

# ***Requests for Qualifications Professional Architecture / Engineering Services for Houston County, Texas***

**SUBMIT RFQ TO:** Houston County Auditor  
401 E. Goliad, Ste 204  
Crockett, TX 75835

**SUBMIT NO LATER THAN:** Thursday, July 17, 2025 at 11:00 AM (Central)

**MARK ENVELOPE:** RFQ - Professional Architectural / Engineering Services

Houston County, Texas is an Equal Employment Opportunity Employer and the County does not discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status in employment or the provisions of services.

*ALL REQUESTS FOR QUALIFICATIONS (RFQs) MUST BE RECEIVED IN COUNTY AUDITOR'S OFFICE BEFORE DEADLINE DATE AND TIME SPECIFIED. ONLY THE NAMES OF FIRMS WHOM SUBMITTED RFQS WILL BE PUBLICLY READ. RFQS RECEIVED AFTER THE SPECIFIED TIME WILL BE RETURNED UNOPENED.*

## **Vendor Responsibilities:**

- Vendors are responsible to download and complete any addendums.  
(Addendums will be posted on Houston County Website no later than 48 hours prior to RFQ Opening)
- Vendors will submit responses in accordance with requirements stated on cover of document.
- Vendors may not submit responses via email or fax.

**Vendor Information and Certification**

Legal Name of Contracting Company	Federal ID Number or Social Security Number
Telephone Number	Facsimile Number
Complete Mailing Address (for Correspondence)	
City, State and Zip Code	
Complete Remittance Address (if different from above)	
City, State and Zip Code	
Email Address	

**Name of Representative authorized to sign for Vendor:**

Name and Title	Signature

All specifications and terms and conditions of the RFQ have been read.

The information contained in the Requests for Qualifications is true and complete.

I certify that the above information is correct:

Name and Title	Signature
Date:	

## **General Description**

Houston County is soliciting this Request for Qualifications (RFQ) for professional Architecture / Engineering Services in support of Houston County. The County is seeking highly skilled individuals or professional firms to provide engineering, comprehensive design, review, analysis, planning, surveys, and other ancillary services necessary to implement projects under terms and conditions established by this RFQ and Houston County. Vendor(s) chosen by the County for projects must have Professional Engineers and / or Architects, registered in the State of Texas, on staff and must have demonstrated experience in performing building restoration/remodel projects and/or evaluating structural integrity of buildings.

## **Scope of Services**

The County is seeking architecture / engineering services necessary to:

- design, renovate and evaluate the structural integrity buildings originally constructed in 1894, renovated in 1904, 1950 and 1990 and develop into County Administration Offices:
  - former First National Bank Building - located at 415 E. Goliad
  - former Allee Jewelry store building (now converted with access to Bank Building located at 409 E. Goliad
  - the Community Room located at 407 E. Goliad
- The buildings listed above are not on the National Registry nor designated as historical by the Texas Historical Commission.
- and any other design and/or build projects that may arise during the County's fiscal year.
- The County may require one or more of the following areas of expertise for the successful implementation and administration of a project. The capability of a vendor to provide expertise in more than one (or all) of the services identified below will be considered favorably in the County's ranking and selection process. Vendors may subcontract for such services; however, existing relationships are preferred. All subcontracting relationships for services shall be clearly documented. No priority is implied by the order of the following services requested by the County:
  - a. Development of construction plans and specifications, bid documents, and bid analysis;
  - b. Development of project applications and supporting documentation;
  - c. Regulatory issues and permitting management and oversight;
  - d. Construction management and oversight;
  - e. Design and renovation of historic buildings;
  - f. Design of restroom facilities;
  - g. Independent engineering review of all above-mentioned services.

### **Project Schedule(s)**

Individual projects will be of varying duration, scope and complexity. Specific project schedule(s) will be coordinated between the County and successful vendor(s).

### **Description of Services and Special Conditions**

All work requested of vendors described in the Scope of Services will be issued by specific written work authorization from Houston County. Such authorization will be in the form of a "Work Order" and include a particular scope of services, a schedule, a list of deliverables, and such other information or special conditions as may be necessary for the work requested.

