



# REQUEST FOR QUOTATIONS (RFQ)

For Fitness Equipment Maintenance and Repair  
Services

RFP# 21-1001

RELEASE DATE: OCTOBER 14, 2021

PROPOSALS DUE: OCTOBER 27, 2021

## CONTACT INFORMATION:

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**YWCA EL PASO DEL NORTE REGION**  
**REQUEST FOR QUOTATIONS FOR FITNESS EQUIPMENT MAINTENANCE AND REPAIR SERVICES**

Young Women’s Christian Association El Paso del Norte Region (referred to as YWCA) extends an invitation to bid on the inspection, preventative maintenance and repair services of fitness equipment at four YWCA Branch locations. This Request for Quotations (RFQ) provides potential respondents with vital background information and describes the desired services, guidelines for submitting a response.

**Background Information**

YWCA is a 501(c)(3) not-for-profit organization formed as a women’s membership movement. YWCA is the largest in the nation, serving almost 30,000 households annually. The organization employs approximately 350 full-time and part-time employees. Revenues include fees for services, proceeds from special events, private foundation grants and approximately \$28 million from federal contracts. YWCA is a non-profit corporation and has been determined to be exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. A Board of Directors composed of twenty-nine (29) volunteers, the Chief Volunteer Officer being the President of the Board of Directors, governs the organization. The Board of Directors has hired a Chief Executive Officer (CEO) to serve as the person in charge of YWCA’s daily operations. The CEO is ultimately responsible for and oversees the operations of YWCA’s programs, the personnel, the procurement process utilized by YWCA to purchase goods and services, and all financial and compliance matters of the organization.

The work of the agency ties to its mission that states, “The YWCA El Paso del Norte Region is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.” A majority of YWCA’s services focus on the well-being of families, women and children, addressing areas of early childhood education, afterschool and teen programs, affordable housing for seniors and low-income households, health & wellness programs and workforce and leadership development. YWCA is the largest provider of transitional housing for homeless women & their children, and for survivors of sexual and family violence in the region. Far exceeding licensing standards, YWCA is the most-experienced and devoted childcare provider in the region, servicing children of our El Paso community with the utmost care, quality and respect within our seven (7) early learning academies. YWCA is also the largest provider of licensed, high-quality afterschool programs in the region with over thirty (30) locations. Through a contract with Workforce Solutions Borderplex (WSB), the Child Care Services (CCS) Division assists parents in meeting their childcare payments. YWCA also integrates social equality and empowerment activities throughout their existing programs. The organization also offers various community events designed to empower women and eliminate racism.

Administrative offices are located at 201 E. Main St., Suite 400, El Paso, TX 79901. Other facilities are located throughout the city of El Paso. Activities and locations are further detailed in our web site, [www.ywcaelpaso.org](http://www.ywcaelpaso.org) and on Facebook, Twitter and Instagram.

**GENERAL INFORMATION**

**Procurement Standards**

Procurement of goods and services shall be in compliance with the guidelines of 2CFR 200, OMB Circular A-122, A-110, or other applicable OMB Circulars, supplemented by the final rules promulgated by the Office of the Texas Governor under the Uniform Grants Management Standards, and the Texas Workforce Commission (TWC) Financial Manual for Grants & Contracts Chapter 14, Procurement. These guidelines require that all procurement transactions be conducted in a manner to provide, to the

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maximum extent practical, open and free competition. Additionally, awards may only be made to organizations possessing the demonstrated ability to perform successfully under the terms and conditions of the contract agreement.

**Eligibility To Respond**

Organizations able to meet the technical specifications and other terms of this bid package and that are not debarred and/or suspended from conducting business with federal and state funded agencies are invited to respond. A prospective bidder must affirmatively demonstrate responsibility. A prospective bidder, by submitting a bid, represents to YWCA that it meets the following requirements:

- Possesses or is able to obtain adequate financial resources as required to perform under this RFQ;
- Is able to comply with the required or proposed RFQ;
- Has a satisfactory record of integrity and ethics;
- Be otherwise qualified and eligible to receive an award; and
- Be in good standing with the applicable national or state associations.

