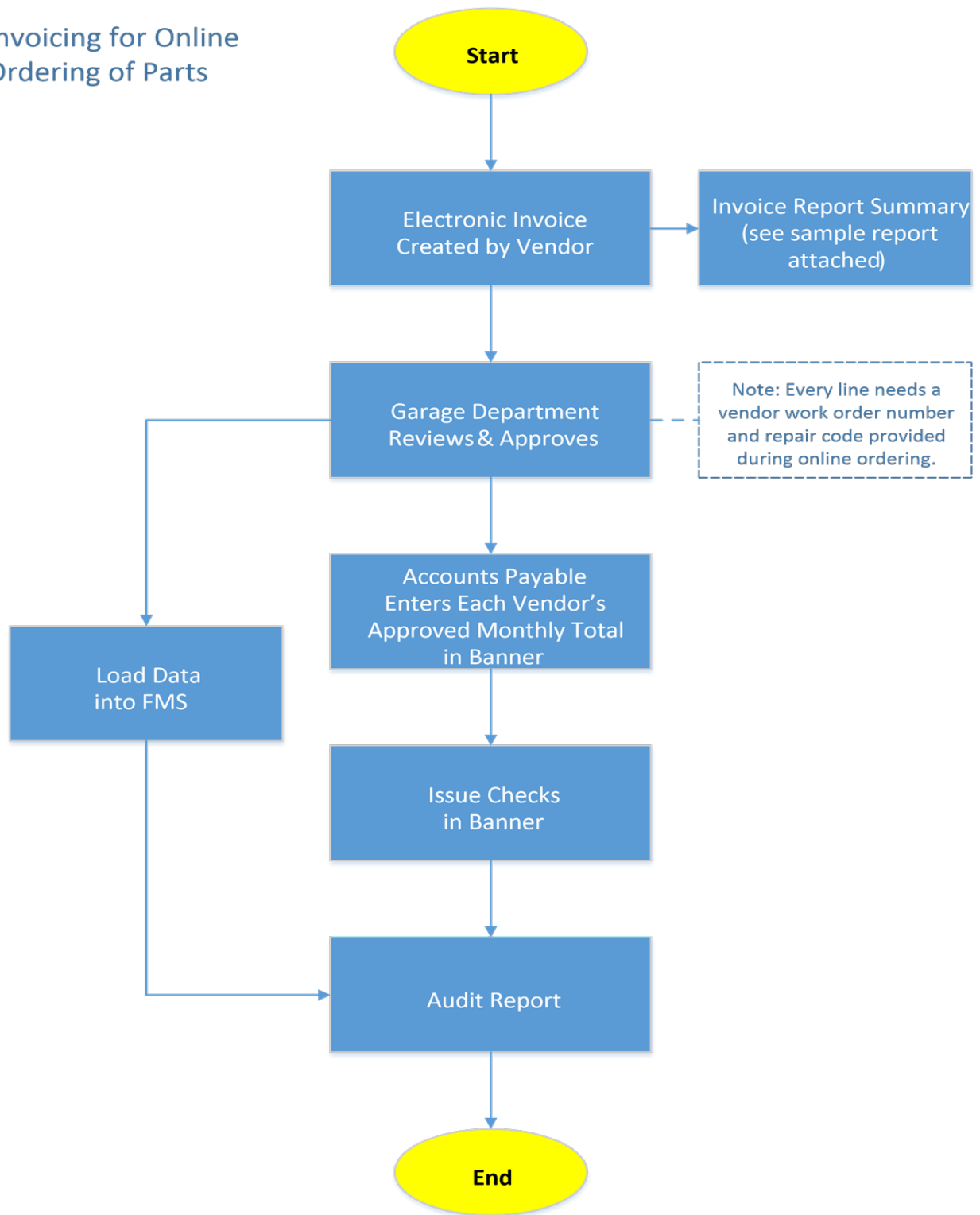
Firm shall clearly define, in their proposal, the proposed methodology to be used to determine prices to charge the BPUB for parts. If the proposal referenced discounts from trade price lists, include a copy of such list. The price proposal must include the percentage discount from list price for each category listed in the Cost Sheet.

#### 12. Payment

At the end of each the month, the Firm will submit an invoice/statement listing all transactions for the prior month and any Reports required by the BPUB to substantiate the costs. No other invoices for Parts shall be accepted or paid. The BPUB will review for reconciliation and will pay only for those Parts ordered and received, and properly reconciled per the submitted invoice/statement. Credits must reference original invoice number and have same information as original invoice.