### **Minimum Qualifications**

Vendors must meet the minimum qualifications listed below. Furthermore, RFQ responses that appear unrealistic in terms of technical capability, commitment, that show a lack of technical competence, or that indicate a failure to comprehend the risk and complexity of a potential contract may be rejected.

- Vendor must have been in business for a minimum of three (3) years or the principals shall have had ownership/management experience in a previous company that provided e architecture / engineering services, comprehensive design, review, planning, analysis, surveys, and other services.
- Vendor must have demonstrated experience in providing architecture and engineering services in the categories requested in the Scope of Services.
- Vendor for one of the firms selected must employ or contract with at least one engineer registered as a Professional Engineer (P.E.) in the state of Texas as an employee or consultant of the respective company. Consultants shall be identified, what portions of the requirements they would perform described, and their experience, qualifications, and capabilities to provide the specified services documented.

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**Evaluation Criteria:**

Item	Maximum Points
Qualifications of firm, including Company organization, personnel qualifications and experience	30
References from clients demonstrating ability to perform services as requested in the Scope of Services	25
Project design schedule and ability to meet schedules and deadlines	25
Construction Management experience	20
<b>Total</b>	100

**Selection Process:**

Requests for Qualifications Responses will be evaluated by a committee comprised of County staff and/or consultants. In conformance with state law, RFQ Responses shall be evaluated in accordance with Chapters 2155-2157 of the Texas Government Code. Ranking merely determines which firm(s) the County selects to enter into contract negotiations and does not determine the award of a project. Project award is determined by negotiation of contract terms. Houston County will not be liable for any costs incurred in preparing proposals or associated travel costs.

**Award**

The County may award up to three (3) contracts for the services requested under this solicitation. An award is contingent upon the successful negotiation of final contract terms and upon the County Committee's recommendation to the Houston County Commissioners Court and Court approval of said recommendation.

**Timeline - Estimated**

Advertisement – June 26, July 3, July 10

Publication on Website – June 19 through July 17, 2025

Deadline for consideration – Thursday, July 17, 2025 at 11:00 am (central)

Evaluation Committee review – Friday, July 18 or Monday, July 21, 2025

Present to Commissioners Court for award and authorize negotiations – Tuesday, July 22, 2025

**Compensation**

Selected vendor(s) will be compensated under a Work Order based on a negotiated fee.

**Written Work Authorization**

The County will request vendor to perform certain tasks as listed in the Scope of Services, subject to a specific work order. All work orders shall be in writing, signed by both parties, and shall include a scope of services, a list of tasks to be performed by vendor, a time schedule, a list of deliverables and such other information or special conditions as may be necessary for the work requested.

**Procedures for submitting Requests for Qualification Response:**

Houston County requires that firms responding to this request do so in the manner prescribed below. This information should substantiate the capacity and ability of the firm and its staff to perform the services requested herein. It is important to list projects completed of a similar nature that demonstrates this capacity. Emphasis should be concentrated on conformance to the RFQ instructions, responsiveness to the RFQ requirements, and completeness and clarity of content. *Expensive bindings, colored displays, promotional materials, etc. are not necessary or desired.*

**Format**

Submit responses on 8-1/2-inch by 11-inch single sided paper using a 12-pitch font size. Include a Table of Contents and all pages numbered in sequence; **maximum 30 pages not including appendices or attachments**. Items such as annual reports do NOT count toward the page limit. If bound, the binding must allow reports to lie flat when open and may be either wire or GBC. Format of the report may be either "portrait" or "landscape" format with binding on either long or short side.

**1. Report Content**

- a. **Cover Letter.** Briefly describe your ability and interest in conducting the described work. Letter must be signed by a person having authority to enter into contract.
- b. **Company Narrative:** (1) The year the company was founded, background and history (and parent company, if applicable) and, if incorporated, the state in which the company is incorporated and the date of incorporation. If the company is an out-of-state vendor, a Certificate of Authority to do business in Texas from the Secretary of State must be provided as an Appendix. (2) The company ownership structure (corporation, partnership, LLC, or sole proprietor). (3) Location of company headquarters and location of the primary office(s) that will service any contract resulting from this RFQ, in addition to a listing of offices intended to support the contract with city, state, telephone number, email contact address, and total number of personnel at each of these offices.
- c. **Staffing Profile:** Name, address, telephone number, and email address of the Vendor's point of contact for a possible contract resulting from this RFQ. Vendor should provide brief resumes for key staff to be responsible for the performance of any contract resulting from this RFQ. The staff profile(s) should describe personnel by discipline and should identify the Texas Professional Engineer(s) who will sign/seal engineering work products.
- d. **Vendor Justification:** Complete information regarding how the Vendor is qualified to provide the services described in the Scope of Services, focusing on the company's key strengths and advantage to Houston County to select the vendor. Please note experience with state and federally funded projects.
- e. **Major Sub-consultant Information:** Vendor must identify any sub-consultants with whom the vendor intends to utilize in performing work under any work order resulting from this RFQ. Vendor must indicate whether or not vendor holds any financial interest in any sub-consultant activities.