No contract(s) will be awarded to any respondent(s) that is/are on State or Federal sanctions, during the award phase of the procurement process.

Minority, disadvantaged, veteran-owned and women-owned businesses that are certified by the State as Historically Underutilized Businesses are encouraged to respond to this RFQ.

For purposes of this RFQ, interested contractors are referred to as Bidders, Respondents, or Applicants.

**Authorized Agency Contact**

All communications regarding this Request for Quotations (RFQ) must be addressed solely to Rocio Castruita, Contracts and Compliance Administrator, email at [r.castruita@ywcaelpaso.org](mailto:r.castruita@ywcaelpaso.org).

To ensure a fair and competitive bidding environment, communication is prohibited between YWCA officials, employees, or representatives and parties involved in the bidding process that could create an unfair advantage to any party with respect to the award of a YWCA contract. Communication is prohibited from the day that the request for quotations (RFQ) is advertised until the day that a recommendation of a contract award is made. Any person, including but not limited to, bidders, lobbyists or consultants of bidders, service providers or potential vendors and any YWCA board member, YWCA staff, and associated parties are precluded from entertaining any questions outside the written question process described below. Potential applicants are asked to respect these conditions by not making personal requests for assistance. No unauthorized methods or sources of responses or clarification are considered valid. Any violation of this process may disqualify an applicant.

**Changes, Amendments, Withdrawal, Re-Issuance**

YWCA reserves the right to amend or withdraw this RFQ at any time; reject any and all applications; re-issue this RFQ and/or waive technicalities and to accept the proposal which in its judgment is in the best interested of the agency and its employees.

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**SCHEDULE OF ITEMS**

**RFQ Packets**

Request for Quotations packet will be available beginning on and after 5:00 P.M. MST on October 14, 2021 at the address listed on the cover page. Packets may be picked up in person or may be requested in writing to the address listed in the contact section. The RFQ will also be available on the YWCA website at [www.ywcaelpaso.org](http://www.ywcaelpaso.org).

**Due Date and Delivery Method**

The Contracts and Compliance Administrator or authorized YWCA staff must physically receive responses to this RFQ. Sealed proposals must be received by:

**4:00 P.M. MST on Wednesday, October 27, 2021**

**Responses submitted after this time will not be accepted under this RFQ.**

Any reasonable delivery method may be used, except facsimile nor email. Use of a traceable delivery method such as certified mail-return receipt requested, guaranteed express service, or hand delivery is recommended. Submissions post marked prior to the due date but received after the due date will not be considered. No email or facsimile will be accepted. YWCA will not be responsible for any lost or late deliveries.

**Bid Timeline**

The following schedule of events is subject to change at the discretion of YWCA. All requestors of this RFQ will be notified of any and all changes. All times shown in the RFQ are Mountain Standard Time Zone (MST).

Issuance of RFQ	October 14, 2021 – 5:00 P.M. MST
Announcement Published in the El Paso Times	October 14 and 20, 2021
Non-Mandatory Pre-Bid Meeting*	Monday, October 18, 2021 – 1:00 P.M. MST
Deadline to Submit Questions	October 20, 2021 – 2:00 P.M. MST
Questions and Answers Posted on Website	October 21, 2021
<b>Deadline for Bid Submissions</b>	<b>Wednesday, October 27, 2021 – 4:00 P.M. MST</b>
Bid Opening**	October 28, 2021 10:00 A.M. MST
Evaluation of Bids	October 29 – November 10, 2021
Engagement of Firm	Est. November 11 – 12, 2021
Contract Start Date	Est. November 15, 2021

\*The Non-Mandatory Pre-Bid Meeting will be held on Monday, October 18, 2021 at 1:00 P.M. MST at the following location:

YWCA – Joyce W. Jaynes Branch  
Multi-Purpose Meeting Room  
1600 Brown St.  
El Paso, Texas 79902

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\*\*The opening of bids will be held on Thursday, October 28, 2021 at 10:00 A.M. MST at our Administration Offices located at 201 E. Main, Suite 400, El Paso, Texas 79901. Bidders are not required to attend this event. If firm is interested in attending, we ask that only one representative from respondent attends the meeting. YWCA highly encourages the use of personal protection equipment (PPE) and that social distancing is used within our facility.

