



**BROWNSVILLE  
PUBLIC UTILITIES BOARD**

**LEGAL NOTICE  
AND  
REQUEST FOR PROPOSALS**

**P034-26**

The Brownsville Public Utilities Board (BPUB) is requesting Competitive Sealed or Electronically submitted 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, April 8, 2026. RFP’s received after this time will not be considered.**

RFP’s will be publicly opened and read aloud on April 9, 2026 at 10:00 AM. Firms can call in at 10:00 AM, April 9, 2026 to (956) 214-6020 to listen to the proposal opening.

Brownsville Public Utilities Board utilizes the Texas Purchasing Group to post Request for Proposals (RFP) and bid opportunities. Registration is available at <https://www.bidnetdirect.com/texas/brownsville-pub>, if you haven’t already registered.

Detailed specifications may be obtained at Brownsville Public Utilities Board website at [https://www.brownsville-pub.com/rfp\\_status/open/](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, P034-26, April 8, 2026, 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. **Bids will be accepted via electronic transmission only through Bidnet.**

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**

P034-26 Printing and Mailing Services for Utility Bills and Reminder Notices

For any clarifications, please contact Marisela Gaytan at the Brownsville Public Utilities Board, Purchasing Department at (956) 983-6365 or via e-mail at [MaGaytan@brownsville-pub.com](mailto:MaGaytan@brownsville-pub.com).

Please e-mail this page upon receipt of the legal notice.

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: \_\_\_\_\_

**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 [MaGaytan@brownsville-pub.com](mailto:MaGaytan@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 wastewater utility services to approximately 73,500 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 62,500 bills are sent out by mail. Additionally, BPUB sends out, by mail, reminder notices to past due accounts, amounting to approximately 13,300 notices a month. On average BPUB mails 75,800 mail pieces per month.

There are 20 billing cycles in a month. Commonly, cycles are billed daily from Monday through Friday, and are printed and sent out the following business day. Approximately 3,000 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 750,000 bills and 160,000 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 75,800 mail pieces per month, distributed throughout the month, ranging in production from 500 to 8,500 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 75,800 mail 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, reminder notices, and letters 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, reminder notices and letters 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 Sample

- Exhibit B – Billing Inserts Sample
- Exhibit C – Envelope Sample Size #9
- Exhibit D – Envelope Sample Size #10
- Exhibit E – Process Confirmation Sample
- Exhibit F – Transaction Acknowledgment Sample
- Exhibit G – Reminder Notice Disconnect

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. 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 Marisela Gaytan Purchasing Department, by phone at (956) 983-6365 or by email at [MaGaytan@brownsville-pub.com](mailto:MaGaytan@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 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 April 8, 2026**. RFP may also be submitted electronically only through Bidnet.

Sealed envelope must be clearly labeled as follows:

**Brownsville Public Utilities Board**

**Attention: Diane Solitaire**

**1155 FM 511**

**Olmito, Texas 78575**

**“P034-26 Printing and Mailing Services for Utility Bills and Reminder Notices, April 8, 2026, 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.

### **CONTRACT AND PURCHASE ORDER**

The services may be performed remotely. A 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:	March 23, 2026
Last day to submit questions:	April 1, 2026 by 5:00 PM
Proposals due:	April 8, 2026 by 5:00 PM
Proposals Acknowledgment:	April 9, 2026 at 10:00 AM
Proposals evaluated:	April 10-May 1, 2026
Program Committee Meeting	May 2026
Provide Final Recommendations	May 2026
Board of Directors Approval	June 8, 2026
Contract Award Date:	TBD
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) 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)
- (d) Conflict of Interest Questionnaire
- (e) Certificate of Interested Parties
- (f) Residence Certification
- (g) Stae Law Verifications
- (h) House Bill 89
- (i) Previous Customer Reference Worksheet
- (j) W9 or W8-BEN
- (k) 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.

**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 May 2026. 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**  
**P034-26**

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)	675,000		
Utility Service Billing (3 Sheets - 6 pages)	67,500		
Utility Service Billing (Avg. 10 pages)	7,500		
1 Sheet 2 Pages Insert	600,000		
2 Sheet 4 Pages Insert	150,000		
Envelopes #9 for Bills	750,000		
Envelopes #10 for Bills	750,000		
Postage Estimate	750,000		
Reminder Notices (1 Sheet - 1 Page)	160,000		
Envelopes #10 Reminder Notices	160,000		
Postage Estimate	160,000		
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 forms are to be submitted as a part of the Bid/RFP/RFQ document

NAME	FORM DESCRIPTION	SUBMITTED WITH PROPOSAL	
		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	Proposal Schedule/Cost sheet completed and signed	<input type="checkbox"/>	<input type="checkbox"/>
	Cashier Check or Bid Bond of 5% of Total Amount of Proposal (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 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.

*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](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.**

4 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**

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

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





## 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.

<b>Print or type.</b> <i>See Specific Instructions on page 3.</i>	<p><b>1</b> Name of entity/individual. An entry is required. (If for a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)</p>	
	<p><b>2</b> Business name/disregarded entity name, if different from above.</p>	
	<p><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.</p> <p><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</p> <p><input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____</p> <p><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.</p> <p><input type="checkbox"/> Other (see instructions) _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p><i>(Applies to accounts maintained outside the United States.)</i></p>
	<p><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"/></p>	
	<p><b>5</b> Address (number, street, and apt. or suite no.). See instructions.</p>	Requester's name and address (optional)
	<p><b>6</b> City, state, and ZIP code</p>	
	<p><b>7</b> List account number(s) here (optional)</p>	

### Part I Taxpayer Identification Number (TIN)

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

<b>Social security number</b>					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
<b>or</b>					
<b>Employer identification number</b>					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

**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.

### Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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

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

OMB No. 1545-1621

▶ 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.