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- f. **List of References:** Provide a minimum of three (3) references for projects you have provided similar services to that in the solicitation. For each reference, indicate the organization, contact person, telephone, type of work performed, date(s) of service and project status.
  - g. **Litigation History:** Vendor must include a complete disclosure of any alleged or significant contractual failures. In addition, vendor must disclose any civil or criminal litigation or investigation pending over the last three (3) years that involves vendor or in which vendor has been judged guilty or liable. Failure to comply with the terms of this provision may disqualify any vendor.
  - h. **Annual Report:** Vendor must submit one of the following two options:
    - a. **Option 1:** an annual report, which must include the last two (2) years of audited financial statements. Additionally, vendor should disclose any events, liabilities, or contingent liabilities that could affect vendor's financial ability to perform any contract that might result from this RFQ.
    - b. **Option 2:** an annual financial report consisting of balance sheet and statement of profit and loss for the last two (2) calendar or fiscal years, certified by either an appropriate corporate officer or owner/partner. If the annual financial report is not audited, please prominently mark the report(s) as UNAUDITED.
2. **Submission:** Submit one (1) original, six (6) hard copies, and one (1) electronic response on an USB flash drive in PDF format in a sealed envelope/package. The file in PDF format and must match written response identically. Failure to provide proper USB drive is cause for disqualification. Houston County accepts no financial responsibility for any cost incurred by any vendor in the course of responding to these conditions.

**Communications:**

All questions and communications concerning this procurement process must be directed to Houston County Auditor, Melissa Jeter. All requests for clarifications or additional information *must be submitted in writing via electronic mail to* [mjeter@co.houston.tx.us](mailto:mjeter@co.houston.tx.us).

Requests for Qualifications may be obtained from the Houston County website, [www.co.Houston.tx.us](http://www.co.Houston.tx.us) under the Bid Notices or at the office of Houston County Auditor, Melissa Jeter, 401 E. Goliad, Ste 204, Crockett, Texas 75835.

**Interpretations and Addenda:**

Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing via e-mail only to the County's Proposal Contact as specified above. Deadline for submission of questions and/or clarification is no later than Thursday, July 17, 2025 at 11:00 AM (Central). Requests received after the deadline will not be responded to due to the time constraints of this Proposal process.

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Should revisions to the RFP/RFQ become necessary, the Auditor's Office will issue written Addenda. All Addenda's must be acknowledged. If necessary, addenda may be downloaded from the Houston County website at [www.co.Houston.tx.us](http://www.co.Houston.tx.us) . PROPOSERS' submittals may be rejected as non-responsive if PROPOSERS have failed to submit Proposal without Addenda Acknowledgement. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarification will be without legal effect.

**Place of Performance:**

Applicable Law and Venue: This proposal and any contract is performable in Houston County Texas and shall be governed by the law of the State of Texas (excluding conflict of laws rules if the application of such rules would require the application of the laws of a different state or nation). Venue for any action hereunder, at law or in equity, shall be in a court of competent jurisdiction located in Houston County, Texas.

**Public Records Act/Information Disclosure to Third Parties**

Proposals will be opened on the date specified on the cover page and kept secret during the process of negotiations. Only the names of the respondents will be made public at time of opening. All Proposals that have been submitted shall be open for public inspection only after final contract award, subject to the requirements of the Texas Public Information Act.