**Question & Answer Period**

Prospective Bidder(s) may submit written questions no later than 2:00 P.M. on October 20, 2021. Submit questions via email to Rocio Castruita at [r.castruita@ywcaelpaso.org](mailto:r.castruita@ywcaelpaso.org). Answers to questions will be posted to YWCA's website located at [www.ywcaelpaso.org](http://www.ywcaelpaso.org). All answers issued in response to Respondent questions become part of the RFQ and the RFQ process. Respondents are encouraged to view the website frequently to ensure they are fully aware of the most current information. Notifications of changes or addendums will be posted through YWCA's website. Prospective Bidder(s) who notify YWCA ([r.castruita@ywcaelpaso.org](mailto:r.castruita@ywcaelpaso.org)) that they may submit a sealed bid will be notified of amendment(s) to the packet and will be provided with answers to questions submitted or any other applicable clarification(s).

**Submission of Bids**

Official receipt of bids will be entered on a receipt form issued by YWCA staff. Bidder(s) who mail a bid packet will be sent a copy of this receipt upon request. Sealed bids must be hand delivered or mailed to and labeled as follows:

**YWCA El Paso del Norte Region  
Contracts Department  
RFP# 21-1001  
201 E. Main St., Suite 400  
El Paso, TX 79901**

Timely delivery of bids to the above address is the sole responsibility of the bidder. Bids submitted via courier or overnight mail services will be considered hand-carried and must be received by the deadline.

All bids will become the property of YWCA and will not be returned. No documents relating to this procurement will be presented or otherwise made available to any other person, agency or organization until after the funding award. Any proprietary information should be clearly marked "Proprietary". All costs incurred in the preparation of a bid responding to this RFQ will be the responsibility of the Bidder and will not be reimbursed by YWCA.

**Contract Term Period**

Any contract(s) awarded will be effective upon determination of award. The contract(s) resulting from this procurement will be for a 1-year term. YWCA reserves the right to negotiate up to four (4) one-year contract renewals, contingent upon satisfactory performance, need, and availability of funds. A contractor performance evaluation may be required at the end of each year.

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**SPECIFICATIONS**

**Scope of Services**

The purpose of this Request for Quotations (RFQ) is to solicit bids from qualified bidders on the inspection, preventative maintenance and repair services of fitness equipment at four YWCA Branch locations.

**FITNESS EQUIPMENT LOCATIONS**

YWCA Katharine White Harvey Branch	313 Bartlett Dr., El Paso, TX 79912
YWCA Joyce Jaynes Branch	1600 Brown St., El Paso, TX 79902
YWCA Shirley Leavell Branch	10712 Sam Snead Dr., El Paso, TX 79935
YWCA Dorothy Woodley Hunt Branch	115 Davis Dr., El Paso, TX 79907

Respondents must provide the following at a reasonable cost:

- The maintenance of the equipment will be accomplished through a quarterly inspection of each piece of equipment at each location. Preventative maintenance must be completed per the manufacturer’s recommendation for all equipment with moving parts.
- The price quote should include the cost of labor for repairs, unless covered by warranty, as well as the cost of quarterly inspection, preventative maintenance and diagnosis of non-functioning equipment.
- The list attached (please see Attachment A) includes all equipment currently in service at each site, with warranty information, if applicable. From time to time, YWCA may remove equipment from service, add new equipment (dependent on agency funds) or change the location of equipment. YWCA expects that the inventory quantity will remain constant.
- YWCA will pay for quarterly inspections, maintenance and repairs upon successful implementation at all four branches and receipt of invoice.
- Contractor will provide cost estimates for failing or broken part replacement (parts only) to the Branch Operations Administrator who must approve all repairs. The cost of parts not covered by warranty will be reimbursed to vendor upon successful completion of repair and receipt of invoice. Cost of repair parts not covered by warranty will be priced at competitive market rates.
- YWCA may temporarily close a location due to facility improvements. The fitness equipment will not be in use during temporary closure. Contractor is expected to pro-rate the cost for the months that a facility is closed.
- YWCA will provide appropriate sales tax exemption form and will not be charged Texas sales or use tax.