**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**

<p><b>1</b> Name of organization that is the beneficial owner</p>	<p><b>2</b> Country of incorporation or organization</p>																
<p><b>3</b> Name of disregarded entity receiving the payment (if applicable, see instructions)</p>																	
<p><b>4</b> 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><b>6</b> Permanent residence address (street, apt. or suite no., or rural route). <b>Do not use a P.O. box or in-care-of address</b> (other than a registered address).</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">City or town, state or province. Include postal code where appropriate.</td> <td style="width: 30%;">Country</td> </tr> </table>		City or town, state or province. Include postal code where appropriate.	Country														
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For Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 59689N

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

[REDACTED]  
BROWNSVILLE TX 78520-4419352



Page 1 of 4  
**Bill Date:** 03/19/2026  
 From: 02/14/2026  
 To: 03/16/2026  
 Bill Days: 31

**Regular Bill**

Account No.	Previous Bill	Payments	Balance Forward	Adjustments and Fees	Current Charges	Amount Due
[REDACTED]	\$261.63	\$276.97	(\$15.34)	\$15.34	\$281.73	\$281.73

<p><b>Billing Summary</b></p> <table> <tr> <td>Balance Forward</td> <td style="text-align: right;">\$ -15.34</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>Electric</td> <td style="text-align: right;">\$ 169.19</td> </tr> <tr> <td>Water</td> <td style="text-align: right;">\$ 36.46</td> </tr> <tr> <td>Wastewater</td> <td style="text-align: right;">\$ 29.97</td> </tr> <tr> <td>City Fees</td> <td style="text-align: right;">\$ 46.11</td> </tr> <tr> <td><b>Current Charges (Total)</b></td> <td style="text-align: right;"><b>\$ 281.73</b></td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>Fees and Penalties</td> <td style="text-align: right;">\$ 15.34</td> </tr> <tr> <td>Adjustments and Credits</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td><b>Amount Due</b></td> <td style="text-align: right;"><b>\$ 281.73</b></td> </tr> </table> <p><b>-Bill is due upon receipt</b></p> <p><i>We appreciate your business. See page 3 for breakdown of bill.</i></p>	Balance Forward	\$ -15.34	<hr/>		Electric	\$ 169.19	Water	\$ 36.46	Wastewater	\$ 29.97	City Fees	\$ 46.11	<b>Current Charges (Total)</b>	<b>\$ 281.73</b>	<hr/>		Fees and Penalties	\$ 15.34	Adjustments and Credits	\$ 0.00	<b>Amount Due</b>	<b>\$ 281.73</b>	<p><b>Billing History per Month</b></p> <p><b>Outages</b> (956) 983-6300</p> <p><b>www.brownsville-pub.com</b></p> <p><b>Main Office</b> (956) 983-6100  <b>Email:</b> customerservice@brownsville-pub.com</p> <p><b>Billing Questions</b> (956) 983-6121  <b>City Fees, Garbage Service or Recycling Program</b> (956) 546-Help(4357)</p> <p><b>Office Hours</b>          1425 Robinhood Dr.          8:00 a.m. to 5:00 p.m.          Monday - Friday</p>
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**Paying your bill just got easier!**  
 Download our app to pay your bill or report an issue

Please see reverse side for your messages -->

Keep top portion for your records



P.O. Box 3270  
 Brownsville, TX 78523-3270

<b>Account No.</b>	[REDACTED]
<b>Total Amount Due</b>	<b>\$281.73</b>
<b>Past Due Date</b>	<b>04/08/2026</b>
<b>Amount Due After Due Date</b>	<b>\$298.26</b>
<b>Total Paid</b>	

Please write your account number on the check or money order and make it payable to Brownsville PUB

Conveniently Pay Bills Online, by Phone or by Text

[REDACTED]  
 BROWNSVILLE TX 78520-4419352

Messages

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Please update your contact information:

To report outages or service issues through our automated system, you will be asked for the contact number associated with the account. To update your information, contact the Customer Service Department at (956) 983-6121 or send an email to [customerservice@brownsville-pub.com](mailto:customerservice@brownsville-pub.com).

.....  
Mailing Address Correction

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**BROWNSVILLE PUBLIC UTILITIES BOARD  
PO BOX 660566  
DALLAS, TX 75266-0566**

BROWNSVILLE TX 78520-4419352

Acct No: [REDACTED]



