

**Subject:** Disadvantaged Business Enterprise (DBE) Certification Approved

**From:** City of Houston (houston@mwdbe.com)

**To:** mary@houstonchemsafe.com;

**Date:** Wednesday, June 29, 2016 5:23 PM

**HCS Certifications:**  
**COH DBE**  
**COH WBE**  
**COH SBE**  
**plus other cities:**  
**Austin, D/FW & San Antonio**  
**Bexar Co SBEDA Eligible ESBE**  
**Section 3**  
**State of TX HUB**  
**POHA**  
**METRO**  
**Materials and Services Supplier**  
**dba HCS Supplies**  
**established 1992**  
**References available.**  
**www.HoustonChemSafe.com**  
**Mary Scaggs|President/Director**  
**Mary@HoustonChemSafe.com**  
**Corp Office 281-296-9599**  
**Cell/Text 713-443-9992**

Mary Scaggs  
 Houston Chem Safe, Inc. DBA HCS Supplies  
 11430 Slash Pine Place  
 The Woodlands, TX 77380-1542

Certification # 16-6-3742

Dear Mary Scaggs:

CONGRATULATIONS! Your application for certification as a City of Houston Disadvantaged Business Enterprise (DBE) is approved. The approval is contingent upon your firm maintaining certification eligibility and cooperation with the annual update process on each anniversary date.

**We have certified Houston Chem Safe, Inc. DBA HCS Supplies,** only for Commercial Equipment And Cleaning Chemicals: Refrigeration Coil/Drain Treatment, Degreasers, Air Filters, Lighting Fixtures, (Bulbs, Ballasts, Etc.)/Brokers of Roofing Supplies/Broker of Insulation Products/Broker of Plumbing Materials/Supplies, Electrical Supplies, Paints, Insecticides, and Industrial Sprinkler System Materials/Supplies and Safety Equipment, and Construction Material Supply. You are being listed in the Directory of certified M/W/S/DBE, in the following Directory Capability listing:

NAICS-423330: INSULATION MATERIALS (EXCEPT WOOD) MERCHANT WHOLESALERS  
 NAICS-423850: JANITORIAL EQUIPMENT AND SUPPLIES MERCHANT WHOLESALERS  
 NAICS-425120: AGENTS AND BROKERS, DURABLE GOODS, WHOLESALE TRADE  
 NAICS-444190: OTHER BUILDING MATERIAL DEALERS  
 NAICS-444190: ROOFING MATERIAL DEALERS

The certification covers only the company, that is listed in this letter and on the attached certificate, not any other company with which you may be associated, and only for those specific functions mentioned herein.

Now that you are certified, the adventure begins. You will also receive emails on upcoming contracting opportunities, networking events, and free training. Check our website at [www.houstontx.gov/obo/index.html](http://www.houstontx.gov/obo/index.html) for valuable resource information.

Here is important information that you need to know:

Each year, one month prior to the anniversary date of your certification, you will receive instructions on how to complete the Annual Update Form and Affidavit. This form must be completed and returned along with a signed copy your Business Income Tax (Form 1120, 1065 or 1040 All Schedules including Schedule C). Please note that for Tax Returns not yet filed under an extension of time to file, a copy of the extension will suffice. If you do not complete and return the above items, your certification may be revoked.