The law provides for certain exclusions to disclosure. If the PROPOSER believes that some information contained in their Proposals is exempt from disclosure, the PROPOSER is instructed to label such information as confidential, specify the pertinent section of the public record law that justifies nondisclosure, and request in writing the COUNTY keep such information confidential and free from disclosure. The COUNTY reserves the right to make any final determination of the applicability of the public records law. In addition, all Proposals received by the Proposal submission date will become the property of the COUNTY and will not be returned. Oral presentations, meetings where PROPOSER(S) is answering questions, negotiations, and COUNTY meetings to discuss negotiation strategy are exempt from public access.

The County reserves the right to retain all proposals regardless of which response is selected. All proposals and accompanying documents become the property of the County.

**Independent Contractor:**

The Respondent is an independent contractor and no employee or agent of the Respondent shall be deemed for any reason to be an employee or agent of the County.

COUNTY TAXES: If the Contractor subsequently becomes delinquent in the payment of County taxes, that may be grounds for cancellation of the contract. Despite anything to the contrary, if the contractor is delinquent in payment of County property taxes at the time of invoicing, Contractor assigns any payments to be made for performance under this contract to the County Tax Assessor-Collector for the payment of delinquent taxes.



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**Tax Exempt:**

Houston County is exempt from all federal excise, state and local taxes under Section 151.309 of the Texas Tax Code. Texas Limited Sales Tax Exemption Certificates will be furnished upon request to the Respondent. Respondent is to issue its Texas Resale Certificate to vendors and subcontractors for such items qualifying for this exemption, and further, Respondent should state these items at cost.

**Compliance with Federal and State Laws:**

*Certification of Eligibility*

By submitting a Proposal in response to this solicitation, the Respondent certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities. In the event of placement on the list between the time of Proposal submission and time of award, the Respondent will notify Houston County and the Entities. Failure to do so may result in terminating this contract for default.

*Texas Government Code Section 2252.152 Acknowledgment:* By signature on vendor form, Contractor represents pursuant to Section 2252.152 of the Texas Government Code, that Contractor is not listed on the website of the Comptroller of the State of Texas concerning the listing of companies that are identified under Section 806.051, Section 807.051 or Section 2252.153. Relating to companies that boycott Israel and investments in companies that do business with Iran, Sudan, or any other foreign terrorist organizations.

*Certificate of Interest Parties Form 1295*

By submitting a Proposal in response to this solicitation, the Respondent agrees to comply with HB 1295, Government Code 2252.908. Respondent agrees to provide Houston County and Entities purchasing departments and/or requesting department, the "Certificate of Interested Parties", Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

Visit [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm) for more information

*Disclosure of Certain Relationships*

Pursuant to Chapter 176 of the Local Government Code, any person or agent of a person who contracts or seeks to contract for the sale or purchase of property, goods, or services with a local governmental entity (i.e. Houston Entities) must disclose the Questionnaire **Form CIQ (FORM D)** the person's affiliation or business relationship that might cause a conflict of interest with the local governmental entity. By law, the Questionnaire must be filed with the Houston County Auditor's Office and/or City Secretary of the Cities, no later than seven (7) days after the date the person begins contract discussions or negotiations with the Entities, or submits an application or response to a request for Proposals or bids, correspondence, or another writing related to a potential agreement with the Entities. Updated Questionnaires must be filed in conformance with Chapter 176. Questionnaire Form CIQ is available at: [http://tools.cira.state.tx.us/users/0072/docs/Forms/CIQ\\_form.pdf](http://tools.cira.state.tx.us/users/0072/docs/Forms/CIQ_form.pdf)

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**REQUIRED FORMS:**

All vendors submitting are required to complete the attached forms and return with submission:

- Affirmation of Compliance with Federal and State Laws
- Conflict of Interest Questionnaire
- W-9 Form
- Current Certificate of insurance for professional liability

Houston County is always conscious and extremely appreciative of your effort in the preparation of this document. Requests for information must be in writing via email and directed to: Melissa Jeter, Houston County Auditor [mjeter@co.houston.tx.us](mailto:mjeter@co.houston.tx.us); 936-544-3255 x 232.

Professional Architecture/Engineering Services  
Request for Qualifications

BIDDER/PROPOSER'S SDNs/BLOCKED PERSONS AFFIRMATION

***NOTE: FAILURE TO SIGN AND RETURN THIS FORM WITHIN 10 DAYS OF THE AWARDED BID MAY RESULT IN THE TERMINATION OF ANY RESULTING PURCHASE ORDER OR***

1) Pursuant to 44 CFR Part 13.35, the Proposer, hereby affirms that Proposer: *(Check all that are applicable)*

☐

Is **NOT** excluded from doing business at the Federal Level.