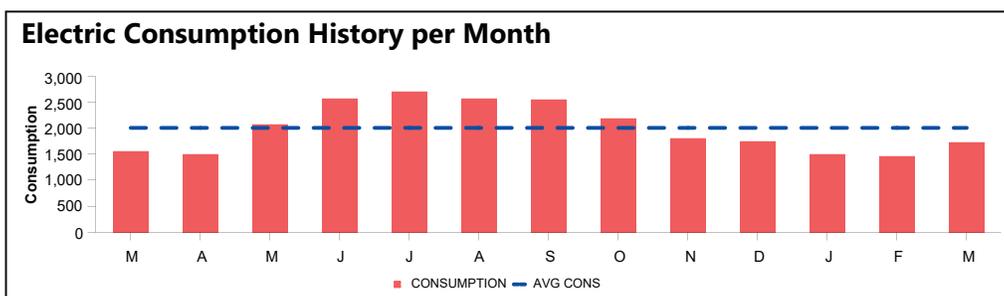
**Electric Service**

Electric Meter			
Serial No: 197970921		Mult: 1	
Reg	Previous Read	Current Read	Consumption
kWhD	9108	10850	1,742
Estimated: No		Billing Meter	

Bill Dates  
From 02/14/2026 to 03/16/2026

**Description**

Electric Customer Service Charge	\$6.94
Energy Consumption (1742 kWh)	\$98.38
500 kWh @ \$0.04862....	\$24.31
1242 kWh @ \$0.05964....	\$74.07
Fuel and Purchased Energy Charge	\$60.55
1742 kWh @ \$0.03476....	\$60.55
City Sales Tax (2%)	\$3.32
<b>Total Electric Charges</b>	<b>\$169.19</b>



Net Cost per kWh \$0.097 (\$169.19/1742kWh)
Average Monthly Consumption: <b>2,008 kWh</b>
Current Month's Consumption: <b>1,742 kWh</b>

kWh	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	1,572	1,514	2,084	2,585	2,706	2,585	2,562	2,194	1,806	1,764	1,511	1,473	1,742
Avg	2,007.54												

**Information about your Bill**

<b>Customer Service Charge:</b>	Fixed monthly charge intended to cover the costs of maintaining and keeping your customer account records active (data processing, meter reading, billing, maintenance to infrastructure, etc.).
<b>Energy Consumption:</b>	Charge to cover costs of producing the electricity used (Commodity, Transmission and Distribution Charge, etc.), except fuel.
<b>Fuel and Purchased Energy Charge:</b>	The cost of fuel used to produce your electricity passed through from our fuel suppliers to our customers with no markup.
<b>Net Cost per kWh:</b>	Your total Electrical charges divided by the kWh consumption for the current month.

BROWNSVILLE TX 78520-4419352

Acct No: [REDACTED]



**Water & Wastewater Service**

Water Meter

Serial No: 251472569		Mult: 1	
Reg	Previous Read	Current Read	Consumption
M	14	19	5
Estimated: No		Billing Meter	

Bill Dates

From 02/14/2026 to 03/16/2026

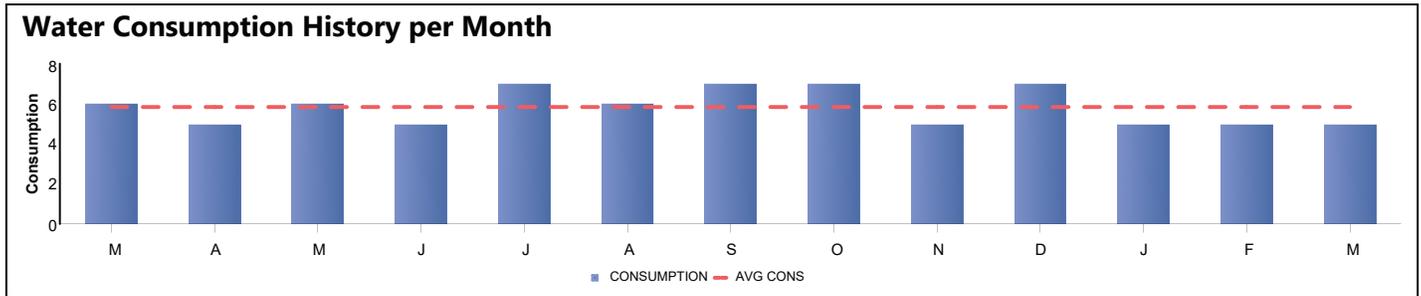
**Description**

Water Customer Service Charge	\$16.28
Water Consumption (5 TGal)	\$13.93
3 TGal @ \$2.67....\$8.01	
2 TGal @ \$2.96....\$5.92	
Resaca Fee	\$6.25

**Total Water Charges \$36.46**

Wastewater Customer Service Charge	\$10.57
Wastewater Consumption (4 TGal)	\$19.40
4 TGal @ \$4.85....\$19.40	

**Total Wastewater Charges \$29.97**



TGal	Mar 25	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26
	6	5	6	5	7	6	7	7	5	7	5	5	5
Avg	5.84												

**City of Brownsville Fees**

Fees are collected on behalf of the City of Brownsville for questions please call:

**City of Brownsville -  
City Fees, Garbage Service or  
Recycling Program**  
  
(956) 546-4357



**Description -**

Alley or Curb Collection Service	\$28.31
Extra Home, Garbage Can or Recycling Bin	\$7.63
Garbage City Sales Tax (2%)	\$0.72
Garbage State Sales Tax (6.25%)	\$2.25
City Maintenance Fee	\$4.50
Fed Unfunded Env Compliance Mandate Fee	\$2.70

**Total City Charges \$46.11**

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# BPUB TRADE-A-TREE PROGRAM

BPUB offers free replacement trees to customers whose tree is directly under a primary voltage line.