Required timeline for equipment repair:

- Diagnosis and report of cost estimate (for parts) within three business days of report of mal-function.
- Completion of repair within ten business days of repair authorization, except in cases where documentation of parts on back-order is provided.

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All applicants submitting a bid must:

- have the expertise, licenses and resources to provide maintenance, diagnose, and repair services for YWCA's current and future operations;
- consistently maintain and allocate sufficient staffing resources to provide timely service for YWCA's needs relating to fitness equipment maintenance and repair services; and
- maintain staff that are qualified and available to provide specialized technical expertise in servicing fitness equipment as necessary.

**General Requirements**

Respondent is required to comply with all federal, state, and local laws, rules and regulations, YWCA policies and procedures, and the terms and conditions of this contract as follows:

- Provide General Liability Insurance as required by YWCA policies.
- Demonstrate the ability to provide the requested services.
- Comply with budget constraints and the appropriate billing procedures.

**SUBMISSION GUIDELINES**

**General Guidelines**

To be considered for contract award, each respondent must submit a bid offer and other supporting documentation in accordance with these instructions. When evaluating a bid, YWCA will consider how well the respondent complied with these instructions. YWCA will consider any failure on the part of the respondent to comply with these instructions to be an indication of the type of conduct and service it can expect during contract performance. Therefore, YWCA encourages respondents to contact the Authorized Contact by email to request any additional clarification that may be needed to comply with these instructions.

**Format**

Each respondent is required to submit one (1) signed original, two (2) copies and one (1) reproducible master disk or flash drive prepared or converted to Microsoft Office Software (Word, Excel, etc.) or PDF of the complete bid response. The original must clearly be marked "ORIGINAL" on the cover sheet and contain signatures, where applicable. Double-sided printing is allowed. All responses must be typed and will become the property of YWCA. All responses, forms and attachments must be submitted on standard 8.5 by 11-inch paper, and either stapled or bound together with a binder clip. Please do not submit proposals in three-ring binders, other multiple ring binders, or spiral binders. Font size must be no smaller than 12 point, single space.

Please respond to the RFQ questions in the order presented and limit your response to ten (10) typed written pages for all questions. Requested items, if any, are limited to an additional ten (10) pages, bringing the maximum size of the RFQ bid response to twenty (20) pages.

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Bidders must respond to each item in Section A through F. Bids should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those necessary to provide a complete, accurate and reliable presentation. All responses should be brief and concise.

Each copy of a completed Request for Quotation must contain all of the following segments in the order indicated.

- a) **Section A:** Bid Cover Sheet - Must be signed by the individual having contract signature authority.
- b) **Section B:** Cost Fees Proposal
- c) **Section C:** Current Client References (Reference letters are not required for the submission.)
- d) **Section D:** Franchise Tax Account and Proof of General Liability Insurance
- e) **Section E:** Assurances and Certifications – The individual having contract signature authority as indicated on the cover sheet at Attachment A must sign the Assurances and Certification Document. Do not re-type this document, use the copy provided with this RFQ.
- f) **Section F:** Historically Underutilized Business (HUB) Certificate (if applicable) – If the Respondent’s organization is HUB certified, enter the certification on the cover sheet and attach a copy of the HUB Certificate.

**Evaluation Criteria**

YWCA will award the contract to the bidder(s) that submits a bid which represents the best value to the agency. Bids will be evaluated based on anticipated annual cost to the YWCA for all services. Vendor references and past experience as a YWCA vendor must be satisfactory for a contract to be initiated.

**Cost Analysis:**

All responses will be rated as to reasonable and necessary costs. Itemization and a detailed explanation of all costs are required.

- a. Are all costs associated with the requested services clearly stated in detail?
- b. Are the costs reasonable (i.e. does the respondent’s proposed cost compare well to the costs offered by other respondents or to what is reasonable for the local market?)