#### 13. Current Electronic Invoice Process and Report Sample

## Invoicing for Online Ordering of Parts



Customer	Work Order	Invoice	Invoice Date	Invoice Total	Item	Description	QTY	Net Price	Extended
xxx99	151250-1026	xxx331	6/1/2015	47.01	Antifreeze	1GalAntifreeze	3	15.99	47.97
xxx99	151461-1050	xxx803	6/4/2015	39.16	R134A-12	12ozR134A	4	9.99	39.96
xxx99	151460-1037	xxx804	6/4/2015	49.00	2.5GAL	BLUE DEF	4	12.50	50.00
xxx99	151329-1056	xxx806	6/4/2015	39.16	R134A-12	12ozR134A	4	9.99	39.96
xxx99	151509-7009	xxx569	6/9/2015	27.42	11-11	MUD FLAP	2	13.99	27.98
xxx99	151506-7009	xxx570	6/9/2015	27.42	11-11	MUD FLAP	2	13.99	27.98
xxx99	151507-7009	xxx571	6/9/2015	27.42	11-11	MUD FLAP	2	13.99	27.98
xxx99	151445-9000	xxx572	6/9/2015	98.43	GAL-TX	GL-WIPER FLD	12	2.59	31.08
xxx99	151445-9000	xxx572	6/9/2015	98.43	15	10.7ozStrtFd	24	2.89	69.36
xxx99	151514-1037	xxx573	6/9/2015	36.75	2.5GAL	BLUE DEF	3	12.50	37.50
xxx99	151225-1070	xxx716	6/10/2015	-22.02	11123	OIL FILTER	1	3.73	3.73
xxx99	151225-1070	xxx716	6/10/2015	-22.02	11124	AIR FILTER	1	10.78	10.78
xxx99	151225-1070	xxx716	6/10/2015	-22.02	11125	FUEL FILTER	1	7.97	7.97
xxx99	151222-1070	xxx717	6/10/2015	-36.22	11155	OIL FILTER	1	13.78	13.78
xxx99	151222-1070	xxx717	6/10/2015	-36.22	11156	AIR FILTER	1	23.18	23.18
xxx99	151223-1070	xxx719	6/10/2015	-22.02	11177	OIL FILTER	1	3.73	3.73
xxx99	151223-1070	xxx719	6/10/2015	-22.02	11178	AIR FILTER	1	10.78	10.78
xxx99	151223-1070	xxx719	6/10/2015	-22.02	11179	FUEL FILTER	1	7.97	7.97
xxx99	151221-1070	xxx720	6/10/2015	-14.06	11177	OIL FILTER	1	3.45	3.45
xxx99	151221-1070	xxx720	6/10/2015	-14.06	11178	AIR FILTER	1	10.90	10.90
xxx99	151246-1070	xxx721	6/10/2015	-103.68	11180	OIL FILTER	1	28.45	28.45
xxx99	151246-1070	xxx721	6/10/2015	-103.68	11181	FUEL/WATER	1	24.27	24.27
xxx99	151246-1070	xxx721	6/10/2015	-103.68	11182	FUEL FILTER	1	14.40	14.40
xxx99	151246-1070	xxx721	6/10/2015	-103.68	11188	AIR FILTER	1	38.68	38.68
xxx99	151577-1037	xxx431	6/15/2015	49.00	2.5GAL	BLUE DEF	4	12.50	50.00
xxx99	151595-1056	xxx684	6/17/2015	48.95	R134A-12	12ozR134A	5	9.99	49.95
xxx99	151609-1037	xxx699	6/17/2015	24.50	2.5GAL	BLUE DEF	2	12.50	25.00
xxx99	151616-1037	xxx700	6/17/2015	36.75	2.5GAL	BLUE DEF	3	12.50	37.50
xxx99	151617-1037	xxx701	6/17/2015	24.50	2.5GAL	BLUE DEF	2	12.50	25.00
xxx99	151618-1037	xxx702	6/17/2015	24.50	2.5GAL	BLUE DEF	2	12.50	25.00
xxx99	151445-9000	xxx717	6/17/2015	56.80	11112	NITRILE GLV	4	14.49	57.96

## AUTOMOTIVE PARTS CATEGORIES AND GENERAL DESCRIPTIONS

Each Firm is to submit a **percentage discount off list price** in each of the categories listed below. Based on the needs of the BPUB Fleet Department, the list is subject to change.