- 
- BPUB, along with the City of Brownsville, will remove the existing tree interfering with the primary line. The debris is cleared and a replacement tree is placed in the customer's yard.
  - The tree is planted at the proper distance from the primary line to ensure that it does not interfere with the powerline later.
  - Customers can choose from the list of replacement trees and pick where they want the tree planted. You can find a full list of trees on BPUB's website. Search: Trade-A-Tree Program



Read the full list of qualifications on BPUB's website. If you think your tree qualifies, call 956-983-6121 during work hours.

[www.brownsville-pub.com](http://www.brownsville-pub.com)



BROWNSVILLE  
PUBLIC UTILITIES BOARD

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# BPUB PROGRAMA DE REEMPLAZO DE ÁRBOLES

BPUB ofrece árboles de reemplazo gratuitos a clientes cuyo árbol está directamente debajo de una línea de voltaje primaria.

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- BPUB, junto con la Ciudad de Brownsville, removerá el árbol que interfiere con la línea principal. Se limpian los escombros y se coloca un árbol de reemplazo en el jardín del cliente.
- El árbol se planta a la distancia adecuada para garantizar que no vuelva a interferir con la línea eléctrica.
- Los clientes pueden elegir su árbol de reemplazo de una lista proveída y elegir dónde plantarlo. La lista completa de árboles se encuentra en el sitio web de BPUB bajo el Programa "Trade-A-Tree".



Revise la lista de requisitos en el sitio web de BPUB. Si piensa que su árbol califica, llame al 956-983-6121 durante horas hábiles.

[www.brownsville-pub.com](http://www.brownsville-pub.com)



BROWNSVILLE  
PUBLIC UTILITIES BOARD

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## Southmost Regional Water Authority Microbiological Contaminants (Contaminants Detected in Your Water)

Constituent	Highest No. of Positive	MCL	MCLG	Range	Source of Contaminant
Fecal Coliform	0%	No more than 1 sample can be total coliform-positive	0%	None detected	Human and animal fecal waste. Fecal Coliform (mostly E Coli), is a portion of the Coliform bacteria group originating in the intestinal tract of warm-blooded animals that passes into the environment through feces.

### Radioactive Contaminants

Constituent	Highest Level Detected	MCL	MCLG	Range	Source of Contaminant
Combined Radium 226/228 *	1.5 pCi/L	5.0 pCi/L	0.0 pCi/L	1.5 pCi/L	Erosion of natural deposits.

\* Radioactive monitoring performed in 2018

### Inorganic Contaminants

Constituent	Highest Level Detected	MCL	MCLG	Range	Source of Contaminant
Arsenic	<0.002 ppm	0.010 ppm	0.0 ppm	0.00 - 0.002 ppm	Runoff from orchards, natural deposits; runoff from glass and electronics production waste.
Copper	0.0092 ppm	1.3 ppm	1.3 ppm	0.0092 - 0.0092 ppm	Corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives.
Fluoride ***	0.3 ppm	4.0 ppm	4.0 ppm	0.3 - 0.3 ppm	Water additive which promotes strong teeth; erosion of natural deposits; discharge from fertilizer and aluminum factories.
Lead	<1.0 ppb	15 ppb	0.0 ppb	0.0 - 1.0 ppb	Corrosion of household plumbing systems; erosion of natural deposits.
Cyanide **	0.18 ppm	0.2 ppm (As Free Cyanide)	0.2 ppm (As Free Cyanide)	0.18 - 0.18 ppm	Discharge from fertilizer use leaching from septic tanks, sewage, erosion of natural deposits.
Chromium	<10.0 ppb	100 ppb	100 ppb	0.0 - 10.0 ppb	Discharge from steel and pulp mills; Erosion of natural deposits.
Nitrate	0.06 ppm	10 ppm	10 ppm	0.06 - 0.06 ppm	Runoff from fertilizer use; leaching from septic tanks, sewage; erosion of natural deposits.
Nitrite *	0.06 ppm	1.0 ppm	1.0 ppm	0.06 - 0.06 ppm	Runoff from fertilizer use; leaching from septic tanks, sewage; erosion of natural deposits.

\* Monitoring performed in 2014. \*\* Monitoring performed in 2020. \*\*\* Monitoring performed in 2021.

### Disinfection Byproducts

Constituent	Average Level	MCL	MCLG	Range	Source of Contaminant
Total Trihalomethanes	<4.0 ppb	80 ppb	N/A	0.0 - 4.0 ppb	Byproduct of drinking water chlorination.
Haloacetic Acids HAA5	1.9 ppb	60 ppb	N/A	1.9 - 1.9 ppb	Byproduct of drinking water chlorination.
Chloramines	3.55 ppm	MRDL 4.0 ppm	MRDLG 4.0 ppm	2.73 - 4.03 ppm	Disinfectant used to control microbes.