☐

Is **NOT** listed as Specially Designated Nationals (SDN)s/Blocked Persons (individuals and companies owned or controlled by or acting for or on behalf of targeted countries; or individuals, groups and entities, such as terrorists and narcotics traffickers designated under programs that are not country-specific).

2) Pursuant to Government Code Chapter 2270, Subtitle F and Government Code Chapter 2252, the Proposer/Bidder:

☐

Does **NOT** boycott Israel or invest in companies that boycott Israel

☐

Does **NOT** conduct business with Iran, Sudan, or a foreign terrorist organization

The County of Houston may not make procurement transactions with SDNs/Blocked Persons, Companies that boycott Israel and/or companies that conduct business with any known terrorist organization. By signing below the authorized official does hereby depose and verify the truthfulness and accuracy of the contents and the statements on this certification.

Proposer/Respondent  
Company Name

\_\_\_\_\_

Proposer (Signature)

\_\_\_\_\_

Date:

\_\_\_\_\_

Proposer (Print Name)

\_\_\_\_\_

Title/Position with Company

\_\_\_\_\_

HOUSTON COUNTY, TEXAS



CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Legislature, Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a). (SEE BACK OF FORM FOR COMPLETE DEFINITIONS)

By law this questionnaire must be filed with the Houston County Auditor (401 E. Goliad, Ste 204, Crockett, TX 75835) not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. Section 176.006(a-1), Local Govt Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code.

An offense under this section is a misdemeanor.

If Vendor has an affiliation with any local government officer (see list below)--vendor must complete the rest of the form. If none, complete section 1, write NONE in section 3, sign & date section 7, then return form.

1 Name of vendor:

2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer vendor has an affiliation / family relationship / business relationship with:

\_\_\_\_\_  
Name of Officer

CURRENT HOUSTON COUNTY OFFICIALS / OFFICERS: Jim Lovell, County Judge; Gary Lovell, Commissioner; Willie Kitchen, Commissioner; Gene Stokes, Commissioner; Jimmy Henderson, Commissioner; Terri Meadows, County Clerk; Kristina Massey, County Attorney; Janis Omelina, County Treasurer; James Angerstein, Tax Assessor/Collector; Zak Benge, County Sheriff; Michael McCreight, JP Prec 1; Morris Luker, Constable Prec 1; Ronnie Jordan, JP Prec 2; Kenneth "Red" Smith, Constable Prec 2; Sarah Clark, County Court at Law Judge; Daphne Session, District Attorney; Laura Goolsby, District Clerk; Mark Calhoun, District Judge; Pam Foster Fletcher, District Judge; Melissa Jeter, County Auditor; Charles Hodges, County Surveyor; Heath Murff, Fire Marshal/EMC; Mike Malden, Veteran Service Officer; Thomas Streetman, Chief Juvenile Prob Officer; Sheila Johnson, Grants Administrator; Cynthia Lum, Elections Administrator; Carl Johnson, Facilities Administrator

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?	Yes	B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?	Yes
	No		No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

## 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.



## 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.**

Print or type. See Specific Instructions on page 3.	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
	<b>5</b> Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional) HOUSTON COUNTY, TEXAS
	<b>6</b> City, state, and ZIP code	FAX - 936-544-3260 EMAIL-BILLING@CO.HOUSTON.TX.US
	<b>7</b> List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

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

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
or									
<b>Employer identification number</b>									

### 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 ▶ _____
------------------	----------------------------------	--------------

Remittance Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 \_\_\_\_\_

Billing Contact Name: \_\_\_\_\_

\*Are Statements Sent Monthly?: \_\_\_\_ Yes \_\_\_\_ No

\*Have you received Houston County's sales tax exemption? \_\_\_\_ Yes \_\_\_\_ No

**Check box notating acceptance that Houston County requires requisitions completed for all materials and supplies purchased prior to receipt of items.**

**RETURN TO 936-544-3260 (FAX) OR BILLING@CO.HOUSTON.TX.US**

## **Insert Certificate of Insurance**