Category 1 Brake Pads (pairs; mid-grade)

Category 2 Brake Rotors (pairs; economy grade)

Category 3 Serpentine Belts (economy grade)

Category 4 Batteries (OEM or better, 65-month warranty or better) mid-grade

Category 5 Headlights and Bulbs 150 Part Kit w/Cabinet (economy grade)

Category 6 U-Joints (economy grade)

Category 7 Spark Plugs (economy grade)

Category 8 Plug Wire Sets (economy grade)

Category 9 Hose Clamps Kit (economy grade)

Category 10 Vacuum Hose and Fuel Hose Kit, Vacuum Hose (25 ft. roll each) 3/32", 5/32", 7/32", Fuel Hose (25 ft. roll each) 1/4", 5/16", 3/8" (economy grade)

Category 11 Oil Filters (economy grade)

Category 12 Air Filters (economy grade)

Category 13 Fuel Filters (economy grade)

Category 14 Transmission Filter Kits (economy grade)

Category 15 Motor Oil (economy grade, 5W20, 5W30, 10W30; 1 qt.)

Category 16 Transmission Oil (economy grade), Macron, Pennzoil; Multi-vehicle, 1qt.)

Category 17 Brake Fluid (1 case) 32 oz. (economy grade)

Category 18 Windshield Washer Fluid (1 Gallon) (economy grade)

Category 19 Antifreeze (economy grade, Multi use; 50/50 or similar) (economy grade)

Category 20 Hydraulic Oil (economy grade, non-conductive, (5 gal)

Category 21 Water Pumps (economy grade)

Category 22 Tie Rods (economy grade)

Category 23 Ball Joints (economy grade)

Category 24 Thermostats (economy grade)

Category 25 Radiators (OEM or mid-grade)

Category 26 Miscellaneous Chemicals WD-40 12 or Case Lot Brake Cleaner 12 or Case Lot Carburetor Cleaner 12 or Case Lot (economy grade)

## **PROPOSAL COST SHEET**

**P035-25**

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 parts, as described herein, for the list price less percentage discount. **ALL CATAGORIES MUST CONTAIN A PERCENTAGE DISCOUNT OFF LIST PRICE.**

CATEGORY	Grade (economy grade/mid-grade)	% Discount off List Price
1	Mid-grade	
2	Economy-grade	
3	Economy-grade	
4	Mid-grade	
5	Economy-grade	
6	Economy-grade	
7	Economy-grade	
8	Economy-grade	
9	Economy-grade	
10	Economy-grade	
11	Economy-grade	
12	Economy-grade	
13	Economy-grade	
14	Economy-grade	
15	Economy-grade	
16	Economy-grade	
CATEGORY	Grade (economy grade/mid-grade)	% Discount off



		List Price
17	Economy-grade	
18	Economy-grade	
19	Economy-grade	
20	Economy-grade	
21	Economy-grade	
22	Economy-grade	
23	Economy-grade	
24	Economy-grade	
25	Mid-grade	
26	Economy-grade	

NOTE: The award will be made to the Firm that meets or exceeds the evaluation criteria listed below. BPUB has the option to select only one Firm to provide the services requested in this RFP.

Company Name:\_\_\_\_\_

Authorized Company Representative:\_\_\_\_\_

Authorized Company Representative:\_\_\_\_\_

Signature (Failure to sign proposal will disqualify it)

Company Address:\_\_\_\_\_

Telephone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

## **EVALUATION CRITERIA**

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. Firm's ability to provide prompt response on delivery of parts and other service related issues relative to the components listed in this RFP. Service related issues shall include, but not be limited to the Firm's approach to providing software and point-of-sale technical support – weight 5
2. Proposed pricing/discounts for automotive parts - weight 3
3. Firm's ability to provide Internet, On-Line ordering of items listed on this RFP – weight 5
4. Firm experience relative to services described in this RFP – weight 2
5. References from other utilities/entities utilizing the software – weight 2
6. User-friendliness of customer interface – weight 4
7. Quality of response to RFP – weight 1
8. Additional options/features not included in requirements, i.e. delivery – weight 1

Total maximum points: 115

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

Rating: Based on points awarded, ranging from 1(worst) to 5 (best)

Weight: Based on importance to project, ranging from 1(least important) to 5 (most important)