## Southmost Regional Water Authority Secondary and Other Constituents Not Regulated\* (No associated adverse health effects)

Constituent	Average Level	Secondary Limit	Range	Source of Contaminant
Calcium *	24.1 ppm	N/A	24.1 - 24.1 ppm	Abundant naturally occurring element.
Chloride	416 ppm	300 ppm	416 - 416 ppm	Abundant naturally occurring element; used in water purification; byproduct of oil field activity.
Hardness as CaCO <sub>3</sub> *	77.3 ppm	N/A	77.3 - 77.3 ppm	Naturally occurring calcium.
Nickel *	<0.001 ppm	N/A	0.0 - 0.001 ppm	Abundant naturally occurring element.
Manganese *	0.0027 ppm	0.05 ppm	0.0027 - 0.0027 ppm	Abundant naturally occurring element.
pH	8.35 SU	>7.0 SU	7.96 - 8.54 SU	Measure of corrosivity of water.
Sodium *	293 ppm	N/A	293 - 293 ppm	Erosion of natural deposits; byproduct of field activity.
Sulfate	67 ppm	300 ppm	67 - 67 ppm	Naturally occurring; common industrial byproduct; byproduct of field activity.
Total Alkalinity as CaCO <sub>3</sub>	100 ppm	N/A	100 - 100 ppm	Naturally occurring soluble mineral salts.
Total Dissolved Solids	896 ppm	1000 ppm	896 - 896 ppm	Total dissolved mineral constituents in water.
Zinc *	0.0073 ppm	5.0 ppm	0.0073 - 0.0073 ppm	Abundant naturally occurring element.

\* Monitoring performed in 2021.

The Texas Commission on Environmental Quality (TCEQ) sets minimum water quality standards for public drinking water. These standards include enforceable treatment technique requirements for drinking water. Inadequately treated water may contain disease-causing organisms. These organisms include bacteria, viruses and parasites which can cause symptoms such as nausea, cramps, diarrhea and associated headaches.

### Board and Executive Management

**Arthur "Art" Rendon**  
*Chair*

**Joseph L. Hollmann, Ph.D.**  
*Vice Chair*

**Sandra Lopez-Langley**  
*Secretary/Treasurer*

**Jude A. Benavides, Ph.D.**  
*Member*

**Sandra Saenz**  
*Member*

**Patricio Sampayo**  
*Member*

**Mayor Juan "Trey" Mendez III**  
*Ex-Officio Member*

**Marilyn D. Gilbert**  
*General Manager &  
Chief Executive Officer*

**Miguel A. Perez**  
*Chief Financial Officer*



1425 Robinhood Drive  
Brownsville, TX 78521  
(956) 983-6100  
www.brownsville-pub.com

# DRINKING WATER QUALITY REPORT

JUNE 2023



Public Water Supply  
ID No. 0310001

## Brownsville Public Utilities Board Provides Safe Drinking Water

We're lucky. We're lucky that we avoided any type of drought restrictions for so many years. Many just assume that safe drinking water will always be there when the sink is on, but last year showed we can't rely on luck alone for our drinking water supply.

2022 was the first year since the 1990s that BPUB has had to initiate Stage 2 of its drought plan, and with no relief currently in sight, there's a very good chance that we might once again go into stage 2 when the heat of summer sets in.

BPUB is already doing its part to help by creating additional storage capacity for water by dredging the city's resacas. BPUB is also looking into expanding the treatment capacity of the Southmost Regional Water Authority (SRWA) plant, which treats water independent of the Rio Grande.

But BPUB also needs your help during this time. Because it's not possible to create new water, we should look for ways to use less water to make what we have go further.

Here are some tips on how to help conserve water:

- Avoid using water for nonessential purposes, like spraying the driveway or sidewalks, unless for safety.
- Water the yard early (before 7 a.m.) or late (after 7 p.m.)
- Check your home for leaks and make any needed repairs.

If we all come together, we can ensure that we make the most of the resources that we have. Want to learn more? Visit the BPUB website at [www.brownsville-pub.com](http://www.brownsville-pub.com) to find more ways to make your home more efficient.

Sincerely,

Marilyn D. Gilbert  
General Manager and CEO

Este reporte incluye informacion importante sobre el agua para tomar. Para asistencia en español, favor de llamar al telefono (956) 983-6100.



## We Welcome Your Comments

Public participation and education are important elements of our water quality effort. To find out more information about your drinking water, you are invited to the next meeting of our Public Utilities Board Consumer Advisory Panel (PUBCAP).

Note: PUBCAP meetings are typically on the third Wednesday of every month. The BPUB Board of Directors meets the second Monday of every month. Please check the BPUB website for agendas and meeting details: [www.brownsville-pub.com](http://www.brownsville-pub.com).

Date: July 19, 2023  
Time: 5:30 PM  
Location: Board Room  
Annex Building  
1425 Robinhood Drive  
Brownsville, Texas 78520

Or

Contact the Communications and Public Relations Department at (956) 983-6271.

# All Drinking Water May Contain Contaminants

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants in the water does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the EPA's Safe Drinking Water Hotline at (800) 426-4791.

Secondary constituents such as calcium, sodium or iron, which are often found in drinking water, can cause taste, color and odor problems. These secondary constituents are regulated by the state of Texas, not the EPA. The constituents are not causes for health concern. For more information, please call the BPU Analytical Lab at (956) 983-6100.

**Special Notice** for the elderly, infants, cancer patients, people with HIV/AIDS or other immune problems:

You may be more vulnerable than the general population to certain microbial contaminants, such as Cryptosporidium, in drinking water. Infants, some elderly, or immunocompromised people, such as those undergoing chemotherapy for cancer, those who have undergone organ transplants, those who are undergoing treatment with steroids, and people with HIV/AIDS or other immune system disorders can be particularly at risk for infections. You should seek advice about drinking water from your physician or health care provider. Additional guidelines on appropriate means to lessen the risk of infection by Cryptosporidium are available from the Safe Drinking Water Hotline (800) 426-4791.