**Historically Underutilized Businesses (HUB) (5 Points, Tie Breaker)**

In the event that two (2) or more responsive bids represent equal value to YWCA, the following criteria will be used as a tie-breaker:

A respondent that is State HUB certified and has provided the organization’s State HUB Certification Number of the Cover Sheet (Attachment A) and attached a copy of the State HUB Certificate (Attachment F) will be given priority.



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**Governing Provisions**

YWCA reserves the right to contact any individual, agencies, or employers listed in a response to the RFQ, to contact others who have experience and/or knowledge of the Respondent's relevant performance and/or qualifications and to request additional information from any and all respondents.

YWCA reserves the right to negotiate the terms of any and all purchase agreements with Respondents selected and such agreements negotiated as a result of this RFQ may be re-negotiated and/or amended in order to successfully meet the needs of the agency.

The contents of a successful application may become a contractual obligation if selected for the award of a contract. Failure of a Respondent to accept this obligation may result in cancellation of this award.

Respondent is expected to honor their quoted pricing for ninety (90) days after the RFQ closes.

**RESPONSE SECTIONS**

The following sections are to be submitted with the bid packet in the order indicated in this RFQ.

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**SECTION A: BID COVER SHEET**  
**RFQ# 21-1001 – Fitness Equipment Maintenance and Repair Services**

Legal Business Name: \_\_\_\_\_

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

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

Contact Person & Title: \_\_\_\_\_

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

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

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

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

Authorized Representative Signature: \_\_\_\_\_

Authorized Representative Printed Name and Title: \_\_\_\_\_

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Tax/Legal Status:

- |                               |                             |                  |
|-------------------------------|-----------------------------|------------------|
| _____ State Government Agency | _____ Local Government      | _____ Union      |
| _____ Community College       | _____ Local School District | _____ Non-Profit |
| _____ Private For-Profit      | _____ Other: _____          |                  |

Federal Employer Identification Number: \_\_\_\_\_

Texas State Comptroller ID Number: \_\_\_\_\_

Historically Underutilized Business (HUB) Certification Number: \_\_\_\_\_

**SECTION B: COST FEES PROPOSAL**  
**RFQ# 21-1001 – Fitness Equipment Maintenance and Repair Services**

**Please list the bid cost you would charge for one-year (twelve months) of maintenance and repair service for each YWCA location and then as a total of all four YWCA locations:**

<b>Branch Name:</b>	<b>Branch Location:</b>	<b>Annual Cost:</b>
YWCA Katharine White Harvey Branch	313 Bartlett Dr., El Paso, TX 79912	\$
YWCA Joyce Jaynes Branch	1600 Brown St., El Paso, TX 79902	\$
YWCA Shirley Leavell Branch	10712 Sam Snead Dr., El Paso, TX 79935	\$
YWCA Dorothy Woodley Hunt Branch	115 Davis Dr., El Paso, TX 79907	\$
<b>Annual Bid Cost for All Four (4) Branches Combined:</b>		\$

**Proposed fees must hold with no increase for a three-year period.**

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**SECTION C: CURRENT CLIENT REFERENCES**  
**RFQ# 21-1001 – Fitness Equipment Maintenance and Repair Services**

REFERENCES Please provide the following information for three (3) current clients who YWCA may contact for a reference. These references will be indicative of your firm's past performance and therefore full details of your firm services' success will be used to determine the firm's ability to provide YWCA with similar requested services described in scope of work. Please provide detail regarding your firm's most closely related experience during the past three (3) years. YWCA will be contacting these listed references so please ensure that contact information is correct and up-to-date. Inability to receive a rating response from each of your listed references may impact vendor selection.