Total: Total Points = Rating X Weight

## REQUIRED FORMS CHECKLIST

The following forms are be submitted as a part of the Bid/RFP/RFQ document

NAME	FORM DESCRIPTION	SUBMITTED WITH BID	
		YES	NO
Legal Notice	Acknowledgement Form	<input type="checkbox"/>	<input type="checkbox"/>
	Debarment Certification	<input type="checkbox"/>	<input type="checkbox"/>
	Ethics Statement	<input type="checkbox"/>	<input type="checkbox"/>
	Conflict of Interest Questionnaire	<input type="checkbox"/>	<input type="checkbox"/>
	Certification of Interested Party Form 1295	<input type="checkbox"/>	<input type="checkbox"/>
	Residence Certification	<input type="checkbox"/>	<input type="checkbox"/>
	State Law Verification	<input type="checkbox"/>	<input type="checkbox"/>
	House Bill 89 Verification	<input type="checkbox"/>	<input type="checkbox"/>
	W9 or W8 Form	<input type="checkbox"/>	<input type="checkbox"/>
Special Instructions	Bid Schedule/Cost sheet completed and signed	<input type="checkbox"/>	<input type="checkbox"/>
	Cashier Check or Bid Bond of 5% of Total Amount of Bid (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	OSHA 300 Log (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	Contractor Pre-Bid Disclosure completed, signed and notarized (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	Sub-Contractor Pre-Bid Disclosure completed, signed, and notarized (if applicable)	<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 PROPOSAL)

The undersigned Firm, by signing and executing this proposal, certifies and represents to the Brownsville Public Utilities Board that Firm 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 proposal; the Firm also certifies and represents that they have 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 proposal, the Firm certifies and represents that they have neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the Brownsville Public Utilities Board concerning this proposal on the basis of any consideration not authorized by law; the Firm also certifies and represents that they have not received any information not available to other Firms so as to give the undersigned a preferential advantage with respect to this proposal; the Firm further certifies and represents that they have not violated any state, federal, or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Firm 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 Brownsville Public Utilities Board in return for the person having exercised their person's official discretion, power or duty with respect to this proposal; the Firm 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 Brownsville Public Utilities Board in connection with information regarding this proposal, the submission of this proposal, the award of this proposal or the performance, delivery or sale pursuant to this proposal.

**THE BIDDER SHALL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE BROWNSVILLE PUBLIC UTILITIES BOARD, ALL OF ITS OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ALL CLAIMS, ACTIONS, SUITS, DEMANDS, PROCEEDING, COSTS, DAMAGES, AND LIABILITIES, ARISING OUT OF, CONNECTED WITH, OR RESULTING FROM ANY ACTS OR OMISSIONS OF CONTRACTOR OR ANY AGENT, EMPLOYEE, SUBCONTRACTOR, OR SUPPLIER OF CONTRACTOR IN THE EXECUTION OR PERFORMANCE OF THIS BID.**

I have read all of the specifications and general bid 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:

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

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**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER  
RESPONSIBILITY MATTERS (THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND  
SUBMITTED WITH BID 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 proposal 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 (1) (b) of this certification; and
- d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or Local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal 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

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

(THIS FORM MUST BE COMPLETED IN ITS ENTIRETY & SUBMITTED WITH BID RESPONSE)

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> <b>For vendor doing business with local governmental entity</b>		<b>FORM CIQ</b>
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<b>OFFICE USE ONLY</b>	
<p><b>1</b> Name of vendor who has a business relationship with local governmental entity.</p>	<p>Date Received</p>	
<p><b>2</b> <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>		
<p><b>3</b> Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>		
<p><b>4</b> Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p style="margin-top: 20px;">A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="margin-left: 100px;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No         </p> <p style="margin-top: 10px;">B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="margin-left: 100px;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No         </p>		
<p><b>5</b> Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p>		
<p><b>6</b> <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>		
<p><b>7</b></p> <p style="text-align: center;">           _____            Signature of vendor doing business with the governmental entity         </p> <p style="text-align: right; margin-right: 100px;">           _____            Date         </p>		

**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 underbid 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: \_\_\_\_\_



Organization Name  
State Law Verifications

I, \_\_\_\_\_ (Person's name), the undersigned  
representative of (Company or Business name) \_\_\_\_\_  
\_\_\_\_\_ (hereafter referred to as the  
"Company") being an adult over the age of eighteen (18) years of age, after being duly sworn by  
the undersigned notary, do hereby depose and verify under oath as follows:

- **IRAN, SUDAN AND FOREIGN TERRORIST ORGANIZATIONS:** By submission of a response to City of Brownsville Public Utilities Board ("BPUB") Request for Proposal (the "RFP"), the responding Company represents that, to the extent this proposal submission or any contracts executed in response to this proposal constitutes a governmental contract within the meaning of Section 2252.151 of the Texas Government Code, as amended, solely for purposes of compliance with Section 2252.152 of the Texas Government Code, and except to the extent otherwise required by applicable federal law, neither the responding Company, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the Company is a company listed by the Texas Comptroller of Public Accounts under Sections 806.051, 807.051, or 2252.153 of the Texas Government Code.
- **ANTI-BOYCOTT ISRAEL VERIFICATION:** By submission of a response to the BPUB RFQ, the responding Company represents that, to the extent this proposal submission, or any contracts executed in response to this proposal, constitutes a contract for goods or services within the meaning of Section 2271.002 of the Texas Government Code, as amended, solely for purposes of compliance with Chapter 2271 of the Texas Government Code, and subject to applicable federal law, including without limitation, 50 U.S.C. Section 4607, the responding Company, as well as any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the Company, (1) does not boycott Israel and (2) will not boycott Israel through the term of any such contract. The term "boycott Israel" as used in this paragraph has the meaning assigned to such term in Section 808.001 of the Texas Government Code, as amended.
- **VERIFICATION REGARDING NO DISCRIMINATION AGAINST FIREARMS:** By submission of a response to the BPUB RFQ, the responding Company represents that, to the extent this proposal submission, or any contracts executed in response to this proposal, constitutes a contract for goods or services for which a written verification is required under Section 2274.002, Texas Government Code (as added by Senate Bill 19, 87th Texas Legislature, Regular Session), as amended, the responding Company hereby verifies that it, as well as any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the Firm, (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (2) will not discriminate during the term of any such contract against a firearm entity or firearm trade association. The foregoing verification is made solely to comply with Section 2274.002, Texas Government Code (as added by Senate Bill 19, 87th Texas Legislature, Regular Session), as amended, to the extent such section does not contravene

applicable Texas or federal law. As used in the foregoing verification, “discriminate against a firearm entity or firearm trade association” shall have the meaning assigned to such term in Section 2274.001, Texas Government Code (as added by Senate Bill 19, 87th Texas Legislature, Regular Session).

- **VERIFICATION REGARDING NO ENERGY COMPANY BOYCOTTS:** By submission of a response to the BPUB RFQ, the responding Company represents that, to the extent this proposal submission, or any contracts executed in response to this proposal, constitutes a contract for goods or services for which a written verification is required under Section 2274.002, Texas Government Code (as added by Senate Bill 13, 87th Texas Legislature, Regular Session), as amended, the responding Company hereby verifies that the responding Company, as well as any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the Firm, (1) does not boycott energy companies and (2) will not boycott energy companies during the term of any such contract. The foregoing verification is made solely to comply with Section 2274.002, Texas Government Code (as added by Senate Bill 13, 87th Texas Legislature, Regular Session), as amended, to the extent such section does not contravene applicable Texas or federal law. As used in the foregoing verification, “boycott energy companies” shall have the meaning assigned to such term in Section 809.001(1), Texas Government Code.

DATE \_\_\_\_\_

SIGNATURE OF COMPANY REPRESENTATIVE: \_\_\_\_\_

On this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared

\_\_\_\_\_, the above-named person, who after by me being duly sworn, did swear and confirm that the above is true and correct.

NOTARY SEAL \_\_\_\_\_

NOTARY SIGNATURE \_\_\_\_\_  
Date

Organization Name  
House Bill 89 Verification

I, \_\_\_\_\_ (Person name), the undersigned representative of  
(Company or Business name) \_\_\_\_\_  
\_\_\_\_\_ (hereafter referred to as company)  
being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned  
notary, do hereby depose and verify under oath that the company named- above, under  
the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract providing that:
  - (1) “company” does not include a sole proprietorship; and
  - (2) the law applies only to a contract that:
    - (a) is between a governmental entity and a company with 10 or more full-time employees; and
    - (b) has a value of \$100,000 or more that is to be paid wholly or partly from public funds or the governmental entity

Pursuant to Section 2270.001, Texas Government Code:

1. “Boycott Israel” means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. “Company” means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

DATE \_\_\_\_\_

SIGNATURE OF COMPANY REPRESENTATIVE

On this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared

\_\_\_\_\_, the above-named person, who after by me being  
duly sworn, did swear and confirm that the above is true and correct.