## Source Water Susceptibility Assessment

Our drinking water is obtained from surface water sources (Rio Grande, WTP 1 – 94 13<sup>th</sup> St., WTP 2 – 1425 Robinhood Rd.) and groundwater sources (SRWA). A Source Water Susceptibility Assessment for your drinking water sources is currently being updated by the Texas Commission on Environmental Quality. The report will describe the susceptibility and types of constituents that may come into contact with your drinking water source based on human activities and natural conditions. The information contained in the assessment allows us to focus our source water protection strategies. For more information about your sources of water, please refer to the Source Water Assessment Viewer available at the following URL: <https://www.tceq.texas.gov/gis/swaview>. Further details about sources and source-water assessments are available at Drinking Water Watch at the following URL: <http://dww2.tceq.texas.gov/DWW/>. For more information on water assessment and protection efforts at our system, please contact the BPU's Environmental Services Department at (956) 983-6100.

## State Water Loss Audit

In the water loss audit submitted to the Texas Water Development Board for the time period of January through December 2022, our system lost an estimated 665,091,611 gallons (9.4%) of water through main breaks, leaks and other causes. If you have any questions about the water loss audit, please call 956-983-6684.

## About the Tables

The following tables contain a listing of the chemical contaminants which were detected in small amounts. In addition to the contaminants listed in the attached tables, the Brownsville Public Utilities Board tested for 170 other contaminants, including mercury and silver, that were NOT detected in your drinking water.

This data is taken from 2022 monitoring results, except where indicated. Most of the contaminants detected and listed in the table on the following page are from natural deposits.

Contaminants that may be present in source water before treatment include:

- Microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations and wildlife.
- Radioactive contaminants, which can be naturally occurring or the result of oil and gas production and mining activities.

The following list is provided to indicate the

smallness of the units used to measure contaminants:

- Inorganic contaminants, such as salts and metals, which can be naturally occurring result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining or farming.
- Pesticides or herbicides, which may come from a variety of sources such as agriculture, urban stormwater runoff and residential uses.
- Organic chemical contaminants, including synthetic and volatile organic chemicals, which are byproducts of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff and septic systems.
- 1 part per million (ppm) is the equivalent of one packet of artificial sweetener sprinkled into 250 gallons of iced tea.
- 1 part per billion (ppb) is the equivalent of one packet of artificial sweetener sprinkled in an olympic-sized swimming pool.

## Brownsville Public Utilities Board Monitoring Period (June 2021) Residential LEAD AND COPPER RULE MONITORING

Constituent	90 <sup>th</sup> Percentile	50 sites tested, Number exceeding action level	Action Level	Likely Source of Contaminant
Lead	0.0ppb	None	15.0 ppb	Corrosion of household plumbing systems; Erosion of natural deposits.
Copper	0.336 ppm	None	1.3 ppm	Corrosion of household plumbing systems; Erosion of natural deposits; Leaching from wood preservatives

Lead and Copper monitoring at residential sites is performed on a tri-annual basis. Analysis performed in 2021.  
Comments: In addition to the contaminants listed in the attached tables, the BPU tested for 170 other contaminants that were not detected.

## Constituents DETECTED In Your Water

### DEFINITIONS:

- Maximum Contaminant Level (MCL)** – The highest level of contaminant in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
- Maximum Contaminant Level Goal (MCLG)** – The level of a contaminant in drinking water below which there is not known or expected health risk. MCLGs allow for a margin of safety.
- Maximum Residual Disinfectant Level (MRDL)** – The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
- Maximum Residual Disinfectant Level Goal (MRDLG)** – The level of drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
- Action Level** – The concentration of a contaminant that, if exceeded, triggers treatment or other requirements that a water system must follow.
- Level 1 Assessment** – Study of the water system to identify potential problems and determine (if possible) why total coliform bacteria have been found in our water system.
- Level 2 Assessment** – Detailed study of the water system to identify potential problems and determine (if possible) why an E. coli MCL violation has occurred and/or why total coliform bacteria have been found in our water system multiple occasions.
- Treatment Technique** – A required process intended to reduce the level of a contaminant in drinking water.
- Nephelometric Turbidity Units (NTU)** – A measure of turbidity (amount of silt and particulates in water).
- pCi/L** – Picouries per liter (a measure of radioactivity)
- N/A** – Not Applicable

## MICROBIOLOGICAL CONTAMINANTS

Constituent	Highest No. of Positive	MCL	MCLG	Range	Likely Source of Contaminant
T. Coliform	1.5%	Presence of bacteria in 5% of monthly samples	0%	0 - 1.5%	Naturally present in Environment
Fecal Coliform	0%	A routine sample and repeat sample are total coliform positive and one is also fecal coliform or E. Coli positive	0%	0%	Human and Animal fecal waste. Fecal Coliform (mostly E. Coli), is a portion of the Coliform bacteria group originating in the intestinal tract of warm-blooded animals that passes into the environment as feces.

## RADIOACTIVE CONTAMINANTS \*

Constituent	Highest Level Detected	MCL	MCLG	Range	Likely Source of Contaminant
Gross Beta *	6.0 pCi/L	50 pCi/L	0.0 pCi/L	4.4 - 7.6 pCi/L	Decay of natural and man-made deposits
Radium 228 *	1.17 pCi/L	5.0 pCi/L	0.0 pCi/L	<1.0 - 1.17 pCi/L	Decay of natural and man-made deposits

\* Radioactive monitoring performed in 2017.