1) Organization Name \_\_\_\_\_

Organization's Contact Person \_\_\_\_\_

Contact Information (Address, Telephone & E-Mail) \_\_\_\_\_

Type of Service Description \_\_\_\_\_

Year(s) Service Provided \_\_\_\_\_

2) Organization Name \_\_\_\_\_

Organization's Contact Person \_\_\_\_\_

Contact Information (Address, Telephone & E-Mail) \_\_\_\_\_

Type of Service Description \_\_\_\_\_

Year(s) Service Provided \_\_\_\_\_

3) Organization Name \_\_\_\_\_

Organization's Contact Person \_\_\_\_\_

Contact Information (Address, Telephone & E-Mail) \_\_\_\_\_

Type of Service Description \_\_\_\_\_

Year(s) Service Provided \_\_\_\_\_

**SECTION D: FRANCHISE TAX ACCOUNT & PROOF OF GENERAL LIABILITY INSURANCE**  
**RFQ# 21-1001 – Fitness Equipment Maintenance and Repair Services**

**Franchise Tax Account Status**

All vendors must attach a copy of their current Franchise Tax Account Status from the Texas Comptroller of Public Accounts. Out of state respondents should submit Certificate of Good Standing from their state of operation. The Web Site address to obtain this certificate is:

<http://www.window.state.tx.us/taxinfo/coasintr.html>. If the Franchise Tax Account Status is not applicable, the respondent must indicate as such and provide a reason for non-applicability i.e., non-profit organization, sole proprietorship, etc.

**Proof of General Liability Insurance**

All vendors must provide proof of General Liability insurance in the form of a certificate of liability insurance.

**SECTION E: ASSURANCES AND CERTIFICATIONS**  
**RFQ# 21-1001 – Fitness Equipment Maintenance and Repair Services**

**Assurances and Certifications**

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing YWCA El Paso del Norte Region and any other applicable laws and regulations. The authorized representative certifies that the proposing organization possesses legal authority to offer the attached proposal.

The undersigned Respondent certifies that neither it nor its principals:

- (1) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal or state department or agency;
- (2) Have not within a three-year period preceding this application 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;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of offenses enumerated in Paragraph (2) of this section; and
- (4) Have not within a three-year period preceding this application had one or more public transactions terminated for cause or default.

Conflict of Interest: The undersigned Respondent certifies that:

- (1) Their organization has not prepared this bid in collusion with any other vendor and that the contents of this bid have not been communicated by the organization or its agent(s) to any other person engaged in this type of business.
- (2) No manager, employee or paid consultant of the Bidder is a member or is married to a member of the YWCA Board, President, or an employee of YWCA El Paso del Norte Region;
- (3) No member of the YWCA Board of Directors, or an employee of YWCA owns or has any control in the Bidder's organization;
- (4) No member of the YWCA Board of Directors or employee of YWCA receives compensation from Bidder for lobbying activities;
- (5) Bidder has disclosed within the proposal response any interest, fact or circumstance that does or may present a potential conflict of interest.
- (6) Should Bidder fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Bidder shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with YWCA and shall immediately refund the YWCA any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by YWCA relating to that contract.

Acknowledgement of Cooperation regarding Affirmative Action

YWCA El Paso Del Norte Region, as an equal opportunity employer, has developed an affirmative action plan and has an ongoing commitment to hire and develop the best people we can find, basing our judgment on their job-related qualifications. For this reason, we are asking your assistance and cooperation in actively recruiting and referring qualified applicants for all jobs without regard to race,

**SECTION E: ASSURANCES AND CERTIFICATIONS**  
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gender, religion, national origin, ethnic background, age, disability, political beliefs or veteran status. Because of our commitment as an equal opportunity employer, we request your service to include active recruitment of qualified minority and female applicants for all positions when available.

The undersigned authorized representative affirms that she/he is duly authorized to sign proposals on behalf of the organization. The undersigned authorized representative of the respondent herein certifies that the statements above pertaining to Debarment, Suspension and Other Responsibility Matters; Conflict of Interest; and Nondiscrimination are true and correct as of the date of submission.

Respondent must notify YWCA El Paso del Norte Region in writing if the authorized signatory changes.

Certified by:

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Date

**SECTION F: HISTORICALLY UNDERUTILIZED BUSINESS (HUB) CERTIFICATE  
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**HUB Certificate**

Respondents certified as a Historically Underutilized Business (HUB) in the state of Texas should submit a copy of the HUB certificate.

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