NOTARY SEAL

NOTARY SIGNATURE \_\_\_\_\_  
Date \_\_\_\_\_

**Request for Taxpayer  
Identification Number and Certification**  
Go to [www.irs.gov/FormW9](http://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.	<b>1</b> 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.)		
	<b>2</b> Business name/disregarded entity name, if different from above.		
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>Note:</b> 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. <input type="checkbox"/> Other (see instructions)	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)	
	<b>3b</b> 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"/>		
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)	
	<b>6</b> City, state, and ZIP code		
	<b>7</b> List account number(s) here (optional)		

**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.

<b>Social security number</b>									
				-			-		
<b>OR</b>									
<b>Employer identification number</b>									
				-					

**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.

<b>Sign Here</b>	Signature of U.S. person	Date
------------------	--------------------------	------

**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](http://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.

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).

**Purpose of Form**

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

Form **W-8BEN-E**

(Rev. October 2021)

Department of the Treasury  
Internal Revenue Service**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](http://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:**

- 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

**Instead use Form:****Part I Identification of Beneficial Owner**

1 Name of organization that is the beneficial owner	2 Country of incorporation or organization
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3 Name of disregarded entity receiving the payment (if applicable, see instructions)

- 4 Chapter 3 Status (entity type) (Must check one box only):
- |  |  |   |   |
|--|--|---|---|
| <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 |   |

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. ☐ Yes ☐ No

- 5 Chapter 4 Status (FATCA status) (See instructions for details and complete the certification below for the entity's applicable status.)
- |  |   |
|--|---|
| <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).<br><br><input type="checkbox"/> Participating FFI.<br><input type="checkbox"/> Reporting Model 1 FFI.<br><input type="checkbox"/> Reporting Model 2 FFI.<br><input type="checkbox"/> Registered deemed-compliant FFI (other than a reporting Model 1 FFI, sponsored FFI, or nonreporting IGA FFI covered in Part XIII). See instructions.<br><br><input type="checkbox"/> Sponsored FFI. Complete Part IV.<br><input type="checkbox"/> Certified deemed-compliant nonregistering local bank. Complete Part V.<br><input type="checkbox"/> Certified deemed-compliant FFI with only low-value accounts. Complete Part VI.<br><input type="checkbox"/> Certified deemed-compliant sponsored, closely held investment vehicle. Complete Part VII.<br><input type="checkbox"/> Certified deemed-compliant limited life debt investment entity. Complete Part VIII.<br><input type="checkbox"/> Certain investment entities that do not maintain financial accounts. Complete Part IX.<br><input type="checkbox"/> Owner-documented FFI. Complete Part X.<br><input type="checkbox"/> Restricted distributor. Complete Part XI. | <input type="checkbox"/> Nonreporting IGA FFI. Complete Part XII.<br><input type="checkbox"/> Foreign government, government of a U.S. possession, or foreign central bank of issue. Complete Part XIII.<br><br><input type="checkbox"/> International organization. Complete Part XIV.<br><input type="checkbox"/> Exempt retirement plans. Complete Part XV.<br><input type="checkbox"/> Entity wholly owned by exempt beneficial owners. Complete Part XVI.<br><input type="checkbox"/> Territory financial institution. Complete Part XVII.<br><input type="checkbox"/> Excepted nonfinancial group entity. Complete Part XVIII.<br><input type="checkbox"/> Excepted nonfinancial start-up company. Complete Part XIX.<br><input type="checkbox"/> Excepted nonfinancial entity in liquidation or bankruptcy. Complete Part XX.<br><br><input type="checkbox"/> 501(c) organization. Complete Part XXI.<br><input type="checkbox"/> Nonprofit organization. Complete Part XXII.<br><input type="checkbox"/> Publicly traded NFFE or NFFE affiliate of a publicly traded corporation. Complete Part XXIII.<br><input type="checkbox"/> Excepted territory NFFE. Complete Part XXIV.<br><input type="checkbox"/> Active NFFE. Complete Part XXV.<br><input type="checkbox"/> Passive NFFE. Complete Part XXVI.<br><input type="checkbox"/> Excepted inter-affiliate FFI. Complete Part XXVII.<br><input type="checkbox"/> Direct reporting NFFE.<br><input type="checkbox"/> Sponsored direct reporting NFFE. Complete Part XXVIII.<br><input type="checkbox"/> Account that is not a financial account. |
|--|---|

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).

City or town, state or province. Include postal code where appropriate.

Country

7 Mailing address (if different from above)

City or town, state or province. Include postal code where appropriate.

Country

For Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 59689N

Form **W-8BEN-E** (Rev. 10-2021)