## INORGANIC CONTAMINANTS

Constituent	Average Level	MCL	MCLG	Range (Min - Max)	Likely Source of Contaminant
Arsenic	0.0045 ppm	0.010 ppm	0.0 ppm	< 0.0020 - 0.0045 ppm	Runoff from orchards; natural deposits; run off from glass and electronics production waste
Copper	0.01 ppm	1.3 ppm	1.3 ppm	0.0086 - 0.0114 ppm	Corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives
Barium	0.0954 ppm	2.0 ppm	2.0 ppm	0.0928 - 0.098 ppm	Discharge of drilling wastes; discharge from metal refineries; erosion of natural deposits
Cyanide	0.07 ppm	0.2 ppm (As Free Cyanide)	0.2 ppm (As Free Cyanide)	0.06 - 0.08 ppm	Discharge from fertilizer use; leaching from septic tanks, sewage; erosion of natural deposits
Nitrate	1.16 ppm	10 ppm	10 ppm	0.2 - 2.11 ppm	Runoff from fertilizer use; leaching from septic tanks, sewage; erosion of natural deposits
Fluoride	0.66 ppm	4.0 ppm	4.0 ppm	0.62 - 0.7 ppm	Water additive which promotes strong teeth; erosion of natural deposits; discharge from fertilizer and aluminum factories

## DISINFECTION BY-PRODUCTS

Constituent	Average Level	MCL	MCLG	Range (Min - Max)	Likely Source of Contaminant
Total Trihalomethanes	28.7 ppb	80 ppb	N/A	10.3 - 63.7 ppb	By-product of drinking water chlorination
Haloacetic Acids HAA5	14.5 ppb	60 ppb	N/A	1.7 - 25.6 ppb	By-product of drinking water chlorination
Chloramines	3.81 ppm	MRDL 4.0 ppm	MRDLG 4.0 ppm	0.55 - 5.80 ppm	Disinfectant used to control microbes
Chlorine Dioxide	30 ppb	MRDL 800 ppb	MRDLG 800 ppb	10 - 100 ppb	Disinfectant used to control microbes
Chlorite	0.33 ppm	1.0 ppm	MRDLG 0.8 ppm	0.09 - 0.73 ppm	By-product of disinfection with chlorine dioxide

## TOTAL ORGANIC CARBON

The percentage of Total Organic Carbon (TOC) removal was measured each month and the system met all TOC removal requirements set, unless a TOC violation is noted in the violation section.

## Turbidity (NTU) - State Regulations: Turbidity must stay below 0.3 NTU 95% of the time

Constituent	Average	MCL	MCLG	Range (Min - Max)	Likely Source of Contaminant
Turbidity	0.05 NTU	0.30 NTU	N/A	0.02 - 0.26 NTU	Soil runoff

## Brownsville Public Utilities Board Secondary and Other Constituents Not Regulated (No associated adverse health effects)

Constituent	Average Level	Secondary Limit	Range (Min - Max)	Likely Source of Contaminant
Aluminum	<0.02 ppm	0.05 - 0.2 ppm	0.0 - <0.02 ppm	Erosion of natural deposits; residual from some surface water treatment process.
Calcium	97 ppm	N/A	64.9 - 129 ppm	Abundant naturally occurring element.
Chloride	239 ppm	300 ppm	167 - 310 ppm	Abundant naturally occurring element; used in water purification; byproduct of oil field activity.
Hardness as CaCO3	382 ppm	N/A	277 - 486 ppm	Naturally occurring calcium.
Nickel	3.1 ppb	N/A	1.6 - 4.5 ppb	Abundant naturally occurring element.
pH	8.1 SU	>7.0 SU	7.8 - 8.3 SU	Measure of corrosivity of water.
Sodium	203 ppm	N/A	152 - 253 ppm	Erosion of natural deposits; byproduct of oil field activity.
Sulfate	338 ppm	300 ppm	251 - 425 ppm	Naturally occurring; common industrial byproduct; byproduct of oil field activity.
Total Alkalinity as CaCO3	140 ppm	N/A	118 - 161 ppm	Naturally occurring soluble mineral salts.
Total Dissolved Solids	1096 ppm	1000 ppm	851 - 1340 ppm	Total dissolved mineral constituents in water.
Zinc	<0.005 ppm	5.0 ppm	<0.005 - <0.005* ppm	Abundant naturally occurring element.

\* All Values reported were below detection Limits

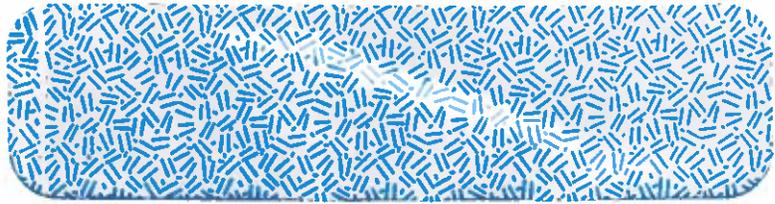
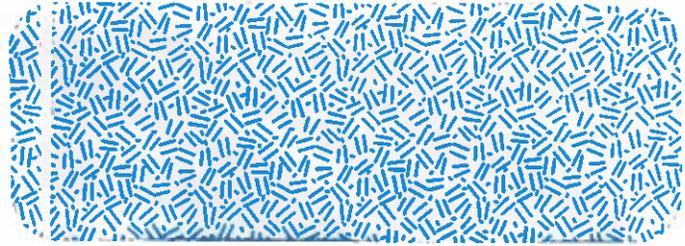
**BROWNSVILLE PUBLIC UTILITIES BOARD  
PO BOX 3270  
BROWNSVILLE TX 78523-3270**



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EXHIBIT D



# EXHIBIT E

This mail confirms that the file(s) listed below have been processed. If you find any discrepancy or if you have any questions regarding this report, please give us a call at (714) 993.2690 OR TOLL-FREE (800) 955.9330.

The summarized list of the file(s) processed is shown below. If you have requested that any special reports be appended to your process confirmation, please open the attached text file to read the report in its entirety. You can also view or download a copy of the attached report at [www.infosend.com](http://www.infosend.com).

\*Special Note: For security purposes your attachment may not be included in its entirety. When required by law InfoSend will suppress the delivery of special reports via email. In these cases you will have to download the report over the secure connection at [www.infosend.com](http://www.infosend.com). Special reports are defined as any report that is appended to the end of the standard process confirmation report.

Thank you,

InfoSend Team

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NO. REFERENCE AMOUNT(\$) ORIGINAL SINGLES MULTIPLES UAR/SPECIAL TOTAL  
FILE(S)/SPECIAL NOTE  
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1. BPU0809A 940837.62 13858 0 3305 0 3305  
DATE: !F\_IND\_FCM\_LTR\_3  
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BPU\_STMT.080905.PDF  
BPU\_STMT.080904.PDF  
BPU\_STMT.080903.PDF  
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TOTALS = 940837.62 13858 0 3305 0 3305  
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**EXHIBIT F**

FROM : INFOSEND, INC.  
DATE : 08/10/2023  
RE : FILE TRANSFER ACKNOWLEDGEMENT

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THIS EMAIL CONFIRMS THAT THE FILE(S) LISTED BELOW HAVE BEEN RECEIVED. IF YOU FIND ANY DISCREPANCY OR IF YOU HAVE ANY QUESTIONS OR SPECIAL INSTRUCTIONS REGARDING THIS LIST, KINDLY GIVE US A CALL AT (714) 993.2690 OR TOLL-FREE (800) 955.9330.

THANK YOU.

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NO.	NAME OF FILE(S) (BYTES)	FILE SIZE COUNT	PAGE/RECORD RECEIVED	DATE
1.	BPU_DISCONN.081001.PDF	2228785	994	08/10/2023 12:23:01 PM
2.	BPU_FINAL.081001.PDF	338331	48	08/10/2023 12:23:01 PM
3.	BPU_REMINDER.081001.PD	371335	72	08/10/2023 12:23:01 PM

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TOTAL PAGES/RECORDS: 1114



[Redacted]

[Redacted]

Brownsville, TX 78520

Due Date: 03/30/2026

Account No: [Redacted]

**DISCONNECT NOTICE (Issue Date Mar. 19, 2026)**

Our records indicate that your Invoice in the amount of \$164.84 has not been paid in full by its due date of Mar 18, 2026. You now have an opportunity to avoid disconnection, which expires after Mar. 30, 2026, by when you must pay \$164.84. If you already have made your payment, thank you.

Failure to pay the \$164.84 by Mar. 30, 2026 will result in disconnection of utilities thereafter. Under Chapter 102 of the Brownsville, TX Code of Ordinances, BPUB has the right to access its meters at your premises at all reasonable hours. If it is necessary to terminate your utilities, then you will be liable for the applicable Reconnection Fees displayed below.

If you: are unable to pay \$164.84; believe this Notice has been issued in error; wish to discuss payment options; or wish to dispute the above charges and impending disconnection, then prior to Mar. 30, 2026, please contact the Customer Service Department at (956) 983-6121, or visit us at 1425 Robinhood Dr. during our business hours Monday through Friday 8:00 a.m. to 5:00 p.m.

- As part of BPUB's Advanced Metering Infrastructure (AMI) improvements, electric and water service disconnections may occur separately.
- Electric service will be disconnected first if payment is not received by the deadline.
- If payment remains outstanding, water service will be disconnected 24-48 hours after electric service.

**Reconnect Fees:**

Electric/Water Reconnect for Non-Payment	\$ 75	Wastewater Reconnect (Unplug Elder Valve)	\$ 75
Electric/Water Reconnect (Weekend Fri. 5 pm to Mon. 8 am)	\$ 150	Wastewater Reconnect (Unplug & Install Elder Valve)	\$ 1,072
Electric Reconnect (Pole or Underground transformer)	\$ 150	Wastewater Reconnect (6 inch tap or bigger)	\$ 1,160
*Unauthorized Access Fee	\$ 150		

\*The City of Brownsville may impose criminal charges, fines and as well as other charges estimated by BPUB if cutoff due to theft of service.

*Please see reverse side for your messages.*

Keep top portion for your records:

*Please write your account number 584473 on the check or money order and make it payable to Brownsville PUB.*



Account No:	[Redacted]
<b>Amount Due:</b>	<b>\$164.84</b>
Due Date:	03/30/2026

**Total Paid:**

[Redacted]  
[Redacted]

BROWNSVILLE, TX 78520



584473300000164848

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*Messages*

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MAILING ADDRESS CORRECTION

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